

COLLEGE SPORT SWIMMING ACTION PLAN

DATE		<u>28 March, 3 April, 2 & 17 May, 25 June</u>
EVENT		<u>College Sport Auckland Swimming Zones/ Individual Championship</u>
EVENT MANAGER		<u>College Sport – Shani Clark</u>
PHONE NUMBER		<u>021 124 1457</u>
PARTICIPANTS	Who	<u>Greater Auckland Secondary School Swimmers</u>
	Age	<u>12-18 year olds</u>
	How Many	<u>100</u>
 <u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	<u>Swimming Auckland Officials</u>
	How many	<u>National and regional qualifications</u>
	Qualifications	<u></u>
HELPERS	Who	<u>School helpers</u>
	How many	<u>30 +</u>
	Qualifications	<u>-</u>
	Experience	<u>College Sport Auckland</u>
VENUE	Manager/Contact	<u></u>
	Address	<u>Diocesan School, West Wave Aquatic , Owen Glen Aquatic, Manurewa Aquatic, LEP Aquatic</u>
	Phone Number	<u>021 124 1457</u>
	Evacuation Procedure	<input type="checkbox"/> See separate document <input type="checkbox"/> Part of briefing of competitions
	Building/WOF	<input type="checkbox"/> <u>Aquatic Centres</u>
FIRST AID	Organisation	<u>First aid qualified staff</u>
	Who	<u>Two on pool deck + office staff</u>
	How Many	<u>021 124 1457</u>
	Phone Number	<u></u>
	Cell Phone Number	<u></u>
	Qualifications	<u></u>
	Vehicle Access for Emergencies	<input type="checkbox"/> Yes

COMMUNICATION	Walkie Talkie/RT	<input type="checkbox"/>
	Mobile Phone	<input type="checkbox" value="Yes"/>
	Speaker/PA	<input type="checkbox" value="Yes"/>

**WAIVERS/
MEDICAL/ ENTRIES**

**FRESH
WATER ON SITE?**

TOILET HYGIENE

Meet Referee & Meet Manager

BRIEFING

Responsibility

Meet details, officials & manager responsibilities.

Content

Evacuation Procedure

To be passed to team managers & also briefed on PA.

**ROLES &
EXPECTATIONS**

<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
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<hr/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>
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Traffic Management Plan: Authorised by _____

Water Safety Plan: Authorised by _____

Reminder:

EMERGENCY PROCEDURE

1. Emergency Services

Action:

- Step by Step:
- Crisis Management :
- Accident Management:
- Safety:

2. Contact Office:

Who is responsible for contacting Board/Media/Schools in the event of an emergency.

ON THE DAY CHECKLIST

FIRST AID	Personnel	<u>Lifeguards</u>
	Ambulance	_____
	First Aid Kits	<u>Schools responsibility</u>
		Shani Clark – 021 124 1457
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	_____
	Coach	_____
	Media	_____
	Ambulance	_____
	First Aid	_____

EQUIPMENT	Cones	<input type="checkbox"/> Yes
	Signs	<input type="checkbox"/> Yes
	Ropes	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
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	_____	<input type="checkbox"/>

NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT	College Sport Auckland Swimming Zone, Individual Champs	Manager	College Sport Auckland	Date	28 March, 3 April, 2 & 17 May, 25 June
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Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Fire	Accident	Eliminate: Evacuation procedure. Follow direction of pool staff.	Fire detection systems & evacuation alarm. Portable fire fighting appliances. Qualified pool staff on pool deck.		Shani Clark – College Sport
Earthquake	Natural Disaster	Eliminate/ Isolate/ Minimise depending on scale of event: Evacuation procedure. Follow direction of pool staff.	Evacuation alarm. Qualified pool staff on pool deck.		Shani Clark – College Sport
Chemical spill/water contamination	Accident	Eliminate: Correct storage of pool chemicals & regular water quality checks by pool staff.	Water quality test equipment.		Shani Clark – College Sport
High or low temperature of pool & or complex	Failure of pool equipment	Eliminate: Regular monitoring of pool & environment temperature by pool staff	Temperature monitoring equipment		Meet Referee
Slipping	Wet areas	Minimise: Pool signage stating no running. Swimmers to dry off before entering seating areas. Non slip footwear if possible.	Pool Signage. Non-slip starting blocks. First Aid qualified pool staff on pool deck. First Aid kit.		Meet Manager
Breakages of supplied furniture	Accident	Eliminate: Furniture checked for damage & monitored for misuse.	Tables & plastic chairs – good condition.		Meet Manager

Electrocution	Damage or failure of electrical equipment	Isolate: Electrical equipment regularly checked for wear and insulation damage. RCD power points available. Starting system has internal battery so no power cables required on the pool deck.	Electrical equipment - good condition. RCD device. Battery powered starting system.		Meet Manager
Collisions between personnel on pool deck	Constant people movement around pool deck and seating	Minimise: Pool signage stating no running. Marshalling and pool area managed by officials during meet. Club managers responsible for behaviour in team seating areas.	Pool Signage. First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee
Collisions between swimmers during warm-up	Large number of swimmers in water at same time	Minimise: Swimming within lanes ropes. Following direction placards for each lane.	Lane Ropes. Swim direction placards. First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee
Injury from diving onto another competitor during relays, over the top starts or warm up	More than one swimmer in a lane	Minimise: Relay changeover swimmer only diving in once swimmer has reached end of the pool. Official to ensuring all swimmers still in the water are holding on to lane ropes in close proximity to pool end before starting next race. Diving only allow in specified lanes during warm up & all personnel swimming away from diving blocks.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee
Falls from starting blocks	Slipping or falling off starting blocks	Minimise: Starting blocks checked for security. Non Slip surface on starting blocks. Start procedure minimising time on starting blocks.	Starting blocks - security & non slip surface.		Meet Referee
Swimmer colliding with end of pool	Misjudging distance to wall on turns or finish.	Isolate: Backstroke flags correctly located. T markings on bottom of pool for each lane. Swimmers competent at manage stroke at end of each length.	Backstroke flags. T marking on pool bottom. First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee
Cuts/bruises/sprains to officials & swimmers	Accident	Minimise: Pool signage stating no running. Non slip footwear if possible.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Manager

Scalds and cuts	Hot water, sharp knives in food preparation area	Isolate: Food preparation area & equipment checked for safety. Only personnel competent using hot water urns & sharp knives to be in food preparation area.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Manager
Electrocution and OSI injuries	Operating meet management computers	Eliminate: Electrical equipment regularly checked for wear and insulation damage. Ergonomic computer work station.	Electrical equipment - good condition. Ergonomic computer work station.		Meet Manager
Drowning during warm-up or during competition	Deep water. Swimmer in difficulty due to health, injury or ability	Eliminate: Very competent swimmers. Officials & pool staff monitoring all swimmers in the water. Swimmers trained to use pool lane rope if in difficulty.	First Aid qualified pool staff on pool deck.		Meet Referee
Trip hazards	Pool equipment & cables, swimmers gear	Isolate: Pool deck clear of excess equipment & managed by officials. All cabling & equipment secured in walk areas. Club managers responsible for ensuring swimmers keep their seating areas unobstructed.	Pool deck clear. Starting system including speaker cabling secured.		Meet Referee
Swimmer contacting pool bottom on dive	Depth of pool & dive profile	Isolate: Awareness of pool depth to swimmers. Swimmers competent at diving. Diving is only permitted at deep end of pool & with the pool depth being 2.2 metres this should not be an issue.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee
Officials falling in pool	Wet areas & close proximity to pool while officiating	Isolate: Officials maintaining a safe margin between themselves & pool edge. Non slip footwear if possible.	First Aid qualified pool staff on pool deck.		Meet Referee
Health of officials	Age or medical related condition	Isolate: Meet director/referee be informed of possible medical condition. At risk personnel to be regularly monitored. Qualified First Aid providers on site.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Referee

Lifting injury	Moving meet equipment during set-up & pack-up	Isolate: Use chair trolley & 2 person lift where possible. Correct lifting techniques when picking up equipment.	First Aid qualified pool staff on pool deck. First Aid kit.		Meet Manager
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STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
 - Physical injury
 - Social / psychological
 - Material (gear or equipment)
 - Programme interruption
2. List the factors that could lead to each risk/loss.
 - People
 - Equipment
 - Environment
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
 - Eliminate If possible
 - Isolate If can't eliminate
 - Minimise If can't isolate
 - Cancel If can't minimise
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
 - Step by step management
 - Equipment/resources required
5. Continual monitoring of safety during the activity.
 - Assess new risks
 - Manage risks
 - Adapt plans

RISK ASSESSMENT FACTORS TO CONSIDER

People	Resources and Equipment	Environment
<ul style="list-style-type: none"> • Outside providers / instructors • Experience • Ratios • Medical • Physical size/shape • Fitness • Anxieties / Feelings • Motivation • Special needs Educational Language abilities Cultural abilities Behaviour Physical disability • Social and psychological factors • Dropping your guard • Unsafe act(s) by participants • Error(s) of judgement by teacher(s)/instructor(s) 	<ul style="list-style-type: none"> • Information Parents/Whanau • Plan • Food and Drink • Transport • Special Equipment Rope Canoe/Kayaks Maps/compass Cameras • Equipment, maintenance, quantity, quality. • Safety equipment 	<ul style="list-style-type: none"> • Weather • Terrain • Emergency services • Security • Animals/Insects • Road use • Traffic density • Fences • Human created environment

