

## Information for ACT Schools Regarding Aquatic Events

### Dickson Aquatic Centre

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## **1. Introduction to Dickson Aquatic Centre**

The aim of this document is to give ACT schools information about the running of aquatic activities such as swimming carnivals and fun days at Dickson Aquatic Centre (DAC).

This document provides the school with relevant information outlining the responsibilities of the centre. It also outlines of responsibilities of the school hiring the facility.

### **Aquatic facility standards**

DAC uses a number of documents to maintain industry and safety standards. These include:

- > Guidelines of Safe Pool Operations (GSPO) as developed and published by the Royal Life Saving Society Australia.
- > Public baths and bathing Act, 2008
- > ACT Department of Health and Community Care, 1999
- > Pool operator's handbook, Human Services Victoria, 2000
- > Swimming Pool and Water Park Based Aquatic Activities, The ACT Government Education and Training Directorate, 2013

## **2. ACT Royal Life Saving Society Aquatic Facility Safety Assessment**

Each year the ACT RLSS assesses the Dickson Aquatic Centre on a range of competencies. Dickson Aquatic Centre has been awarded a '5 star rating'.

## **3. Booking the facility**

To book the centre the school's Aquatic Activity Coordinator has to contact the venue operator –Chris Graham- 12 months prior to the event. Together the school and DAC decide a date. The Aquatic Activity Coordinator has to return the completed *Hire Agreement Form* -see appendix 1. Chris Graham will then send a confirmation of the event. The DAC recommends the Aquatic Activity Coordinator reads this booklet. Two weeks prior to the event the Aquatic Activity Coordinator needs to return the *Use of kiosk for school aquatic events* to DAC.

## **4. Rules**

DAC has a number of rules which must be followed by all patrons entering the facility. These include, but are not limited to:

- > no running
- > no pushing
- > no diving or jumping off the blocks unless during a supervised structured activity
- > no diving or jumping in shallow water
- > no backflips
- > no abusive or offensive language
- > no offensive behaviour
- > no fighting, wrestling, flicking towels
- > eating food, chewing gum while in the pool
- > no glass
- > no alcohol
- > no loitering in the changerooms
- > no damaging or vandalising property of DAC
- > all users have to abide by local laws pertaining to the centre and any other regulations

### **Encouraging responsible behaviour**

DAC recognises that lifeguards and other DAC staff encourage responsible behaviour. If staff need to approach a student regarding their behaviour they can do so. Otherwise DAC staff member/s can approach and request a school staff member to attend to the student's behaviour. It is expected that school teachers will follow the rules of the centre and directions of DAC staff.

## **5. Physical layout**

See appendix 2 for a map of the centre. The maps show the locations of the pools, barbeques, emergency exits, rescue equipment, first aid and fire fighting facilities.

### **Location of facilities within the complex**

The first aid room is accessed through the main entrance area.

The defibrillator is located within the manager's office off the main entrance area.

From the entrance, the female changerooms are located to the left. The male changerooms are to the right.

Emergency exits are located through the staff car park and the gate on the fence line just after the staff car park.

## **6. DAC lifeguard Supervisory procedures and responsibilities**

As outlined in the GSPO the lifeguard supervision ratio is one lifeguard per 100 patrons. In this case it is read to mean one lifeguard to 100 students. The venue operator also considers other factors when rostering lifeguard staff. These other factors include, but are not limited to:

- > the age of the students
- > the abilities of the students
- > the areas of the facility the students will be using
- > the types of activities i.e. structured versus unstructured activities
- > equipment used in the water.

### **Supervision risk assessment**

For the risk assessment for lifeguard supervision see appendix 3.

### **Lifeguard qualification**

All lifeguards hold Pool Lifeguard Certificates, First Aid Certificates and participate in regular in-house training sessions.

## **7. School teacher supervisory procedures**

### **Aquatic Activities Coordinator**

The school's Aquatic Activities Coordinator is to introduce themselves to the DAC duty manager at the beginning of the event. Communication between the duty manager and the Aquatic Activities Coordinator is crucial to ensure the event runs smoothly.

### **School teacher supervision**

The Swimming Pool and Water Park Based Aquatic Activities policy states that schools follow a ratio of one teacher to 20 students. Along with this ratio, schools should also consider the following when determining supervision rosters:

- > the ages of the students
- > the abilities of the students
- > medical conditions of students

- > the areas of the facility the students will be in
- > the types of activities undertaken, i.e. structured or unstructured
- > any equipment used in the water
- > weather conditions on the day
- > surface reflection
- > the competencies and swimming abilities of the teachers

### **Teachers on pool deck**

Teacher supervision will vary according to the activities.

For 50m pool races; it is recommended that two teachers ready to get into the water walk down as the competitors swim. There should be a teacher on each side of the pool.

For unstructured swimming, i.e. free time; it is recommended that a minimum of six teachers are placed on the 50m pool. Two at the shallow end monitoring the first third of the pool; two at 25m midway point monitoring the second third of the pool; and two at the deep end of the 50m pool monitoring the last third of the pool.

As a minimum two teachers should be placed on the learners' pool; one on either side at the half-way point. This again depends on the activities happening in the pool. The same goes for the babies' pool.

It is recommended that there are designated teachers in wet weather gear ready and willing to get into the water.

See appendix 2 for a recommendation on where school teachers should be placed to supervise the pool. Keep in mind the above considerations when rostering teachers.

### **Dry area supervision**

It is recommended that students put all their belongings in one area. Suggested areas include: the concrete corner at the shallow end of the pool; the central grassed area; and the hillside on the far side of the 50m pool. Schools need to confine their students' belongings to certain areas as during some events the public still have access to the pool. There should also be a teacher at the facility entrance. For those schools that do not have set kiosk times; teachers need to be at the kiosk supervising students at all times. For schools with set kiosk times, please relay times to the DAC staff, and ensure teachers are supervising the kiosk during these times.

### **Rubbish**

Schools are responsible for the rubbish they produce during the event. Bins are provided around the facility. If necessary ask DAC staff for more wheelie bins to be put in high traffic areas.

## Supervision of changerooms

It is recommended that teachers are placed at both the female and male changerooms. They are to monitor students' behaviour in the changerooms. Schools will be held responsible for the state of the changerooms at the end of the event.

## Out-of-bounds areas

The staff car park and plant room are out of bounds. These areas are only accessed by gates and are sign-posted as 'staff only' areas. Schools should ensure students stay within designated areas. For example grass sitting areas, marshalling areas, supervised pool areas, main concourses. Students are only allowed on the beach volleyball courts only under direct teacher supervision.

## 8. Emergency action plan

There are many situations which warrant an emergency procedure and even a full evacuation procedure. However no emergency can be foretold. Prompt and effective emergency control action is essential to protect personnel and property.

All staff must comply with their assigned tasks during emergency procedures to reduce potentially life-threatening situations. Their role is to organise the initial response to an emergency, to report progress to management, and supervise any evacuation.

Effective emergency control within the Dickson Aquatic Centre is managed by prevention, preparation and response.

### Minor incident

A minor emergency is one to which the nearest lifeguard or staff member responds. The general procedure is:

1. Recognise the emergency quickly.
2. Signal to adjacent lifeguards or backup support that there is an emergency, check for dangers and respond. Adjacent lifeguards cover the zones left unsupervised and await further communication about the nature of the emergency. At least one lifeguard moves close enough to the emergency site to provide speedy backup should the first responder have difficulty or should the minor emergency develop into a major one.
3. Communicate with fellow lifeguards about the nature of the emergency.
4. Administer minor first aid or otherwise assist the person in difficulty, according to the nature of the problem.
5. Refer the person to the appropriate location (for example: first aid station, parents, home, back to the water).
6. Write a report, documenting the details of the emergency and its outcome.
7. Signal fellow lifeguards when you return to duty.

During a minor emergency, one lifeguard cannot effectively supervise the swimming area and other patrons. When a lifeguard must leave their station the other lifeguards cover the abandoned area of supervision. Lifeguards on a break may be recalled until the emergency is over.

### Major incident

The management and treatment of a major incident is in the emergency action plan flowchart in appendix 4.

### Evacuation

If the facility needs to be evacuated for any reason, follow the directions of DAC staff. School staff are to assist DAC staff evacuate the pool and/or facility. Emergency exits are situated on the map at appendix 2.

### Incident reporting procedures

The Dickson Aquatic Centre uses an Incident Report Forms for recording all incidents at the facility. It is recommended that schools make their own records of incidents that occur to their students, staff or volunteers during the event.

## 10. Rescue and first aid equipment

### List of equipment—rescue

- > rescue tube
- > rescue pole
- > throw rope
- > spinal board

### List of equipment—first aid

- > first aid kit appropriate for an aquatic facility
- > self-contained breathing apparatus
- > oxygen equipment
- > rigid extrication collars
- > report forms

### Location of equipment

First aid equipment is at various locations around the Centre. The first aid room is in the main building at the entrance to the facility. Rescue equipment is kept on the pool deck near the 50m pool. Towards the shallow end at the first aid station is the spinal board, a rescue tube, a rope and a long pole. There is also a first aid kit kept here. At the deep end (and to provide easy access to the learner's pool) is a rope, a rescue tube and a long pole. See appendix 2.

## Administering First Aid

It is expected that at least two of the school's staff have current first aid training. School staff are expected to administer to their own students and staff members, if they require assistance they are to ask DAC lifeguards. School staff need to report to DAC lifeguards any dangers that have become apparent. The school is responsible for bringing their own first aid supplies.

## 9. Risk Management

Risk management is taken very seriously at DAC. Regular risk assessments are conducted regularly throughout the season.

If the school requires a risk assessment of the aquatic facility, they need to conduct their own risk assessment before the activities commence.

## 10. Other items

### RLSS ACT Survival Challenge Proficiency Test Procedures

If a school needs to conduct proficiency tests the school representative needs to discuss this with the DAC venue operator. DAC can assist the school run testing either prior to the event day or on the day of the event. This offer of assistance depends on the availability of staff with testing knowledge and experience. It is the schools responsibility to provide DAC staff with identification codes for proficient and non-proficient students.

### Medical Details

As part of the hire agreement it is your responsibility to inform the Dickson Aquatic Centre of any medical details or conditions, for example; allergies, or asthma.

### Aquatic and non-aquatic activities

DAC understands unstructured aquatic activity to mean; an activity that is non-directed and does not include planned activities; for example free time. A structured activity is a planned and teacher directed activity; for example games or races.

Schools need to discuss with the venue operator when unstructured and structured activities are to take place.

See appendix 5 for a list of suggested wet and dry activities and games.

DAC does not have an aqua run.

### Equipment

DAC is able to provide noodles, kickboards, and hoops for the school's use. It is expected that the school will return all equipment in the condition it was given. DAC staff will keep a record of what equipment has been used and make it off when it is

returned. Alternatively schools are welcome to bring their own equipment, but please ensure it is labelled appropriately.

Do not bring corks or other similar shaped objects. Objects of this size get stuck in the pool drains.

### **Public Address System**

The DAC has a public address system. Please notify the venue operator if you require the use of the system.

### **Starting pistols and caps**

DAC does not provide starting pistols or caps.

### **Sun Protection**

DAC recommends the use of rash shirts, hats, sunglasses and sun cream. It is also recommended that the school use areas under shade, such as under the trees on the grass or under the shade cloths in the pool. DAC does not provide sunscreen for school staff or students.

### **Kiosk**

The school is not to bring their own canteen or sausage sizzle. The school is invited to use the facility's kiosk or students' can bring their own food. The school can provide refreshments for school staff.

For a list of kiosk items and prices contact the venue operator.

One week before the event the school is asked to send the 'use of kiosk for school aquatic events' form to 02 62301282 (fax) or [reception@dicksonaquaticcentre.com.au](mailto:reception@dicksonaquaticcentre.com.au). See appendix 6 for form.

### **Police attendance**

In the event of theft, malicious damage or any similar incidents the decision to call the police is at the discretion of the venue operator or the school concerned.

### **Payment**

Schools will be billed on the number of students they have attending the event on the day. Students cannot use season passes or previously bought passes to pay entry.

On the day of the event DAC will ask the school for the attendance. An invoice will be emailed/faxed to the school within two days of the event. All invoices must be paid within seven days of receiving the invoice. If the invoice is not paid within seven days of the event this may affect your booking for next year.

## Insurance

The Dickson Aquatic Centre has public liability insurance up to \$20 million per claim. The Dickson Aquatic Centre expects that the hirer has public liability insurance for a minimum of \$10 million per claim with a reputable and solvent insurer which notes the interests of the hirer in respect of the pool, for any liability arising out of the direct or indirect use of the pool, arising out of this agreement. Evidence of the currency of this public liability insurance shall be forwarded to the Centre prior to this agreement becoming effective.

## Damages

The hirer agrees to pay, on demand, the cost of repairing any damage or loss of equipment caused by events in the control of the hirer.

## Appendix 1

D I C K S O N  
A Q U A T I C C E N T R E



Ph: 02 6247 2972

Fax: 02 6230 1282

Email: reception@dicksonaquaticcentre.com.au

# Hire Agreement Form

This hire agreement is made between the Dickson Aquatic Centre and the hirer named below. Please fill out all the sections of this form. Please read the terms and conditions of your booking carefully before signing and emailing/faxing back to the Dickson Aquatic Centre.

Hirer (organisation):

Hirer's address:

Contact name and position:

Phone:

Hiring purpose (title event):

Date of event:

Start and finish:

Contact name of head supervisor (person present during the event):

Number of supervisors attending:

Number of participants attending:

Age range of participants:

Does your organisation have public liability insurance: Yes

How many first aiders will be attending:

Please note, this hire agreement is not a confirmation of your booking. Once your booking is confirmed you will receive a booking confirmation from the Dickson Aquatic Centre.

### Declaration

I declare that I am authorised by the above organisation to hire the facilities specified for the purpose specified. I have read and understood the *Dickson Aquatic Centre Hire Agreement* and the *Dickson Aquatic Centre Emergency Action Plan* and confirm that I accept them on behalf of the above organisation.

Hirer's Representative Name:

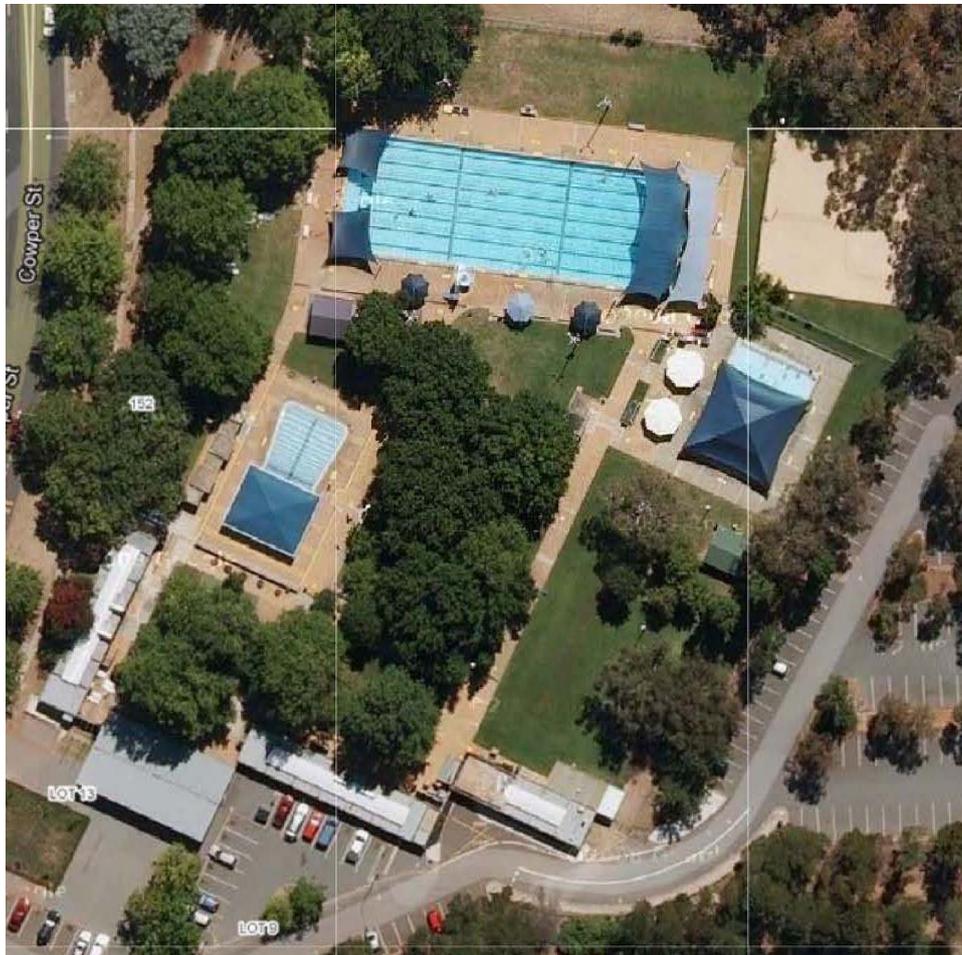
Date:

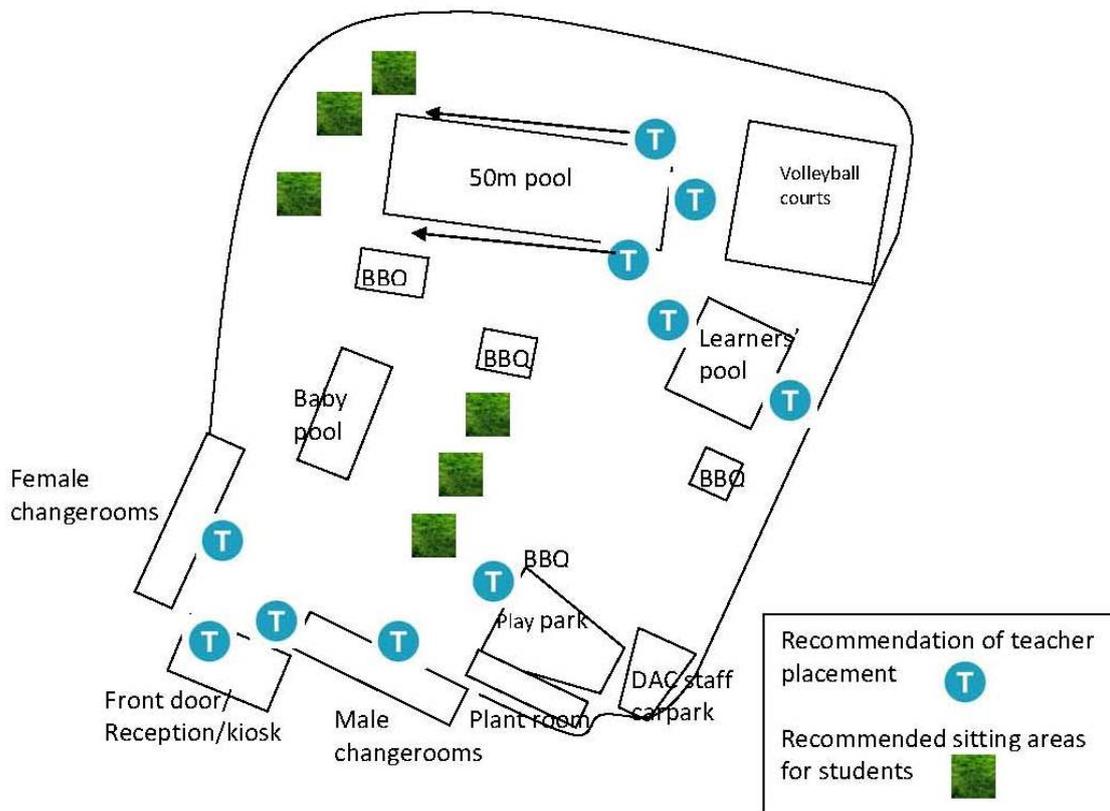
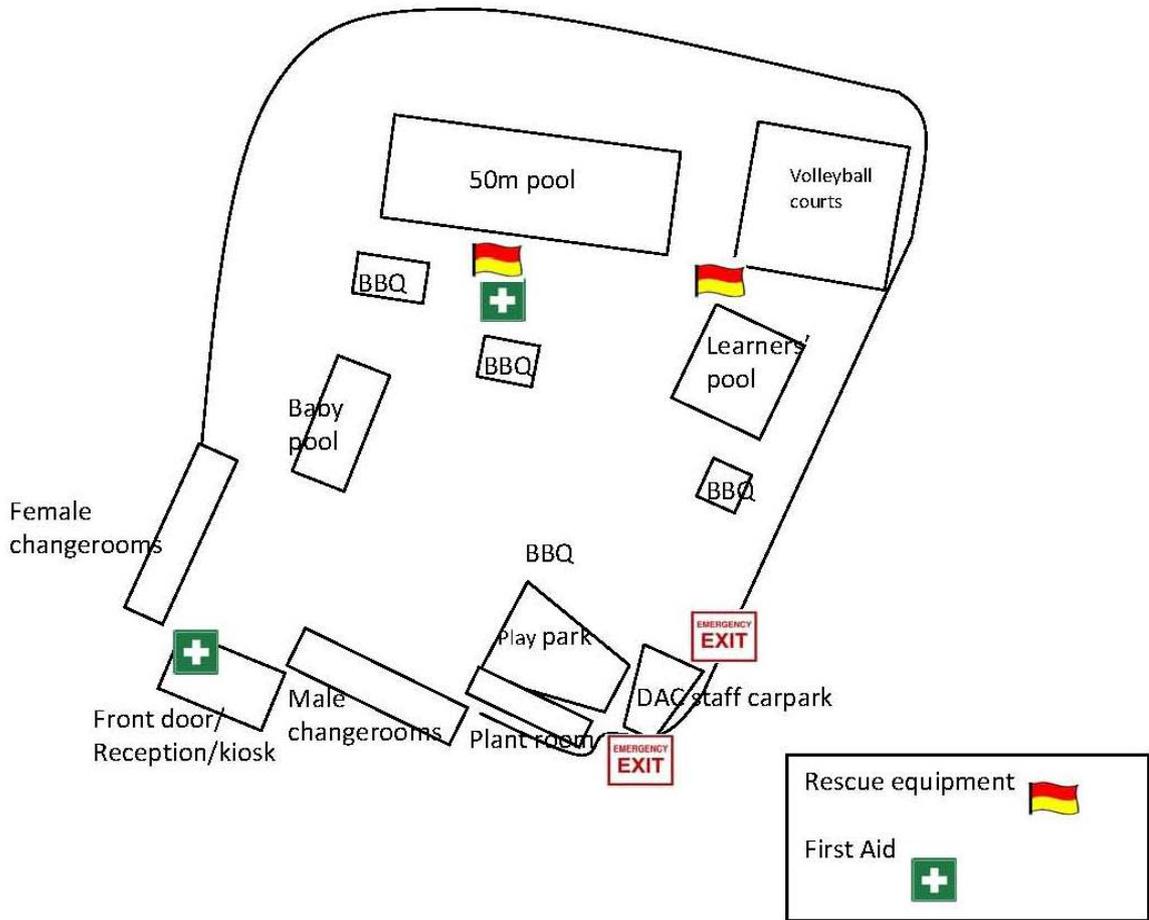
*(Type your name and the date if you have the authorisation of your school to complete this form and email it back to Dickson Aquatic Centre.)*

Venue Manager's Signature:

Date:

## Appendix 2 –Map of centre





## Appendix 3

# Supervision—Risk Assessment

Issue Identified	Probability	Impact	Comment
Communication breakdown on a normal day-radios not working	Low	Medium	Lifeguards would use hand signals to communicate with each other while they are fixed.
Too few lifeguards on duty	Low	Medium	This is monitored and staff are always called in if the conditions change and more lifeguards are required.
To few lifeguards on pool deck	Low	Low	This is monitored continually. If needed staff are taken from the kiosk while additional staff are called in to work.
Line of sight interrupted temporarily	Medium	Low	This is if people walk in from of a lifeguard for a few seconds. Lifeguards are agile and always ensuring they have the best line of sight.
Line of sight interrupted permanently	Low	High	This is never allowed to happen, if it did it would be reported immdiately.
More than 100 people and only 1 lifeguard	Low	Medium	With 100 people in the water there are too many people to safely supervise for one lifeguard. Two lifeguards would be working on pool deck.
Lack of rotation between lifeguard positions	Low	Medium	Lifeguards are aware of the importance of this. This is monitored by the duty manager as well.
Supervision period too long	Low	Medium-High	This is monitored by staff and the duty manager. Lifeguards need to be alert at all times therefore rest is essential.
Water quality deteriorates to unsafe levels	Low	High	The pool would be evacuated and cloesd until the problem was fixed.
Incident and accident controlling	Low	Medium-High	All staff are trained in the EAP and senior first aid. This should never be a problem.
Poor record keeping	Low	Low	All staff are trained in record keeping, this should never happen.
Misbehaviour by patrons	Medium	Medium	Staff are trained to see these potential problems before they become a problem. This is normally fixed quickly and smoothly
Poor parental supervision	Medium	Low	Staff are on the lookout for parents that aren't supervising their parents, so this is usually fixed quickly and smoothly.
Poor supervision of people with disabilities	Low	Medium	Staff are always alert for people with disabilities. They should normally have a carer with them at all times.
Supervision of inflatable play equipment and water park equipment	Medium	Low	There are separate risk assessments for these.
Lack of supervision in changerooms/toilet areas	Low	Low	Staff check the changerooms at least every hour.

# Appendix 4 —Emergency Action Plan flowchart

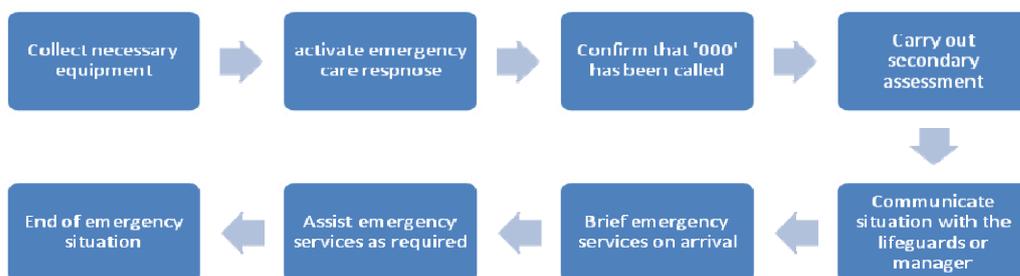
## Stage one



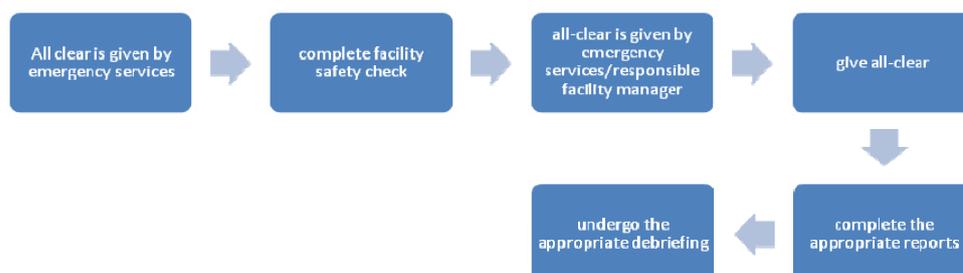
## Stage two



## Stage three



## Stage four



## Appendix 5

## Appendix 6

### USE OF KIOSK FOR SCHOOL AQUATIC EVENTS

Please fill out the form and return to DAC.

Name of School: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

#### Approximate Numbers

Students: \_\_\_\_\_

Staff: \_\_\_\_\_

#### Use of Kiosk

Will you be utilising the kiosk facilities?

YES

NO

What period of time will you require the kiosk?

ALL DAY

SET TIMES \_\_\_\_\_ - \_\_\_\_\_ & \_\_\_\_\_ - \_\_\_\_\_

Are there any allergies that we need to be aware of and we can take certain foods off the menu? For example nut allergies.

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Other Comments

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*Thank you for your time!*

**Please return to Dickson Aquatic Centre Fax. 6230 1282 : email.  
reception@dicksonaquaticcentre.com.au**