

RISK ASSESSMENT - INCLUDING SHALLOW WATER DIVING FACILITY HIRE & EVENTS

Wellington Aquatic Leisure Centre & Geurie Pool

RESPONSIBILITIES OF HIRER

If your school, group or committee chooses to accept the risks associated with swimming at Wellington Aquatic Leisure Centre and/or Geurie Pool, the steps below must be adhered to – including informing participants and monitoring all events – and **this document must be signed and returned to the Dubbo Region Aquatic Leisure Centres prior to the event.**

Alternatively, your school, group or committee can choose to conduct your own Risk Assessment at our facilities. Please indicate if you wish to complete an independent Risk Assessment on Page 6 of this document.

Step 1 – Organisation of the Swimming Event

Request a completed Aquatic Risk Assessment from us (this document) or download one from the [Facility Bookings Page](#). This will include information on:

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

Step 3 – Communication with participants

- Prior to the event all participants should be informed of the risks associated with swimming, both generally and specifically at our facilities

Step 4 – Sign & Return this Agreement

- See page 4 for signatory actions required

PERMITTED DIVING

Where and when is diving permitted at Wellington Aquatic Leisure Centre?

	50m Pool	50m Pool - Diveblocks	Learn to Swim Pool	Splash Pool
Trained Competitors	Entire Pool	Permitted	Not permitted	Not permitted
Dive Training with Coach	Entire Pool	With Supervision	Not permitted	Not permitted
Un-trained Competitors	Deep End Only	With Supervision	Not permitted	Not permitted
Recreational Swimmers	Deep End Only	Not permitted	Not permitted	Not permitted

Where and when is diving permitted at Geurie Pool?

	25m Pool	Baby Pool
Trained Competitors	Not permitted	Not permitted
Dive Training with Coach	Not permitted	Not permitted
Un-trained Competitors	Not permitted	Not permitted
Recreational Swimmers	Not permitted	Not permitted

RISK ASSESSMENT – SHALLOW WATER DIVING

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute and the NSW Department of Education and training (DET) it has been deemed important that Dubbo Region Aquatic Leisure Centres provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested:

Pool Area – Wellington Aquatic Leisure Centre 50m Pool	Measurement	Diving Permissible?	Suggested Safe Water Entry Technique
Deep End	Water Depth Concourse/Starting Block Height Above Water	2.0 metres 750mm	Competitive Dive Starts Permissible Ensure appropriate competitor inductions & announcements
Shallow End	Water Depth Concourse Height Above Water	1.35 metres 300mm	Competitive Dive Starts Permissible Competitors start from in the water
Half-way Ladder	Water Depth Concourse Height Above Water	1.35 metres 0.0mm	Diving Permissible Competitors start from in the water
Other information	If you undertake Competitive Dive starts please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET requirements.		

PART 2 – RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Deep End	Untrained swimmers diving deep causing head/neck injury Likelihood (prior to controls) Consequence (prior to controls)	MEDIUM D 2	Appropriate inductions, supervision, announcements & safety signage	LOW E 2	Hirer / Lifeguards
Shallow End	Swimmers diving deep causing head/neck injury Likelihood (prior to controls) Consequence (prior to controls)	MEDIUM C 2	Appropriate inductions, supervision, announcements & safety signage	MEDIUM D 2	Hirer / Lifeguards
Half-way Ladder	Untrained swimmers diving deep causing head/neck injury Likelihood (prior to controls) Consequence (prior to controls)	MEDIUM D 2	Appropriate inductions, supervision, announcements & safety signage	LOW E 2	Hirer / Lifeguards

RISK ASSESSMENT – GENERAL FACILITY

RISK IDENTIFICATION / ASSESSMENT / CONTROL

Activity/ Environment	Hazard	Risk	Controls	Risk	Responsible Person
ON DECK Inadequate Supervision of participants	Slip, trips and falls leading to cuts, abrasions or broken bones	HIGH	Behavioural expectations set by group prior to event, appropriate supervision levels (dependent on age, skill and number of participants), announcements & safety signage.	MEDIUM	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	A 3		C 3	
	Inappropriate or unsafe behaviour	MEDIUM	Behavioural expectations set by group prior to event, appropriate supervision levels (dependent on age, skill and number of participants), announcements & safety signage. Facility Conditions of Entry Policy.	MEDIUM	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	A 4		B 4	
IN WATER Inadequate Supervision of participants	Drowning	MEDIUM	Behavioural expectations set by group prior to event, appropriate supervision levels (dependent on age, skill and number of participants), announcements & safety signage. Sufficient Lifeguards with appropriate safety equipment.	LOW	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	D 1		E 3	
	Head/neck or spinal injury	MEDIUM	Behavioural expectations set by group prior to event, appropriate supervision levels (dependent on age, skill and number of participants), announcements & safety signage. Sufficient Lifeguards with appropriate safety equipment.	MEDIUM	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	C 2		D 2	
	Cuts, abrasions or broken bones	MEDIUM	Behavioural expectations set by group prior to event, appropriate supervision levels (dependent on age, skill and number of participants), announcements & safety signage. First Aid trained staff and First Aid Room sufficiently stocked.	LOW	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	B 3		C 4	
Minor Injuries	Bee stings, ant bites, asthma, cuts or abrasions	MEDIUM	First Aid trained staff and First Aid Room sufficiently stocked. Large events should supply and identify a designated First Aid Officer and remind all participants where to go for First Aid	MEDIUM	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)	A 4		A 4	

Sun Safety	Sunburn, dehydration and/or heat stroke	MEDIUM	Remind participants to wear sunscreen, hat and long sleeves. Remind participants to bring a water bottle. Shade and cool water available on site. First Aid trained staff and First Aid Room sufficiently stocked.	LOW	Hirer
	Likelihood (prior to controls) Consequence (prior to controls)			B 3	
Overexertion, existing or sudden illness	Asthma, heart attack, stroke	MEDIUM	Event organisers to create manifest of participants with existing illnesses and ensure they bring along medication, puffer etc. First Aid trained staff and First Aid Room sufficiently stocked. Defibrillator on site.	LOW	Hirer / Lifeguards
	Likelihood (prior to controls) Consequence (prior to controls)			D 1	
Lightning or bad weather	Lightning, floods, heavy rainfall leading to cancelation of event	MEDIUM	Check weather prior to event Aquatics Lightning Policy in place (swimmers removed from water if lightning detected 10kms from facility) Backup plan created by event organisers Communication channels available, i.e. social media, text etc.	LOW	Hirer / Facility
	Likelihood (prior to controls) Consequence (prior to controls)			B 4	
Water quality	Contamination, turbidity or imbalanced chemicals leading to amenity being closed or illness	LOW	Aquatics water health policy and testing in place Backup plan created by event organisers Communication channels available, i.e. social media, text etc.	LOW	Hirer / Facility
	Likelihood (prior to controls) Consequence (prior to controls)			C 3	

RISK MANAGEMENT MATRIX

The following information is provided for organisations who wish to undertake their own risk assessment.

A matrix can be used to give each individual risk a numerical rating, allowing the risks to be categorised according to severity. The first step is to determine the level of consequence (harm) should something happen. The second step is to determine how likely it is for something to happen.

CONSEQUENCE

Classify the category of the consequence using the following table:

Category	Consequence	Description
1	Catastrophic	Fatalities
2	Major	Serious injury, such as permanent disability
3	Moderate	Medical treatment or lost time injury
4	Minor	Minor injury, such as first aid
5	Insignificant	No injury

LIKELIHOOD

Estimate how likely the consequence is to happen as a result of exposure to the hazard using the following table:

Category	Consequence	Description
A	Almost certain, common	Is expected to occur in most circumstances
B	Likely, has happened	Will probably occur in most circumstances
C	Possible, could happen	Might occur at some time
D	Unlikely, not likely	Council occur at some time
E	Rare, practically impossible	May occur only in exceptional circumstances

RISK SCORE

A risk score can be determined by cross referencing the potential consequence with the likelihood of the consequence being realised in the following table:

Consequence	Likelihood				
	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

The risk score can provide a ranking that will give an indication of the priority and the qualitative level of risk and the need to take remedial action.

HIGH – immediate correction required. Consider discontinuing

MEDIUM – attention needed, correction required

LOW – perhaps acceptable as is

The level of acceptable risk varies with all hazards, the ways and available means of reducing risk and the skills and competencies of persons managing the risks.



ACKNOWLEDGEMENT

I _____, as signatory on behalf of _____
(Full name) *(School, Committee or Club name)* acknowledge that I have read and will adhere to all hazard mitigation requirements at the Wellington Aquatic Leisure Centre or Geurie Pool as part of our planned event or facility booking/s on _____.
(Date)

RISK ASSESSMENT

The organisation agrees to utilise the Dubbo Region Aquatic Leisure Centres' Risk Assessment

OR

The organisation will conduct an independent Risk Assessment and submit a copy along with this form

PERMISSIONS

The following allowances will be implemented and monitored:

- | | | |
|-----------------------------------|--|--|
| 1. Dive from diving blocks | <input type="checkbox"/> Only trained participants | <input type="checkbox"/> All swimmers <input type="checkbox"/> No swimmers |
| 2. Dive from concourse – deep end | <input type="checkbox"/> Only trained participants | <input type="checkbox"/> All swimmers <input type="checkbox"/> No swimmers |
| 3. Dive from concourse – half-way | <input type="checkbox"/> Only trained participants | <input type="checkbox"/> All swimmers <input type="checkbox"/> No swimmers |
| 4. Dive from concourse – shallow | <input type="checkbox"/> Only trained participants | <input type="checkbox"/> All swimmers <input type="checkbox"/> No swimmers |

CONTROLS

As part of our event, the following controls will be implemented by our organisation:

- Safe Diving Induction Program conducted by qualified Coach or Instructor
- Swimmers and guardians informed of risks and First Aid availability prior to event
- Regular safety announcements during the event
- Other: _____

Signed: _____

Date: _____

Submit this form prior to your event by:

- Saving and attaching this PDF to your Booking Application (preferred) OR
- Email to aquaticbookings@dubbo.nsw.gov.au