



Wollondilly Community Leisure Centre

Risk Assessment, EAP, Conditions of Hire For Schools and Event Organisers

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Wristbands

We provide coloured wristbands **FREE** of charge to school groups.

Used the wristbands in conjunction with your school's swimming ability assessments to easily identify strong swimmers from weak swimmers.

YELLOW Bands = Weak Swimmers

BLUE Bands = Strong Swimmers

See page 4 for our site plan that shows what pool areas are suited yellow bands (weak swimmers) and blue bands (strong swimmers).

Swim Assessments

Swim assessments are **FREE** for all schools.

If you wish to book an assessment or would like our help to conduct the assessment, simply phone us on 4677 1251.

Guidelines for Correct Use of Wristbands

The purpose of coloured wristbands is to easily identify weak swimmers & to help ensure that weak swimmers don't enter deep water.

As a simple guide:

- All children with **Yellow Bands** must stay in the shallow water where they can stand
- Children with **Blue Bands** can swim in deep water
- Children with **No Band** are not allowed in the water at all

All children must have a wristband

If your school chooses to use wristbands, it's only effective if all children wear a wristband. There is no point just using bands for weak swimmers. What happens if a weak swimmer removes their band?

General Information and Recommendations

Pool Width & Length

- The outdoor Pool is 7 lanes wide and 50m long
- The indoor pool is 8 lanes wide and 25m long

Lifeguards Present during Carnivals

- Wollondilly Leisure Centre will have a minimum of one lifeguard present in the indoor pool & one lifeguard present at the outdoor pool
- Lifeguards will only enter the water in an emergency
- Wollondilly Leisure Centre will provide lifeguards on the condition that the 'Further Recommendations for Weak and non Swimmers' listed below are adhered to.

Further Recommendations for Weak Swimmers

- Weak swimmers should start from in the water (not a dive entry)
- Weak swimmers should swim in a lane adjacent to the pool edge
- If there are a significant number of weak swimmers, consider starting races from the shallow end of the pool where the pool depth is 1.2m.

Swimming Ability

- It is the schools responsibility to ascertain the students swimming ability
- Coloured wristbands are available to help identify non & weak swimmers (see booking form to request wristbands)

Risk Assessment & Emergency Action Plan

- An example risk assessment is provided, however it is the school's / hirer's responsibility to ensure this risk assessment is adequate for their activity.
- A copy of the centre's Emergency Action Plan is provided

Provision of First Aid

- First aid facilities, equipment and qualified staff are available at the centre. Please note that centre staff are qualified to a 'Senior First Aid' level (in addition to lifesaving qualifications) and that following point also applies.
- The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury (such as contact sports, martial arts, etc).

Responsibilities in an Emergency

- Minor incident - School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.
- Major incident - School staff may be required to assist as deemed necessary by the lifeguards and/or duty manager.
- Refer to the Emergency Action Plan attached for further details

Centre Rules

- Normal Centre rules apply

Further Recommendations for the Smooth Running of Swimming Carnivals




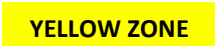

- Remember to bring sunscreen
- Twelve 2.5m x 2.5m shade shelters will be available for swimmers and officials in addition to the 6m x 3m permanent shade structure. Schools are encouraged to bring additional shade should they deem it necessary.
- The PA system will be available, however larger schools are encouraged to bring their own system to ensure sufficient volume
- The starting 'hooter' will be provided & must be used for race starts (start guns are not to be used due to the centre's close proximity to residential areas)
- Any '**Free Swimming**' time should be held at the end of the carnival so that lane ropes can be removed. Staff should be informed prior to free swimming time so additional supervision can be arranged. School staff will be required to assist with supervision during 'Free Swimming' periods.

Wollondilly Leisure Centre

Wollondilly Leisure Centre's management and staff will endeavour to assist you in providing a successful, safe and enjoyable event for your competitors, students, staff, parents and officials. If we can be of assistance in any way please don't hesitate to contact us on the day of your event or beforehand on: (ph) 4677 1251, (fax) 4677 0955, (email) james@lmservice.com.au

Wollondilly Community Leisure Centre – Site Plan

Key

-  Exits
-  First Aid
-  **BLUE ZONE** Competent Swimmers
-  **YELLOW ZONE** Weak Swimmers
-  **NON SWIMMERS** Non Swimmers

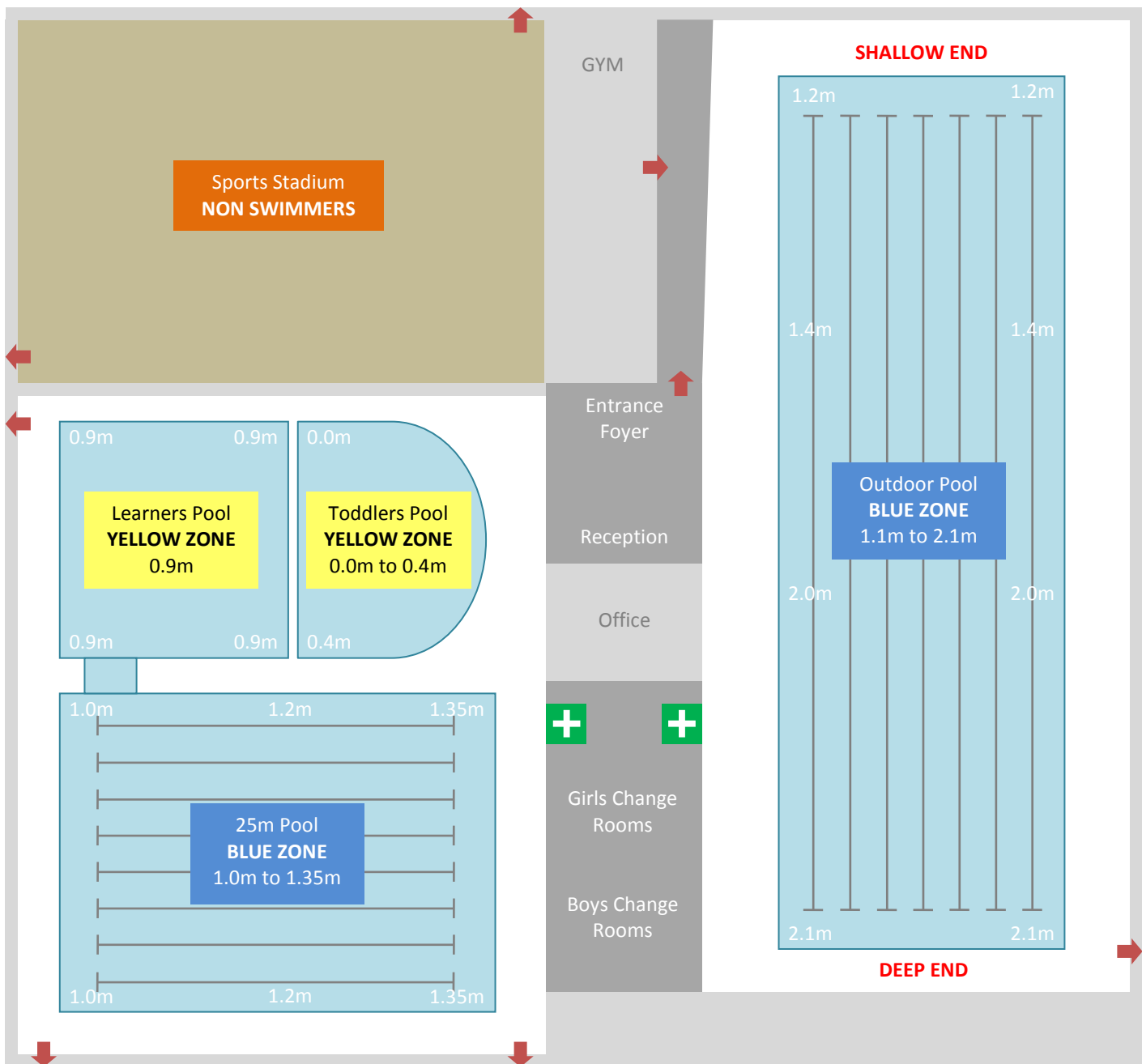
Emergency Contact Details

Emergency Phone:
000

Address:
434 Argyle St Picton NSW 2571

Nearest Cross Street:
Wood Street

Assembly Area 



Wollondilly Community Leisure Centre – Emergency Action Plan

Emergency Contact Details	
Emergency Phone:	000
Our Address:	434 Argyle St Picton NSW
Nearest Cross Street:	Wood Street

*This is a brief overview of the WCLC Emergency Action Plan.
A complete copy can be obtained by contacting the centre manager*

Minor Incidents

Any minor incident, such as general first aid shall be attended to by the lifeguard whilst 'on deck'.

Incidents where the lifeguard is not able to supervise the pool while attending to first aid or report writing may require another staff member to supervise the pool.

School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.

Major Incidents

Incidents considered as life threatening for any and all individuals including: suspected drowning, suspected spinal injury, cardiac incident or similar may require the immediate cessation of the event and for all persons to leave the water while the lifeguards attend to the incident.

School staff may be required to assist as deemed necessary by the lifeguards and/or duty manager.

Staff Response (eg. Supervisor or Lifeguard)

Minor incident – when not attended to by school / event staff should be directed to the lifeguards

Major incident – any major incident will take precedent over other activities and as such the carnival or event may need to be suspended while staff are attending to the emergency.

1. Lifeguard 1 is to attend to the patient
2. Lifeguard 2 is to alert Reception by whatever means appropriate
3. Reception to contact the emergency services (000) and inform Lifeguard 2
4. Lifeguard 2 is to clear the pools before assisting Lifeguard 1
5. All other leisure centre staff and school / event staff are required to assist as necessary

Rescue and First Aid Equipment

The first aid room is located in the hallway leading from the indoor to the outdoor pool areas. A first aid station is located near the lockers in the indoor pool area. Each area is identified by the appropriate signage and is shown on the centre plan.

Emergency Services

In the event of a major emergency Phone 000 - note: you will need to dial 0 to get an outside line.

For minor emergencies, centre staff will consult with the school / event staff to ascertain the most appropriate course of action. The centre staff may however contact emergency services without consulting school staff if they deem it appropriate.

Evacuation

In the event of an incident requiring evacuation of the centre (such as fire, chemical spill or leak, bomb threat, power failure, structural failure etc), school / event staff are to follow the directions of the Leisure Centre staff and assist in evacuating the participants.

Use of outdoor pools during electrical storms (ie. lightning) is not allowed. Should this occur, the outdoor pool and grounds will be cleared and attempts will be made to accommodate swimmers and spectators indoors. The outdoor pool will be closed when the time between Lightning and Thunder is 15 seconds or under.

*Please refer to the the Site Plan on page 2 of this document for,
location of emergency exits, first aid stations and evacuation assembly areas.*

Risk Assessment

Wollondilly Community Leisure Centre		434 Argyle St Picton NSW 2571		ph: (02) 4677 1251		Contact: James Barnes	
	Activity	Hazard	Pre	Control Measures	Post	Responsible Person	
1	Walking to and from transport	<ul style="list-style-type: none"> Struck by vehicle on road or in car-park 	2	<ul style="list-style-type: none"> Teachers attending to supervise the entry from busses into the centre Brief participants on rules and behaviour Ensure bus drops-off and picks-up children in the area adjacent to the entrance path Remain on pedestrian pathways and utilise pedestrian crossings at all times 		Supervising Teachers	
2	Coach transport to excursion venue	<ul style="list-style-type: none"> boarding coach vehicle accidents 	3 2	<ul style="list-style-type: none"> Ensure vehicle operators hold appropriate license(s) and insurance Check availability of seat belts Vehicle to be appropriate for needs of the group e.g. wheelchair access if required Enforce rules and monitor behaviour Ensure seatbelts are worn when available 		School, Supervising Teachers & Transport Company	
3	Watching and waiting for events	<ul style="list-style-type: none"> Exposure to sun, wind, rain and dehydration. 	3	<ul style="list-style-type: none"> Wear hats, shirts with sleeves and sunscreen while outdoors Seat children under the shade areas provided Bring extra shade marquees Remind children to drink fluids 		School & Supervising Teachers	
4	Participating in swimming events	<ul style="list-style-type: none"> Risk of drowning Diving into shallow water 	2 1	<ul style="list-style-type: none"> Lifeguards are on site Hold events for non swimmers in the indoor pool where they can stand Do not allow non-swimmers to participate in events without flotation aids Have weak swimmers start in the water and near the pool edge Have teachers or parents in the water to assist weak swimmers Ensure that dive entries are only conducted from the deep end of the outdoor pool 		Centre Staff & Supervising Teachers	
5	Participating in free swim time	<ul style="list-style-type: none"> Risk of drowning Diving into shallow water Injuries while participating in sports Weak swimmers in deep water 	2 2 3	<ul style="list-style-type: none"> Lifeguards are on site Hold events for non swimmers in the indoor pool where they can stand Use wrist bands to identify weak / non swimmers Ensure that dive entries are only conducted from the deep end of the outdoor pool Follow centre rules Brief participants on rules and behaviour Teachers to fully supervise activities 		Centre Staff & Supervising Teachers	
6	Movement in and around the centre	<ul style="list-style-type: none"> Running on wet surfaces fire or other emergency 	3 3	<ul style="list-style-type: none"> Follow centre rules Brief participants on rules and behaviour Received information on emergency plans and alert devices from Leisure Centre Teachers to fully supervise activities 		Centre Staff & Supervising Teachers	
7	Participating in sports hall activities	<ul style="list-style-type: none"> Running on wet surfaces Injuries while participating in sports 	3 3	<ul style="list-style-type: none"> Follow centre rules Brief participants on rules and behaviour Notify centre staff on any equipment that may be faulty Teachers to fully supervise activities 		Centre Staff & Supervising Teachers	
8							

Diving Risk Assessment

The following is a summary of the Diving Risk Assessment conducted at Wollondilly Leisure Centre. The complete risk assessment is available from our website (www.wclc.com.au) and at the centre (ph: 4677 1251).

Step 1 – Organisation of the Swimming Event

Request a completed Shallow Water Diving Information & Risk Assessment from us (this document)

This will include information on:

- Water Depths
- Suggested water entry Techniques (Dive Starts Permitted or In-Water Starts Recommended)
- Risk Identification, Assessment & Control Measures

Step 2 – Implementation of Shallow Water Diving Induction & Recording of Student Participation

- If you decide to allow Diving into shallow water you should conduct a safe diving induction program
- Alternatively, only allow dive starts into deep water & conduct In-Water starts in the shallow water

Step 3 – Announcements to Competitors and Officials on Carnival Day

- Prior to the event all competitors should be informed of the risks associated with shallow water diving
- The water depths at each starting point should be made clear to all participants

For an overview of the centre including pool depths, see the site plan on page 2 of this document

POOL DEPTHS - WOLLONDILLY LEISURE CENTRE

The following measurements are taken from Wollondilly Community Leisure Centre

	Outdoor 50m Pool		Indoor 25m Pool		Learners Pool	Toddlers Pool
	Deep End	Shallow End	Deep End	Shallow End	Entire Pool	Entire Pool
Water Depth	2.1	1.2m	1.35m	1.0m	0.9m	0.4m to 0.0m
Concourse Height (above water level)	300mm	300mm	280mm	280mm	NA	NA
Dive Block Height (including concourse)	780mm	NA	790mm	NA	NA	NA

SUMMARY

Where and when is diving permitted at Wollondilly Community Leisure Centre

	Outdoor 50m Pool		Indoor 25m Pool		Learners Pool	Toddlers Pool
	Deep End	Shallow End	Deep End	Shallow End	Entire Pool	Entire Pool
Trained Competitors	Dive Starts Permitted	Dive Starts Permitted	Dive Starts Permitted	Not Permitted <i>In-water starts recommended</i>	Not Permitted	Not Permitted
Un-Trained Competitors	Dive Starts Permitted	Not Permitted <i>In-water starts recommended</i>	Not Permitted <i>In-water starts recommended</i>	Not Permitted <i>In-water starts recommended</i>	Not Permitted	Not Permitted
Recreational Swimming	Diving Permitted	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Not Permitted

Indoor Pool & Sports Stadium

We allow schools to use the indoor pool and indoor sports stadium for FREE during your carnival or event.

It's a great option for

- Getting the kids out of the sun
- Giving the weak swimmers a safe aquatic activity in shallow water
- Novilty games in the indoor pool for non-compeditors

When is the Indoor Pool available?

Our normal programs & bookings take priority.

As a general rule, the indoor pool will be available from 11:30am

As a guide, how many Lanes can we use?

Up to 4 lanes in the 25m pool.

The majority of the Learners pool.

When is the indoor Sports Stadium Available?

Our normal programs & bookings take priority.

Monday – 1 court, from 11:30 am

Tuesday – Limited availability

Wednesday – Limited availability

Thursday – 2 courts, all day

Friday – 2 courts, all day

Conditions of Hire - Swimming Pool and / or Sports Stadium

General Terms & Conditions

1. Current booking fees and hire fees are available from reception
2. Bookings are to be made on an official booking form. Verbal or telephone requests may not be accepted
3. Use of equipment fixtures (goals, lane ropes, nets etc, NOT BALLS OR RACQUETS) for the particular sport is included in the hire/booking fee
4. The cost of set up and pack up is included in the hire/booking fee
5. The cost of general cleaning before and after the event is included in the hire/booking fee
6. Fees are non-negotiable
7. The sale of food, equipment or products similar to that which the centre retails is strictly prohibited
8. Prior approval for fundraising activities such as raffles, sausage sizzles, display of advertising materials must be gained at the time of booking
9. All persons entering the facility must abide by the applicable centre rules
10. The centre will invoice hirers monthly for all fees payable unless the fees are paid on the day
11. Advance bookings will not be taken until all outstanding balances are paid
12. Cancellations should be submitted in writing no less than 7 days prior to the booking, otherwise a cancellation fee may be charged
13. Subletting the facilities in any way is strictly prohibited
14. All centre buildings grounds including entrance and carpark are non-smoking areas
15. All centre buildings grounds including entrance and carpark are an alcohol-free zone

First Aid

16. First aid facilities, equipment and qualified staff are available at the centre. Please note that centre staff are qualified to a 'Senior First Aid' level only (in addition to lifesaving qualifications) and that item 17. may apply.
17. The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury (such as contact sports, martial arts, etc).

Swimming Pool

18. Exclusive use of the indoor pool is not available & the centre's programs and public swimming lanes take priority. Exclusive use of the outdoor pool is available for Swimming & Water Polo carnivals or similar.
19. A booking fee may apply to Swimming Carnivals, Water Polo Carnivals or similar and entitles the hirer to exclusive use of the pool (*pending point 18 above*)
20. All competitors and spectators entering the centre are required to pay the normal entry fees at reception, the hirer may pay for competitors and spectators provided prior arrangements are made.
21. Outdoor pool bookings entitle the hirer to use the 50m pool only
22. Indoor pool bookings entitle the hirer to use the 25m pool only
23. Warm up / cool down lanes may be available by special arrangement
24. The hirer may not collect 'pool entry fees' from patrons or participants they can however charge 'event entry fees' or similar
25. The use of the records room is included in the booking fee
26. The hirer is responsible for the security of swimming club equipment located in the records room (It is suggested that officials only be allowed into the records room)
27. In the event of a cancellation due to bad weather the booking fee may be credited to you
28. In special circumstances the indoor pool may be used instead of the outdoor pool, however this should not be assumed and permission can only be granted by the centre manager
29. One Lifeguard indoors & One lifeguard outdoors will be present, however it is essential that the hirer assist in supervising their event particularly during non-structured swimming time.

Sports Stadium

30. The club or hirer is permitted to collect entry fees from participants. This is to be done from inside the hall or prior to the booking day. Collection of money in the centre foyer, entrance area or carpark is not permitted
31. The courts can be booked for whole hours only
32. Exceeding the allocated time may result in your hirer being charged for an additional hour/s
33. Regular bookings can be made up to three months in advance, longer periods may be considered
34. Hire of one court only is strictly the use of one court only
35. The two courts may at times be hired independently of each other
36. There are times when the second court may not be available due to the conflicting nature of the sports in progress and the safety concerns of the participants

Insurance & Indemnity

37. The hirer shall be responsible for gaining public liability insurance for the activities performed.
38. The hirer shall be responsible for any injury, loss or damage sustained by any person involved in the hirer's use of the facility, other than such injury, loss or damage caused by factors outside the hirer's control (to be determined by legal advice).
39. In doing so the hirer guarantees to hold Wollondilly Leisure Centre, Leisure Management Services, Staff and representatives indemnified against any claim or demands which hereafter might be made from persons in connection with such activities.

BOOKING FORM

Please fax back to us on 4677 0955 to assist in the smooth running of your event

School Name: _____
 Event / Activity: _____
 Address: _____
 Suburb: _____
 Postcode: _____
 Phone: _____
 Fax: _____
 Event Organisers Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date/s							
Main Area Booked							
Start Time							
Finish Time							

- Do you wish to be **invoiced** for the student's entry? Yes
 Do you wish the students to **pay individually** at time of entry? Yes
 Do you wish use the **indoor pool** for games / non & weak swimmers? Yes
 Do you wish to use the **sports hall** for any indoor activities? Yes
 Will the students be using the **canteen**? Yes
 Will there be a '**Free Swim**' period? Yes
 Will your school require **FREE wristbands** to identify weak & capable swimmers? Yes

Number of Participants: _____ *(Approximate, accurate numbers will be confirmed on the day)*
 Age Range of Participants: _____ *(Approximate, accurate numbers will be confirmed on the day)*
 Number of Spectators: _____ *(Approximate, accurate numbers will be confirmed on the day)*
 Number of Officials: _____ *(Approximate, accurate numbers will be confirmed on the day)*
 Additional Requirements: _____

Cost Summary:

Child Competitors:	\$3.30
Adult Competitors:	N/A
Spectators (including parent helpers):	\$2.40
Teacher / Official Starters & Race Referees:	FREE
Booking Fee:	N/A
Wrist Bands to help identify child's swimming ability	FREE