



Inverell
Aquatics

**INVERELL POOL RISK ASSESSMENT
SITE OVERVIEW
*“Information - For School Use Only”***



INVERELL POOL – MASTER RISK ASSESSMENT (Schools/ Hirer Copy)



SITE: Inverell Pool	
PROGRAM / AREA: Entire facility	
DATE: January 2019	REVIEW DATE: January 2020
PERSON COMPLETING REPORT: Brad Paterson	
IN CONSULTATION WITH: Jess Hawken - Facility Manager	

NOTE: Complete in conjunction with Hazardous Substances/Dangerous Goods Hazard Identification, Risk Assessment & Control Process, and relevant Codes of Practice

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)
Safeguarding Children and Young People	Danger to children, exposure of staff to unfair claims	Medium risk	CA Child Protection Policy is to be available and understood by all staff. Policy located in the staff room / area and included in staff induction.
Contractors	Danger to contractor, staff or patrons	Medium risk	All contractors must be inducted and supervised. Authority to Work forms must be filled out by the visiting contractor and signed by the Duty Manager or a designated CA staff member. Contractor authority to work forms are located at the main reception desk
Confined spaces	Danger to staff and contractors	High risk	Confined spaces at the facility need to be identified through a facility risk assessment and Confined Space Hazard Identification review. These areas are required to be clearly identified as confined spaces, and a permit is required prior to accessing the inside of these areas.
Dangerous goods and hazardous substances	Injury or death	High risk	Dangerous Goods are classified on the basis of physical or chemical effects i.e. fire, explosion whereas Hazardous Substances are classified only on the basis of health effects. A dangerous good can also be a hazardous substance and vice-versa. Appropriate training in the safe handling, use and storage of chemicals must be provided to all relevant staff, and records of training kept as per CA requirements. A dangerous good and hazardous substances register must be completed for each individual CA site. Trolley to be used when moving chemicals Ensure all staff are competent in storage and handling of all chemicals & that information is sufficiently detailed and easy to understand
Personal protective equipment	Injury to staff	Medium Risk	Use of personal protective equipment and clothing (PPE&C) is only considered when more effective control measures are unsuitable. The required PPE&C for the various chemicals are listed in all Material Safety Data Sheets. PPE&C must be stored and maintained correctly, and must conform to relevant legislative and/or Australian Standard requirements or guidelines. Staff required to use the PPE&C must be adequately trained in its use, fit, testing and storage. PPE&C most commonly stored at CA sites include: Gumboots, rubber apron, face shield and safety goggles, chemical gloves, Dust/particle mask. PPE&C for outdoor aquatic sites or for employees working outdoors includes hats and sunscreen.

Plant safety and safety signage	Injury to staff, contractors and patrons	Medium risk	<p>The Occupational Health and Safety Regulations 2001 require employers to ensure that (for Plant equipment)</p> <ul style="list-style-type: none"> ▪ all hazards (potential to cause injury or illness) associated with the installation, commissioning, erection, operation, inspection, maintenance, repair, service and cleaning of plant and associated systems of work are identified; ▪ an assessment is made to determine whether there is any risk (likelihood of injury or illness) associated with the identified hazards; and ▪ any risk is eliminated, or if that is not practicable, reduced so far as is practical. <p>Safety signage - All Aquatic facilities should adhere to appropriate information in the RLSSA 'Guidelines for Safe Pool Operation'.</p>
Chemical spill	Environmental damage, injury	Medium risk	<p>The RLSSA Guidelines for Safe Pool Operation TO-6 'Chemical Spill or Leak' provides general information for dealing with chemical leaks and spills. A CA Significant Incident Notification should be completed. The Manager is responsible to determine if the relevant WorkCover Authority should be notified.</p> <p>As a general rule, WorkCover should be notified only if the spill involved a Dangerous Good, if there were people in the vicinity & the incident was a serious, immediate risk to their health & safety.</p> <p>The relevant Environment Protection Agency must be notified immediately in the event of a discharge or imminent discharge of any waste/chemical spill beyond the site boundaries, or to the stormwater system on site. The following information is likely to be required by the Agency at the time of reporting the incident.</p> <p>Detail to the operator:</p> <ul style="list-style-type: none"> i) size and type of discharge; ii) cause of discharge (if known at the time), and; iii) steps taken or being taken to contain the discharge. <p>A written report will need to be supplied to the EPA, usually within 5 days of the incident detailing:</p> <ul style="list-style-type: none"> i) size and type of discharge; ii) cause of discharge; iii) steps taken to contain the discharge; and iv) steps taken or being undertaken to prevent a repeat incident.
Emergency preparation and response	Injury to staff, contractors and patrons	Medium risk	<p>In the event of a minor incident a CA Register of Accident/Incident form needs to be completed. In the event that a staff member is injured whilst at work, a WorkCover register of injuries must also be completed.</p> <p>In the event of a major incident, CA major accident / incident forms must be completed. Full details are located in the Emergency Response packs located at each site. Forms are also located in the first aid room.</p> <p>Emergency Management Manual details procedures for managing specific emergencies and staff training to be conducted on new employee Induction program and periodically by all staff and all training to recorded</p>

Management of body fluid accidents	Contamination, Crypto	Medium risk	All CA sites must comply with the regulations for dealing with body fluid accidents. Refer to the Centre Operations Manual and the Health Regulations 2001. Details are located in the administration office. Staff must be trained in accordance with the regulations. Documentation of training must be completed.
Sun Protection	Risk of sunburn and exposure to heat	Low risk	Staff to adhere to the CA Sunsmart policy when working outdoors. CA Sunsmart policy is available at reception. A risk assessment must be completed for each site.
Electrical tagging and testing	Electrocution due to faulty wiring	Medium Risk	All electrical equipment tagged and tested as per CA guidelines. Portable RCDs should be push-button tested by the user before every use (or every 3 months if not used regularly), and tested for operation every 2 years. Non compliant items must be either taken away for repair or discarded. All electrical testing should be conducted by qualified persons
Working at heights	Injury to staff or patrons	Medium risk	A working at heights hazard ID must be completed prior to any work at heights being undertaken by staff or contractors. Areas above 1.8 metres have been clearly identified at each CA site, and documented on the site hazard ID..
Manual handling	Injury to staff	High risk	Hazardous manual handling must be identified for all existing and proposed tasks in the workplace, whenever changes occur in the workplace, or if new information or reports of musculo-skeletal disorders are brought to the attention of Management. Appropriate manual handling training must be provided to all relevant staff, and records of training kept as per CA requirements.
Risk of injury from sharps			When sharps are used, the person using the sharp should be responsible for its proper disposal. When sharps are found, the person finding the sharp should be responsible for its proper disposal. All locations should have: 1. A labelled puncture-resistant sharps container for prompt disposal of sharps, which is positioned safely, and 2. A system for sharps container collection to ensure near-full containers are collected and replaced safely. 3. Found, syringes should not be recapped or bent but placed in sharps container using tongs and thick gloves must be available and worn by staff use when picking up rubbish, particularly if used syringes have been found near your CA. Sharps containers and tongs are located in the first aid room. Outdoor playgrounds and program areas should be checked on a regular basis for the presence of any hazards, including syringes.
Modification of sporting events during hot weather	Injury to participants and school aquatic ed students. Injury to staff.	Low risk	Factors to consider include temperature, duration of event, shade available, drink stations available, time of event, surface type, venue, age of participants.
Safety and supervision of lone workers	Injury may occur	Low to medium risk	Communication strategies in place. Staff member to advise management at the host site of their movements, and expected time of return. Communication diary or sign / in out systems to be used. Mobile phone or land phone line to be available at all times.
Managing alcohol / drug affected patrons	Danger to staff and other patrons due to violent behaviour	Medium risk	Patrons who have been consuming drugs or alcohol may be more emotional and less predictable. Most difficult situations develop when a staff member attempts to prevent the patron from continuing their inappropriate behaviour on site.

			Staff member to advise another staff member when they are approaching a patron suspected to be under the influence of drugs or alcohol. Second staff member to observe from a safe distance, and assist as required. Contact the police if the patron does not remove themselves from the facility when requested
Safe Food handling	Food poisoning	Low risk	All CA's operating a kiosk or café, or involved in the preparation and service of food, must be aware of the food safety laws. All sites must be licensed and registered with the appropriate authority.
Supervision of children under 10 years	Drowning, near injury	Medium risk	Under 10 signage displayed at entrance and throughout the facility Staff educated on under 10 policy Children found to be under to without adequate adult supervision requested to get out of the water, parents contacted and requested to either collect the child or organise for suitable supervision Under 10 Parental letter used to communicate details to parents
Mobile phones in changerooms	Privacy of individuals violated, legal action	Medium risk	Mobile phones with in-built cameras pose a threat to the privacy of patrons in change rooms. For this reason, we do not allow the use of any mobile phones in change rooms at any CA site. Signage displayed at all sites.
Guidelines for groups using CA facilities alone	Danger to patrons, self	Low risk	Aquatic facilities are to be supervised by CA staff at all times according to the RLSSA 'Guidelines for Safe Pool Operations'. No groups are to be permitted access to a CA pool facility without a CA representative present.
Guidelines for the use of cameras/ video in CA facilities	Privacy of individuals violated, legal action	Low risk	CA's may wish to utilise signage and suggested wording is as follows: <i>CA welcomes the capturing of your magic moments on camera or video, however the privacy of others must be respected. The use of cameras and video cameras at this venue is conditional upon the following:</i> <i>You must have all relevant individuals' consent to use images. It is illegal to broadcast or publish images without this consent. Under no circumstances are cameras, video cameras or mobile phones to be used in change room areas.</i> <i>Please contact your nearest staff member for more assistance.</i>

Probability Matrix to be used with Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed action plan required

H - High risk – needs senior management attention

M – Medium risk – specify management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

			Consequence					
			Insignificant	Minor	Moderate	Major	Catastrophic	
Public Safety/OHS	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention.	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.	Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation.	Death or multiple life threatening injuries; permanent disability.			
Reputation & Image	Resolved by day-to-day management; internal review.	Some local press mention, with Senior Management required to prevent escalation.	Some state media mention, with Senior Management required to resolve.	Intense public and national media scrutiny. Eg: front page headlines, TV, etc; embarrassment for CA.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.			
Business Continuity	Disruption to service capacity for up to half a day	Disruption of services between 1 and 2 days	Disruption of services up to 5 days	Disruption of services up to 1 week	Disruption of services for greater than 1 week			
Environment	Minor effects on biological or physical environment	Moderate, short-term effects, but not affecting ecosystem functions	Serious, medium-term effects.	Serious medium to long-term effects, with some impairment of ecosystem functions	Very serious long-term effects, with significant impairment of ecosystem functions.			
Legal/ Contract Management	Minor complaint, incident or contract issue resolved by Management.	Isolated threat of legal action or threat of loss of contract, resolved by management.	Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation.	Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Major law suit and/or criminal charges with prosecution/fines; loss of multiple contracts. Govt mandates CA not to be preferred supplier.			
Financial	Financial loss up to \$100K; minor cost overrun.	Financial loss between 100 & 250K; cost overrun <5%.	Financial loss between 250 & 500K; cost overrun >5% but <8%.	Financial loss between 500K & 1M; cost overrun >8% but <10%.	Financial loss >1M; cost overrun >10%.			
			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H