

HEALTH

AND

SAFETY

PLAN

EPSOM GIRLS GRAMMAR SCHOOL

EPSOM AQUATIC CENTRE

HEALTH AND SAFETY PLAN

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DATED: _____

SIGNED: _____

HEALTH AND SAFETY POLICY

Epsom Girls Grammar School will undertake to provide a safe and healthy environment, as far as practicable and eliminate any hazards likely to endanger any employees or members of user groups of the Epsom Aquatic Centre.

Epsom Girls Grammar School will maintain all facilities and equipment to the standard approved and specified by any Act of Parliament. All employees will take all care at all times.

To achieve this fully trained and competent pool staff/supervision will be provided and be in attendance during normal operating hours at the facility.

Safe and healthy work habits will be promoted within Epsom Girls Grammar School with emphasis on care of fellow employees and members of user groups.

The pool complex will be maintained to a high standard with pool waters being filtered and tested several times daily, to ensure that hygiene standards are being achieved.

Epsom Girls Grammar School will provide for employees appropriate training courses relevant to this contract. Epsom Girls Grammar School will organise a number of training workshops to be held on their own premises on a continuing basis. The first of these will be completed before the end of November 2001.

Epsom Girls Grammar School has put in place a safety and health control programme whereby any accidents or injury which may occur are reported to the Pool Manager, recorded and remedial steps taken to prevent a repeat of the accident.

The nominated Safety Officer for the Epsom Aquatic Centre will be the Pool Manager Judy Tipping who has appropriate experience for this responsibility.

We propose to:

- a) Establish methods and procedures to identify hazards.
- b) Locate and define hazards in our working environment.
- c) Establish appropriate control measures for hazards to ensure full safety protection for the pool staff and the user groups at large.

Epsom Girls Grammar School fully endorses the importance and value of safety in the working environment.

SUB CONTRACTORS

While minor contractors are employed on site the said contractors will be working under this contract and will be working under the Epsom Girls Grammar School Occupational Safety and Health Plan. The said contractors will be required to maintain a safety standard at least as high as our own.

The major contractors already will have and will work to their own Occupational and Health Plan. The nominated safety officer for the Epsom Aquatic Centre will ensure Sub Contractors maintain the safe working environment, and will ensure a copy of the contractors Occupational Safety and Health Plan is on site at all times.

ORGANISATION

The following personnel will be involved in this contract:

Epsom Girls Grammar School Board of Control for the Epsom Aquatic Centre - overall responsibility for the operation of the Epsom Aquatic Centre. The Board of Control is under the overall control of the Epsom Girls Grammar School Board of Trustees.

Judy Tipping - Pool Manager of the Epsom Aquatic Centre - Nominated Safety Officer with the added responsibility for the day to day staff performances and the day to day running of the Epsom Aquatic Centre.

Epsom Girls Grammar School

Aquatic centre

NZ Water Polo Referee Closing Procedure

- PUT AWAY GOALS TIDY
- PUT NETS BACK TIDY
- PUT BACK BY ENTRANCE ANY CHAIRS OR TABLES USED
- PUT CONES AND CLOCK BACK IN POOLSIDE OFFICE
- CHECK ALL DOORS EXTERNAL DOORS ARE LOCKED
- LOCK EXTERNAL DOUBLE GLASS DOORS
- EXIT VIA POOLSIDE OFFICE HALLWAY
- DO NOT SET ALARM
- PICK UP ANY RUBBISH OR PROPERTY
- TURN OFF LIGHTS BEHIND POOLSIDE OFFICE DOOR

CALL WILLIAM

ON 021 0261 7542

ANY MAJOR PROBLEMS

INDUCTION

Prior to the commencement of the swimming season, or on the appointment of new staff, the hand over of the Epsom Aquatic Centre to the user group, all staff and nominated personnel shall be made familiar with the requirements of the Health and safety Plan.

THE POOL MANAGER SHALL;

Inform all personnel involved of their responsibilities in terms of the Occupational Safety and Health Act.

Ensure that all personnel understand the established rules for the Epsom Aquatic centre and are suitably qualified and trained for the allocated pool side duties that they will be involved in.

Ensure that all personnel are advised of the type and storage areas of all safety/rescue equipment as held on the premises and are provided with a demonstration of correct usage.

Provide an outline of First Aid equipment and action to be taken in the event of an emergency. This relates from the first responder management of the situation to the calling of appropriate emergency services.

Describe the procedures for the reporting of accident near misses and the requirement to notify Occupational Safety and Health of all serious harm accidents.

Inform that evidence at the scene of any serious harm accident must not be disturbed without the consent of the local Occupational Safety and Health Inspector except to the minimum extent necessary to free an injured person.

All personnel involved in pool cleaning and testing or in handling of pool chemicals shall be given a copy of the Material Safety Data Sheets and be provided with appropriate safety equipment and be instructed in the correct use.

Ensure that all personnel involved are to sign a register that they have received a formal induction and will adhere to and police established rules and safety requirements.

DEALING WITH USER GROUPS

It is important that the general user groups are informed of general safety standards and requirements. This awareness should ensure that all users have a safe and pleasant visit.

ATTITUDES

Many arguments start, due to the way in which people are requested to comply with safety regulations and general codes. It is not normally the content of the request but the way in which people are asked. Treat people the way you would like to be treated yourself.

MISUSERS

There will be times when children or adults will misuse the facility by not adhering to the pool rules and regulations, which are displayed in all relevant activity areas. The following should be the standard approach adopted by all poolside attendants. When the attendant observes a breach of pool rules or dangerous or irresponsible behaviour they should adhere to this procedure.

- 1) **THE FIRST OCCASION:** Approach misusers. Ask them politely to stop. Tell them why, pointing out the pool rules and regulations.
- 2) **THE SECOND OCCASION:** Approach misusers. Speak firmly but not intimidatingly. Ask them to stop and again reiterate the reason why. Warn them that if they persist you will have to ask them to leave the Aquatic centre.
- 3) **THE THIRD OCCASION:** Pool attendant must make the decision to ask the person or persons to leave the Aquatic Centre. If they feel asking them to leave will cause further aggravation to the situation, then they should contact the Pool Manager who will come to the poolside and take over the situation.

When the Pool Manager arrives, the attendant will explain the problem that has occurred and steps that have been taken. The Pool Manager will then take the appropriate action.

If the Pool Attendant decides to ask the person or persons to leave the Aquatic centre and they do so, another Pool Attendant must be informed so as to supervise the persons who have been asked to leave. If after asking the person or persons to leave and they do not comply, then the Pool Attendant will contact the Pool Manager to take control over the situation.

AT NO TIME WILL A MEMBER OF THE STAFF JEOPARDIZE THEIR OWN SAFETY BY ATTEMPTING TO PHYSICALLY REMOVE A MEMBER OF A USER GROUP FROM THE AQUATIC CENTRE.

GENERAL SAFETY RULES

- 1) Follow instructions; do not take chances. If you do not know, ask.
- 2) Report immediately any condition or practice you think might cause injury to employees or damage to equipment.
- 3) Put everything you use in its proper place. Disorder causes injury and wastes time and energy. Keep your work area clean and orderly.
- 4) Use the right tools and equipment for task and use them safely.
- 5) Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
- 6) Use, adjust, alter and repair equipment only when authorised.
- 7) Wear approved personal protective equipment as directed. Keep it in good condition.
- 8) Do not horseplay and avoid distracting others.
- 9) When lifting, bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
- 10) Obey all rules, signs and instructions.

INFORMATION

**EPSOM AQUATIC
CENTRE**

**EPSOM GIRLS
GRAMMAR SCHOOL**

POOL RULES AND REGULATIONS

To ensure your safety and enjoyment please observe the following pool guidelines.

NO PERSON SHALL;

- 1) Enter the Epsom Aquatic Centre under 8 years of age unless closely supervised by an adult. An adult being 14 years or age.
- 2) Interfere or damage yourself or others e.g. running, splashing, bombing fighting etc.
- 3) Interfere with lane swimmers or hang on the lane ropes.
- 4) Enter water with open sores, or wear a bandage, plaster or a medical dressing.
- 5) Graffiti any walls, belongings, seats etc.
- 6) Spit, swear, throw, push or use obscenities.
- 7) Place litter other than in the rubbish containers provided.
- 8) Willfully or improperly foul or pollute the water.
- 9) Damage or interfere with others belongings.
- 10) Allow any animal into the Aquatic Centre other than a guide dog or animal.
- 11) Enter or remain in or use the Aquatic Centre if having consumed alcohol or have a communicable disease.
- 12) Eat or drink while swimming.
- 13) Bring glass of any description into the Aquatic centre.
- 14) Enter water unless wearing approved swimwear.

ANY PERSON NOT ABIDING BY THESE GUIDELINES SHALL BE REMOVED FROM THIS AQUATIC CENTRE IMMEDIATELY.

Elderly
Disabled
Epileptic
Asthmatic
Very young
Adolescent
Obese
Pregnant ladies

Over exhaustion
Faint/
Panic situation
Breathless
Collapse

Find level of competency
Constant observation
Gain confidence with users
Covered feet at all times
Advise of dangers
Reassurance of users
Obtain assistance
Obtain medical aid

POTENTIAL HAZARD

Climatic conditions
Exposure

Sun glare
Sun burn
Exposed body parts

Wear approved sunglasses
Use sunblock
Covered feet at all times

HAZARD IDENTIFICATION

Hazard Identification and control is one measure in providing a safe aquatic environment for staff members and pool users.

The following is a list of general hazards that are likely to be encountered during the day to day running of the Epsom Aquatic Centre. This is not a complete list but a starting point, as individual capabilities are not known until the swimmer has entered the water. Therefore Pool Supervisors must be alert in observing swimmers before they enter the water in assessing their level of competency.

Pool activities can change on a daily basis due to the number of activities that take place. These range from Swimming Clubs, Swimming Meets, School Groups or all ages, Work or Training Groups. Therefore it is important that a full Hazard Identification and Risk Assessment is conducted on a daily basis.

POTENTIAL HAZARD	DESCRIPTION	CONTROL TAKEN
Pool Operation	handling/decanting of chemicals	Provide M.S.D.S. Provide safety equipment Trained personnel only Covered feet at all times
Plant room	Equipment use	Provide safety signage Restricted area Trained personnel only Covered feet at all times
Wet concrete areas	Slipping hazard	Keep area clean Provide signage Wear non-slip footwear Covered feet at all times
Cleaning pool area	Vacuum of pool	Always use R.C.D's Electrical cords are safe Covered feet at all times
Installation & repairs	Use of ladders	Provide footing on ladders Do not lean over No stretching Never work alone Covered feet at all times
ACTIVITY TYPE		
Unruly & aggressive users	Running, pushing, Back dives and flips, Bombing and nuisances	Refer to pool rules Follow with dealing with users Covered feet at all times

PEOPLE TYPE

HAZARDS AND POTENTIAL HAZARDS

These risks apply to all users including employees.

DESCRIPTION	WHAT IS THE HAZARD	HOW TO REDUCE HAZARD
Windows	Collision	<ul style="list-style-type: none"> Pool rules enforced
Glass doors	Collision	<ul style="list-style-type: none"> Solid colour/strip fixed to the glass at eye level Pool rules enforced
Pedestrian access	Collision with cars and other pedestrians	<ul style="list-style-type: none"> No running rule enforced Parents/coach/teacher to supervise children
Slippery floor surfaces	Entrance and pool decks become extremely slippery when water from wet swimmers is carried through	<ul style="list-style-type: none"> Members of staff should mop wet areas as dry as possible. Yellow "wet floor" sign in place when floor is wet No running rule enforced
Pool	Drowning or near drowning	<ul style="list-style-type: none"> No entry without the supervision of the class teacher/lifeguard Staff/coaches/lifeguard and teaching staff enforce the above rule
Pool floor and walls	Collision	<ul style="list-style-type: none"> Supervise all entries All entries under guidance of teacher/coach or lifeguard Lifeguard controls entries No head first/dive entries
Diving blocks	Collision or slip	<ul style="list-style-type: none"> Lifeguard Supervision
Lane ropes	Collision	<ul style="list-style-type: none"> Lifeguard supervision
Lane rope wall fixtures	Some fixtures are uneven	<ul style="list-style-type: none"> Lifeguard prevents swimmers from handling fixtures and fittings
Poolside overflow area	With force digits injured an slip between the spaces provided for the water over flow	<ul style="list-style-type: none"> Lifeguard supervision
Ladders into pool	Ladder step surface is slippery	<ul style="list-style-type: none"> Slow entry with one hand on each of the handrails Lifeguard supervision
Door locks - internal doors failing	User is unable to unlock any door due to warping or lock failure	<ul style="list-style-type: none"> On going maintenance checks
Waterpolo goals and nets	Collision and of trip	<ul style="list-style-type: none"> Supervise use Enforce correct placement while not in use Enforce equipment protocol
Pillars	Collision and or trip	<ul style="list-style-type: none"> Supervision by lifeguard/teacher and or coach No running rule enforced