



**EROMANGA SWIMMING
POOL MANAGEMENT PLAN**

INTRODUCTION

This Management Plan provides the necessary instruction for Council staff, contractors, pool workers and approved volunteers to administer the routine functions of the Eromanga Swimming Pool facility.

The Management Plan aims to provide a facility which promotes a healthy lifestyle and social interaction for residents and visitors to the Shire and to ensure the safety of all users of the Eromanga Swimming Pool. Council follows the Royal Life Saving Society Australia - "Guidelines for Safe Pool Operations."

COMMENCEMENT

This Management Plan will commence **14 January 2020** and will remain current until change is deemed necessary.

REVIEW

This document will be reviewed annually.

APPLICATION

This Management Plan applies to the Eromanga Swimming Pool which is operated and maintained by Quilpie Shire Council.

A copy of the Plan will be distributed to all Council staff, contractors, pool workers and approved volunteers.

This Management Plan does not affect the operation of any Act or Regulation relating to the appropriate management of public swimming pools.

Royal Life Saving's Guidelines for Safe Pool Operation (GSPO) is recognised as an industry standard and as such will be used in conjunction with Quilpie Shire Council's Safety Management System in the provision of safe aquatic facilities.

DEFINITIONS

<i>Council:</i>	Quilpie Shire Council.
<i>Pool Supervisor:</i>	The Industry Representative or qualified worker responsible for overall operation of a swimming facility.
<i>Pool Lifeguard:</i>	Any qualified, approved person / volunteer at the pool on duty (and not in the water) A pool lifeguard of suitable experience can be in attendance at the facility in the absence of an Industry Representative or qualified staff member for the purpose of overseeing the operation of the facility.
<i>Evacuation Plan:</i>	The plan designed to ensure the safe egress of people from the Eromanga Swimming Pool facility.
<i>Professional Coach/ Instructor:</i>	Any person who charges a fee or is otherwise paid, whether by an individual, club or association for the provision of swim training and or coaching.
<i>Workers:</i>	Includes all persons performing work under the direction of, or on behalf of Council.

SWIMMING POOL

Council provides the following facilities at the Eromanga Swimming Pool.

- Swimming pool less than 25m
- Shade structures.
- Storage shed.

Hours of operation:

The swimming pool season typically opens in September and closes in March /April (or at the discretion of Council)

Monday – Thursday (1pm – 4pm)	Eromanga Town Maintenance Officer
Friday	Approved Volunteers
Saturday – Sunday	Approved Volunteers
Public Holidays	Approved Volunteers
Out of Normal Hours	Approved Volunteers
Standard Booking: Tuesday	All About Aquatics (School / Community)

Contact Details

Quilpie Shire Council
Phone: 07 46560 500

ADMINISTRATION

RECORDS

Staff / pool workers / approved volunteers will ensure all records for the operation of swimming pools are legible, and sent to the Council office each month for reporting purposes and storage in Councils electronic records management system (Magiq).

RECORDS TO BE MAINTAINED

- A Daily Running Sheet recording all daily water analysis/events/incidents/maintenance & workers/contractor attendance etc.
- A Daily Tally Sheet to record public attendance.
- A Daily Risk Assessment to ensure pool facilities are in safe working order.
- First Aid Register to record all incidents requiring first aid.
- Council Incident Report to be completed by Council employees in the event where an incident, injury, illness, damage and near miss has occurred to an employee or where further investigation is required into high risk incidents and near misses to ensure controls are implemented.
- Swimming Pool Hazard Inspection Form to check facility compliance.
- Any other documentation required by Council's safety system.

SIGNAGE

All aquatic facilities should use signage that details acceptable patron behaviour, and other safety rules. Safety signs should be compliant with current industry standards and be displayed in a prominent location containing information that is appropriate for the nature of activities conducted at the facility.

WORK HEALTH & SAFETY

GENERAL COMPLIANCE

- All workers, including Councils employees, contractors & volunteers will comply with Councils WHS policies and procedures at all times.
- Contractors conducting work on council's facilities will provide insurance and WHS policies and procedures are to be clarified at the time of engagement.

All incidents are to be reported to Council as soon as possible to allow them to be investigated and addressed in accordance with Council's WHS procedure.

ELECTRICAL SAFETY

To ensure the safe operation of electrical equipment, the following must be followed:

- Electrical equipment will be tested and tagged as per AS/NZS 3760 for safety and compliance;
- Any faulty electrical items, the area will be isolated and the fault immediately reported;
- Any dangerous electrical outlets or switches, the area will be isolated and the fault immediately reported;
- Any power blackouts that are caused by other than a disruption in supply to the Pool Facility must be immediately reported;

CHEMICALS

- Always refer to the manufacturer's instructions outlined in the Safety Data Sheet (SDS).
- Use correct personal protection clothing and equipment, e.g. face mask, respirator, gloves, boots, overalls, apron as required and in accordance with SDS.
- Storage of all chemicals should be in accordance with section 7 & 10 of the SDS.
- Where chemicals are added to a pool manually, add the dissolved chemical into the deep end of the pool when the pool is not open to the public, allowing adequate time to circulate.
- Skin, eyes or clothing that have come in contact with chemicals should be immediately washed with copious quantities of fresh water.

A Chemical Register and current Safety Data Sheets must continually be updated to identify:

- Location
- Product name
- Volume
- Hazchem
- Class
- Packing Group
- Poison Schedule

(Copies to be kept in Chemical Storeroom and equipment shed)

FIRST AID

All First Aid equipment must be ready for any emergency and contain the following:
Sign posted and current First Aid Kit.

- Cardio Pulmonary Resuscitation (CPR) sign that can be read from a distance of 3m.
- Spinal board and straps
- Electrical power point.
- Oxygen equipment and spare bottle. (Located at the RFDS Clinic)
- Automated External Defibrillator. (Located at the RFDS Clinic)

The First Aid Kit will be regularly restocked by the Quilpie Shire Council Workplace Health & Safety Advisor. Any stock replacements required must be reported to the Workplace Health & Safety Advisor.

OXYGEN

Oxygen resuscitation equipment sufficient to enable bag/valve/mask resuscitation and oxygen therapy for adults and children. It is essential that this equipment meets Australian Standard requirements and is regularly maintained and serviced and the appropriate documentation is maintained.

Oxygen Equipment must be stored upright in a clean, dry ventilated location free from dust, oil, grease, heat, sand and readily accessible to trained workers e.g. the Emergency Equipment Station. All relevant qualifications must remain current and the operators must be accredited to use the specific oxygen equipment held on site.

HEARTSTART FRX DEFIBRILLATOR

Mobile defibrillator equipment is available at all sites for adults and children. Use of equipment will require appropriate training and manufacturers guidelines are to be followed e.g. pink Infant/Child key is required if the patient is under 25kg or 8 years old. Defibrillators are to be checked daily to ensure the green light is blinking. Batteries to be changed every 4 years or as per used by date. Pads need replacing after use and or before used by date.

RESCUE EQUIPMENT

Rescue equipment and it locations are to be advised at the seasonal induction to all workers and approved volunteers. Rescue equipment is to include:

- Reaching poles
- Rescue tubes
- Throwing rope

PERSONAL PROTECTIVE CLOTHING (PPE)

All pool workers are to wear PPE appropriate to the hazards of the task being performed at the time. PPE may include but is not limited to the following items:

- Wide brim hat
- Long sleeve shirt
- Safety footwear
- Safety eye wear
- Respiratory protection
- Hearing protection

MANUAL

MANUAL HANDLING

It is important that all workers / approved volunteers learn and use the correct manual handling techniques to avoid injury.

Pool workers / approved volunteers will undergo manual handling training when courses are available or as required.

EMERGENCIES

The contact number for emergencies is **000** (triple zero).

Council's Customer Service during operating hours 07 4656 0500

Council's 24-hour Emergency Service number 0427 461 165

In the event of an emergency, pool workers / approved volunteers will ensure all persons under their control leave the area quickly and in an orderly manner.

NO PERSONS WILL BE ALLOWED TO RE-ENTER THE POOL UNTIL IT IS DEEMED SAFE TO DO SO BY THE SITE SUPERVISOR.

INCIDENT RESPONSE

In the event of a WHS incident, workers / approved volunteers in the immediate area are required to respond with these actions:

1. Protect your health and safety.
2. Protect the health and safety of others.
3. If necessary provide first aid to any injured person and/or call emergency services 000.
4. Without risk to self and if trained to do so, make a dangerous area safe and or isolate area to minimise risk of further injury or damage.
5. Notify Pool worker of incident, and or, ensure the Director of Corporate & Community Services / Council is notified. Council employees will be responsible for ensuring Councils WHS Incident Report Form is completed before leaving the site.

The site must not be disturbed further until it is confirmed that the incident does not require notification to a regulatory authority.

INCIDENT REPORTING

All first aid treatment is to be recorded on the First Aid Register.

The Director of Corporate & Community Services / Council must be notified **immediately** of any notifiable incidents. Notifiable incidents are identified as:

- a) the death of a person, or
- b) a serious injury or illness of a person requiring hospitalisation, or
- c) a dangerous incident

In the event of a notifiable incident the Director of Corporate & Community Services must inform Senior Management and HR immediately if they believe a notifiable incident has occurred. Senior Management in consultation with HR will make a determination on notification requirements and ensure that appropriate notification occurs.

Councils WHS Incident Report Form is to be completed by Council employees / approved supervisors for any injury, illness, damage or near miss occurring to them or where a notifiable incident has occurred at one of our facilities, to commence the investigation process.

FAULT REPORTING AND REPAIR

It is the responsibility of all workers / approved supervisors and users to report all hazards which includes defects, safety issues and maintenance requirements as soon as they are identified. This should be done by

reporting all hazards to the Pool worker / approved volunteer on site who is to inspect the item/area to ensure the hazard is isolated and sign posted.

The Pool worker / approved volunteer is to then isolate the area, place signage and record resolution on the Daily Running Sheet. If the fault cannot be resolved, the hazard is to be recorded on Council's WHS Issue Notification Form and forward this to the Director of Corporate & Community Services / Council. Control options and the priority for the work to be done will be discussed and depending on the controls required, e.g. a building maintenance request will be sent through Councils Customer Request Management (CRM) system.

OPERATING HOURS

POOL SEASON AND HOURS OF OPERATION

The swimming season will approximately align with the opening of the facility in September and closure of the facility in March/April so long as weather conditions are favourable.

ALTERATIONS TO USUAL HOURS OF OPENING

The pool may not open, may open late, or close early due to:

- Unfavourable weather resulting in absence or likely absence of swimmers e.g. rain.
- Safety reasons e.g. lightning, equipment failure, contamination, vandalism.
- Interruptions to power supply.
- In the event of imminent weather and or lightning the pool worker / approved volunteer may close the pool until such time as the weather is considered safely past. During such times, all patrons will be required to evacuate from the water and take appropriate cover until notified by the pool worker / approved volunteer that it is safe to return to the water.
- Council will inform the Eromanga Maintenance Officer / alternative contact of any booking for the facility.
- During brief power outages, the pool can remain open if adequate disinfection levels can be maintained and all other areas of the facility can continue to operate safely. During extended power outages, the pool will be closed.

OPERATING STANDARDS

WATER QUALITY

- Water quality at the Eromanga Swimming Pool will comply with guidelines - Qld Health Water Quality Guidelines for Public Aquatic Facilities (December 2019)
- Chlorine / PH Levels will be monitored and controlled by pool workers / approved volunteers. If levels exceed the recommended range, the Eromanga Maintenance Officer / Council is to be contacted immediately and swimmers cannot enter the pool until rectified.

GROUNDS MAINTENANCE

Lawns will be kept to the standard required by Quilpie Shire Council. Lawn / grounds maintenance will be undertaken by the Eromanga Maintenance Officer / Council staff.

Gardens will be kept tidy and free of weeds. Trees will be periodically thinned to promote growth and longevity and to assist in the prevention of limb drop.

BUILDING MAINTENANCE

Buildings will be kept in a clean and serviceable state. Improvements to buildings will occur as budgetary limitations allow.

All major plant, equipment and building faults should be reported to Council immediately after being discovered. The most appropriate form of repair will then be discussed with Council. If equipment is broken by direct use by workers, an incident report must be filled out and returned to Council.

If regular maintenance provided by Council for any reason lapses, Council should be notified to correct the problem. Maintenance also includes the identification of any hazards in the facility. If a hazard is identified and it is major, it should be isolated and reported to Council immediately.

Toilet facilities are located at the tennis courts opposite the Eromanga Swimming Pool.

SWIMMING POOL MAINTENANCE

Programmed preventative maintenance of swimming pools is primarily carried out in the winter season. Maintenance issues that arise during the operational season will be dealt with in a timely manner.

POOL SUPERVISION

- All pool workers / approved volunteer must have a current Royal Life Saving Pool Lifeguard Certificate. People with medical conditions must inform the pool worker / approved volunteer prior to entering the water.
- Children **under 5 years** must be within accompanied into the centre by a responsible person over 16 years of age and supervised at arm's reach at all times.
- Children **under 10 years** must be accompanied into the facility by a responsible adult over 16 years and actively supervised at all times.
- Pool Workers / approved volunteers **must not** be in the water whilst supervising swimmers.

WORKERS QUALIFICATIONS

Staff / pool workers / approved volunteers must have the following current qualifications:

- Royal Lifesaving Australia - Australian Pool Lifeguard Certificate (updated annually)
- Working with Children – Blue Card
- All workers required to undertake water testing or handle pool chemicals should be trained in correct techniques. The training must include:
 - knowledge of correct water testing procedure / recording of results
 - knowledge of chemical Safety Data Sheets
 - precautions to be taken
 - correct use of personal protective equipment
 - emergency procedures
 - reporting procedures

All staff / pool workers / approved volunteers will be required to maintain their fitness level appropriate to the qualification and provide a copy of their qualifications to Quilpie Shire Council.

WORKING WITH CHILDREN ACT & POLICE CHECKS

All Staff / pool workers / approved volunteers in direct supervision of children will be required to undertake such screening prior to commencing their supervisory role.

The Department of Justice and Attorney-General and *Working with Children (Risk Management and Screening) Act 2000* requires a Blue Card Application to be submitted and approved prior to commencing work in child-related employment/environment. This screening process is designed to reduce the likelihood that unsuitable people will work with or around children.

BOOKINGS

GENERAL

All bookings for the Eromanga Swimming Pool facility must be made through the Quilpie Shire Council Administration Office, preferably 2 weeks prior to the required date. The Director of Corporate & Community Services will advise the Eromanga Maintenance Officer of any bookings received by email.

CONDITIONS OF ENTRY

QUILPIE SHIRE COUNCIL CONDITIONS OF ENTRY

Pool safety is a shared responsibility that requires a cooperative and community approach. Observe the rules displayed at the facility for a great experience at the Pool.

KEEP WATCH AT PUBLIC POOLS

Supervision of young children at public pools has been a concern for the aquatics industry for many years. There is often the misconception by parents and carers that the responsibility for supervision of young children lies solely with staff / pool workers / approved volunteers. "Lifeguards" are employed on a 1:100 ratio based on the expectation that parents/carers will provide direct supervision of children.

Keep Watch @ Public Swimming Pools is a Royal Life Saving Society program that contributes significantly to ensuring the safety and reducing risk at our public swimming pools. It provides a consistent message in line with best practice to the public about effective supervision of young children at public pools, and demonstrates that the aquatics industry is organised and takes their responsibility for patron safety seriously. The Keep Watch program forms an important part of Quilpie Shire Council's conditions of entry:

- Children **under 5 years** must be accompanied into the centre by a responsible adult over 16 years of age and supervised at arm's reach at all times.
- Children **under 10 years** must be accompanied into the centre by a responsible adult over 16 years and be actively supervised at all times.
- In order for parents or guardians to actively supervise they should be dressed ready to take immediate action, including unexpected entry into a pool.

CLOTHING

All swimmers must:

- Wear a clean (unsoiled) bathing costume,
- Non toilet trained children must wear a water proof nappy at all times when in the pool water

AUTHORITY

All staff / pool Workers / approved volunteers are authorised to:

- Request a person to leave the swimming pools facility if they do not comply with any part of this management plan and;
- After reporting the incident, Council may implement a temporary or permanent prohibition on entry to the facility.