

Health and Safety Policy



Policy Statement

The health and safety of all participants in swimming and its related activities is paramount to the success of the sport and as an enjoyable recreational activity. Tawa Swimming Club has an important and legislatively mandated role to play in ensuring the health and safety of all swimmers, officials, coaches, and parents /caregivers participating in swimming activity.

Tawa Swimming Club will take all reasonably practicable measures to protect participants in its organised swimming activities from harm to their health and safety.

Tawa Swimming Club will co-operate, consult, and co-ordinate activities with all other organisations involved in swimming who have related health and safety obligations. In particular, Tawa Swimming Club will work closely with the Wellington City Council (WCC) and Tawa Pool management as joint users of the swimming pool facilities of Tawa Pool primarily used by the Club.

Health and Safety Plan

Tawa Swimming Club maintains a current Health and Safety Plan that sets out the following:

- The purpose of the Plan and the key participants affected by the Plan
- A Critical Risks Analysis that shows risks identified as being of significant concern:
 - Risk type
 - Associated hazards
 - Risk assessment and risk score (unmitigated)
 - Participants most at risk
 - Risk controls established to minimise or eliminate the risk
 - Primary and support responsibility for maintaining each risk control
 - Purpose of each risk control
 - Residual risk assessment and risk score (mitigated)
- How Tawa Swimming Club will maintain focus on Health and Safety
- How incidents will be responded to and learnt from
- A description of the Health and Safety responsibilities of all participants
- How the plan will be communicated to participants
- The date of approval of the plan and its next review date
- An appended **Risk Register** in relation to Tawa Pool with identified risks assessed against the 'Tawa Swimming Club Risk Assessment Matrix' to determine unmitigated and residual risk levels.

Related Policies

This policy should be read in conjunction with the Club Swimming Pathway and the Junior and Senior Squad Development Pathways.

Policy Owner

This policy is owned by the Tawa Swimming Club Committee. The Committee may appoint an H&S Subcommittee and/or a H&S Officer to ensure the Health and Safety Plan is maintained as current, to investigate incidents, and to report to the Tawa Swimming Club Committee on matters relating to the Club's and its Officers' obligations under the Health and Safety at Work Act 2015.

Policy Review

This policy was reviewed and adopted by the Tawa Swimming Club Committee on 7 August 2018. The policy will be reviewed annually by the Tawa Swimming Club Committee and recorded in the Committee Minutes. Last reviewed and updated on 4 February 2020.

Issued by:

Clive Kirby

President , Tawa Swimming Club

Health and Safety Plan February 2020



All participants in swimming have responsibilities for Health and Safety

A wide range of people have responsibilities under this Tawa Swimming Club Health and Safety Plan. They include:

- Tawa Swimming Club Officers, including the President, Club Captain, Secretary, Treasurer, Race Secretary and Committee members
- WCC staff and Officers, including the Chief Executive, Health and Safety Officers, Pool Managers, and Life Guards
- Tawa Swimming Club members, including club and squad swimmers and their parents/caregivers
- Tawa Swimming Club volunteer and paid Coaches and Team Managers
- Team Managers, Coaches, swimmers and their parents/caregivers from visiting competitive swimming clubs.
- Competition Officials

Swimming coaches, team managers, competition officials, Life Guards and pool staff all need to understand this Health and Safety Plan so they know what risk controls they are obliged to implement.

Coaches in particular need to be competent in what they are coaching in relation to the age and ability of the swimmers they are responsible for.

Other participants, including swimmers and their parents/caregivers, need to understand the intent of this Health and Safety Plan in order to support those implementing the risk controls and to take responsibility for their own health and safety with the knowledge of the risks involved in swimming.

Tawa Swimming Club and WCC and their respective officers are obligated under the Health and Safety at Work Act 2015 to ensure health and safety, so far as is reasonably practicable, by protecting workers, volunteers and other persons against harm to their health, safety and welfare, by eliminating or minimising risks arising from work.

From time to time pools in other Council regions are used by Tawa Swimming Club for the purpose of training and/or competition. It is accepted that the responsibilities of WCC as outlined in this report are transferred to the relevant Council at these times. A copy of this policy will be made available to the relevant Council.

Communicating this Health and Safety Plan

Health and Safety needs to be front of mind and understood widely. Tawa Swimming Club will achieve this by:

- Publishing this Health and Safety Plan on the Tawa Swimming Club website www.swimtawa.org.nz, locating the plan on Tawa Swimming Club poolside notice boards, and making the plan available to all new Club Members.
- Regular column covering topical Health and Safety information in Tawa Swimming Club monthly newsletter:
- distributed by email link to all Tawa Swimming Club members
- copied to WCC Pools Manager
- Paid and volunteer coaches advise each training group of relevant hazards prior to entering the pool at each session
- Team Manager(s) advise swimmers during land warm up / prior to pool warm up of critical hazards at all competition events and provided with a summary Health and Safety Plan in hard copy
- Tawa Swim Club hosted competition flyers include hazard identification and controls to be observed, including notice of pool depth, and pool and diving warm up procedures.



Maintaining Health and Safety Focus

It is important that H&S has a consistent and sustained focus. Tawa Swimming Club (TSC) will achieve this through:

- Standing agenda item at monthly Tawa Swimming Club Committee meetings
- Review of incidents/investigations, prior action points
- Review/update risk register as required.
- Update of Health and Safety Plan
- Allocation of action tasks
- Quarterly meeting for Tawa Swim Club H&S Reps and WCC Pools Manager
- Review of incident/investigations and prior action points
- Review/update risk registers (TSC and WCC)
- Update of Health and Safety Plans (TSC and WCC)
- Allocation of action tasks
- Annual review of Tawa Swimming Club Health and Safety Plan
- Consultation with WCC Health and Safety Officers and Pool Managers
- Review of current external standards/guidelines such as from Swim NZ and the Royal Life Saving Society of Australia
- Review of WCC Health and Safety Plan
- Reassessment of risk register
- Update and republication of Health and Safety Plan

Incident response and Health and Safety Plan modification

- In the event of any injury, first aid is to be administered immediately and a WCC Life Guard is to be informed immediately. The responding WCC Life Guard will take control of the incident.
- All injuries and near misses are to be reported to the Tawa Swimming Club President and the WCC Pool Manager as soon as reasonably practicable.
- Injuries considered serious by the Tawa Swimming Club President or the WCC Pool Manager (whether or not notifiable to Worksafe New Zealand) will be subject to a formal investigation by WCC with the active participation of Tawa Swimming Club.
- Any recommendations for modification of this Health and Safety Plan arising from an investigation will be considered promptly by the Tawa Swimming Club Committee.

Tawa Swim Club Risk Assessment Matrix



The Tawa Swim Club Risk Assessment Matrix issued to assess both mitigated and residual risks that are associated with identified hazards

Likelihood	Almost certain 71-100% The risk is expected to occur in most circumstances and at least 3 times in 12 months	Medium 11	High 16	Very High 20	Extreme 23	Extreme 25
	Likely 41-70% The risk will probably occur once within the next 12 months	Medium 7	High 12	Very High 17	Very High 21	Extreme 24
	Possible 16-40% The risk could occur at least once in the next 3 years	Low 4	Medium 8	High 13	Very High 18	Very High 22
	Unlikely 6-15% Not expected to occur more than once in 10 years	Low 2	Low 5	Medium 9	High 14	Very High 19
	Rare 0-5% May occur only in exceptional circumstances less than once per 10 years	Low 1	Low 3	Low 6	Medium 10	High 15
		Negligible	Minor	Moderate	Major	Catastrophic
Consequence						
	Any injury not requiring treatment by a medical professional	Lost time / home recovery injury directly attributable to organisational, mechanical or infrastructural failure	Serious harm / hospital recovery injury directly attributable to organisational, mechanical or infrastructural failure	Single fatality directly attributable to organisational, mechanical or infrastructural failure	Multiple fatality and/or multiple serious harm injuries directly attributable to organisational, mechanical or infrastructural failure	

Tawa Swimming Club & WCC – Working together for Swimming Health & Safety	Responsibilities & Purpose	Health & Safety and Swimming
<p>Tawa Swimming Club (TSC) is a community focused competitive swimming club offering its members and associates fitness training, coaching and competitive swimming as well as officiating opportunities.</p> <p>Wellington City Council (WCC) manages, maintains and staffs swimming pool facilities at Tawa Pool, and is a joint user of these facilities with Tawa Swimming Club.</p>	<p>Together Tawa Swimming Club and WCC are responsible for the health and safety of Tawa Swimming Club participants in the use of this pool and other pools in the Wellington region which may from time to time be used by Tawa Swimming Club for the purposes of training and/or competition.</p> <p>This plan sets out how these responsibilities are shared, risks are managed, how any incidents are responded to, and how this plan is communicated and maintained.</p>	<p>Swimming is both a recreational activity and sport which can involve injury - despite all reasonably practicable measures having been taken to eliminate or minimise the risk of injury. Recreational and sporting participants need to be aware of the risks involved.</p> <p>Health and Safety is not about stopping work or an activity, it is about making the work or activity that a person or group of people choose to do as safe as possible.</p>

Critical Risks Analysis

Risks	Hazards	Risk Assessment	Participants	Risk Controls (primary responsibilities)	Purpose of Control	Residual Risk
Drowning at Tawa Pool	<ul style="list-style-type: none"> Depth of pool 0.9 at shallow end Body of water 	<ul style="list-style-type: none"> Possible likelihood of drowning at pool Major consequences Very High unmitigated risk Risk Score: 18 	<ul style="list-style-type: none"> Club Swimmers (medium risk) Squad Swimmers (low risk) 	<ul style="list-style-type: none"> TSC – All children required to meet minimum swim standard requirements to join the Club. TSC is not a “learn to swim” club. Swimmers under age 8 carefully watched by person over 16 years as per WCC policy TSC – Coaches of Club Swimmers to actively supervise swimmers from the pool deck TSC – No more than 10 children per lane for Club Level swimmers WCC – Life Guard active observation of whole pool TSC - Annual coaches briefing TSC - No breath-holding activities due to risk of Shallow Water Black Out (SWBO) 	<ul style="list-style-type: none"> Eliminate risk for children assessed as not meeting the minimum swim competency requirements to participate safely. Minimise risk for less experienced swimmers by ensuring adequate supervision is practicably achievable. Minimise risk by ensuring all participants can be seen by the coach at all times. Minimise risk for all participants by providing additional observation capacity to supplement poolside coaches and officials. Minimise risk of SWBO through refresher training for coaches 	<ul style="list-style-type: none"> Rare risk of drowning (major consequence) Medium residual risk Risk Score: 10
Injury following a diving entry at Tawa Pool	<ul style="list-style-type: none"> Depth of pool 0.9 at shallow end 	<ul style="list-style-type: none"> Likely likelihood of occurrence from diving in uncontrolled circumstances Moderate consequences from severe injury Very High unmitigated risk Risk Score: 17 	<ul style="list-style-type: none"> Club Swimmers Squad Swimmers 	<ul style="list-style-type: none"> TSC – No diving from the shallow end TSC - All diving blocks to be checked by the Coach (training session) or Referee (or nominated person) prior to the start of diving to ensure that the blocks are securely attached to the pool deck and do not move. TSC - Competition warm up diving under the control of Coaches / Team Managers and Life Guards TSC - Competition diving always under the control of race Referee and Starter TSC - Training diving practice and teaching always under the control of a Coach TSC Annual coaches briefing WCC Lifeguards install dive blocks 	<ul style="list-style-type: none"> Eliminate risk for inexperienced non-confident children learning dive techniques. <ul style="list-style-type: none"> Minimise risk to confident swimmers by providing information about the hazard, the environment and how to mitigate the risk Minimise risk of distraction for injury to diving swimmers from unstable starting platform. Minimise risk in competition dive situations by requiring concentration and discipline for race starts. Minimise risk in dive training and competition warm up situations by close supervision of practice and the teaching of correct techniques that mitigate the risk (ie shallow race dives) Minimise risk of dive injuries through refresher training for coaches 	<ul style="list-style-type: none"> Unlikely risk of serious injury from diving in controlled circumstances Medium residual risk Risk Score: 9
Injury from falling on hard surfaces/edges at pool	<ul style="list-style-type: none"> Trip Hazards Slippery surfaces 	<ul style="list-style-type: none"> Likely likelihood of injury from falling or slipping in uncontrolled circumstances. Moderate consequences from falling or slipping Very High unmitigated risk Risk Score: 17 	All Participants	<ul style="list-style-type: none"> TSC - All swimmers to be advised of no running TSC – In use swimming aids and training and competition equipment located beside the pool are tidy and obviously positioned but out of poolside circulation areas (supervised by the Teacher or Coach) TSC – Putting on and pool entry with flippers to be from sitting position. No walking/running with flippers. WCC – Pool maintenance equipment stowed away and not in use during competition, coaching and training activities - except in relevant emergency situations such as cleaning bodily fluids (carried out by Pool Staff) WCC – Poolside and changing room surfaces kept clean and free from slime buildup and dry zones kept dry (carried out by Pool Staff) 	<ul style="list-style-type: none"> Minimise risk by reducing the likelihood that trip hazards or slippery surfaces are overlooked Minimise risk by ensuring trip hazards are made obvious Minimise risk from flippers by restricting movement with flippers to being in pool only Minimise risk by not undertaking pool maintenance activity in the presence of participants moving around the complex Minimise risk by removing causes of slippery surfaces 	<ul style="list-style-type: none"> Unlikely risk of minor injury from tripping, falling, slipping Low residual risk Risk score: 5

Risk Register

Refer Tawa Swimming Club Risk Assessment Matrix for Likelihood and Consequence narratives

RISK SCORES: Extreme 23-25 Very High 17-22 High 12-16 Medium 7-11 Low 1-6

Risk & Associated Hazard(s)	Risk Score	Risk Control Plan E – Elimination M – Minimisation	Primary Responsibility	Supporter Responsibility	Residual Risk Level
Drowning •Body of water •Depth of water	Very High 18	E – Proactive Lifeguarding. Pool Depth Signage. Limited swimmers per lane for training sessions. No breath-holding activities	Lifeguards TSC Coaches		Medium 10
Injury following unsupervised training dive - Training Dive - Height & position of starting blocks	Very High 17	M- At training sessions diving is to actively supervised at all times When diving, swimmers must be stationary with at least one foot on the upstand surrounding the pool or the diving block. Running dives are not permitted. No diving at the shallow end.	TSC Coaches are responsible for their lane/s	Lifeguards	Medium 9
Injury following competition or supervised dive - Depth of Pool - Height and position of starting blocks	Very High 17	M – Blocks in general warm up lanes are not to be used. Diving in the designated warm up/sprint/dive lane/s as set out in the meet flyer to be actively supervised. Feet first entry applies in all general warm up lanes. Once racing commences, the race start, including diving is under control of a qualified referee and started. Diving blocks when used are to be checked by the Coach (training session) or Referee (or nominated person) prior to the start of diving to ensure that the blocks are securely attached to the pool deck and do not move. WCC Lifeguards install blocks, coaches double check them	Team Managers/Coaches /Qualified Officials	Lifeguards TSC Event organisers	Medium 9
Tripping - Moving around and entering the pool with flippers	Very High 17	E – swimmers must not attempt to walk around the pool wearing flippers M – swimmers must enter the pool from a seated position whilst wearing flippers	TSC Coaches		Low 5
Tripping - Equipment in use during training	Very High 17	M – Equipment needs to be stored at the pool edge and positioned tidily and out of circulation areas	TSC Coaches		Low 5
Tripping - Equipment stored on pool deck	Very High 17	M – Equipment stored in dedicated storage areas off pool deck. Cleaning hoses stowed and not in use during session times (except in emergency situation for cleaning bodily fluids). Circulation, changing areas and pool deck to be clear and tidy.	Pool Staff		Low 5
Cuts - Broken glass in or around the pool or in changing areas	Very High 17	E – prohibit glass containers in or near the pool or changing facilities	Pool Staff	TSC Event Organisers	Low 5
Electrocution - Electrical fittings and appliances	Very High 17	M – Electrical appliances kept away from water Race starting equipment electrical supply cable elevated to well above head height	Pool Staff	TSC Event Organisers	Low 5
Medical events - Individual medical issues	High 13	M – Life Guard vigilance to identify breathing, circulation, and similarly life critical issues	Life Guards	TSC Coaches / Team Manager	Low 5
Physical harm - Abusive or aggressive patrons	High 13	M – All WCC staff trained in customer service, trained in handling difficult person's situations.	Pool Staff		Low 3
Burns/Smoke inhalation - Fire	High 15	M – Fire alarms and fire doors installed Emergency plan detailing actions in the event of a fire. Fire evacuation training performed twice a year	Pool Staff		Low 3
Nausea, discomfort, poisoning - Chemical cleaning of pool surrounds	High 12	E – cleaning to occur outside of periods when public and Club members are present	Pool Staff		Low 2
Poisoning and explosion - Gas or chemical leak	High 15	M – Pool staff training in the use of handling all chemicals. Regular servicing by qualified personnel on all gas boilers. Chemicals stored appropriately.	Pool Staff		Low 3
Bacterial / viral infection - Transmittable Disease	High 12	E – Bodily fluids cleaned up as per procedure. M – All surfaces regularly cleaned to minimise risk of infection	Pool Staff		Low 2
Overcrowding - Excessive people in complex	High 12	E – Once maximum numbers has been reached then no more people are allowed into the complex. Consideration must be given to swimmers entering the complex before spectators	Pool Staff		Low 3
Breathing difficulty - Ozone in pool hall	High 12	M – Ensure correct operation of filtration plant. Evacuate pool if breathing difficult	Pool Staff		Low 2
Swimmer collisions	Med 11	E – Swimmers are not to enter the water prior to designed start times and when the coach is present	TSC coaches Team Managers	Life Guards	Low 2

- Unsupervised activity					TSC event organiser
Risk & Associated Hazard(s)	Risk Score	Risk Control Plan E – Elimination M – Minimisation	Primary Responsibility	Supporter Responsibility	Residual Risk Level
Swimmer training collisions - Narrow lanes	Med 11	M – Swimmers taught chain swimming discipline and passing stroke techniques	TSC coaches	Life Guards	Low 4
Tripping - Upstands surrounding pool	Med 8	M – Proactive lifeguarding	Life Guards	TSC Coaches	Low 5
Tripping •Spectator and other seating / tables	Med 8	M – Proactive lifeguarding. Running prohibited on pool side and enforced by lifeguards. No jumping allowed	Life Guards	TSC event organisers	Low 5
Slipping and falling - Slippery surfaces on poolside floor	Med 8	M – Signage, Lifeguards, and the Event organiser/club officials/coaches to enforce no running rules. Non-slip surfaces used. Floor cleaning regime in place to prevent build-up of slippery substances.	Pool Staff Life Guards	TSC Coaches/ Team Manager	Low 3
Slipping and falling - Slippery surfaces in dry zones of facility	Med 8	M – Non slip surfaces used. Water on dry area hard surfaces to be promptly dried. Caution signage displayed during drying period or area cordoned off with signage displayed.	Pool Staff		Low 3
Cuts - Cracked and broken tiles and guttering	Med 8	E – Replacement of all broken and cracked tiles. Aqua putty applied to eliminate sharp edges.	Pool Staff		Low 3
Exhaustion / heat stroke - High air temp in pool facility high	Med 8	M - ensure air handling equipment and settings maintained to acceptable industry standards	Pool Staff		Low 1
Bruising / Abrasions - Pool equipment poorly installed - Damaged pool equipment	Med 7	E – ensure lane ropes tightened correctly after being removed for other users and then put back. Replace or repair broken / worn / damaged lane ropes, starting blocks, backstroke indicator flags	Pool Staff		Low 2
Impact from falling objects / building - Earthquake	Med 10	M – Emergency evacuation plan detailing actions in the event of an earthquake. Staff Training. Proactive staffing to discourage people from storing their belongings on top of cubbies	Pool Staff		Low 1
Swimmer collisions - Public mistakenly using training lanes	Med 7	M – lane usage signage displayed	Life Guards		Low 2
Injury from diving into shallow end - Depth of pool 0.9m	Med 8	M - sign on side of the pool Training programmes designed to not require diving from shallow end of pool.	TSC Coach	Life Guards	Low 3

Approved by Tawa Swimming Club Committee
 Provided to Wellington City Council
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 Subject to Annual Review

