

Swimming Pool Risk Management Plan

Venue Name:	Benedict XVI Retreat Centre 347 Grose Wold Road Grose Vale NSW 2753
Phone Number:	(02) 4572 2899
Web Address:	www.benedictxvicentre.org.au
Email:	bxvi@sydneycatholic.org
Insurance:	A copy of the Centre's Public Liability Insurance Certificate of Currency can be provided upon request.

OVERVIEW

Overall Safety: Overall activity safety is the responsibility of the adult participants and supervisors of the pool activity. Children must not use the pool without the direct and constant supervision of an adult capable of administering First Aid. School groups are strongly encouraged to provide and use a pool supervisor with a minimum of Bronze Medallion and CPR qualifications. At any point during the activity the supervisors or BXVI staff can choose to stop or cancel the activity due to safety concerns. BXVI staff may be called upon for assistance.

Personal Protective Equipment used: Swimming Apparel, Sun Screen, Goggles, Floatation Devices as required. Sunscreen is available at Reception if required.

Ratios: 1 supervisor:20 children unless specified by Activity Manager & Teacher/ Group Leader (Adult). The maximum safe bather load, as determined by BXVI in accordance with Royal Life Saving NSW guidelines, is approximately 25 people.

First Aid: A First Aid Kit and Defibrillator are available in Cana Dining Hall. These can be accessed during pool opening hours. All Benedict XVI staff hold current qualifications in First Aid and CPR.

Please refer to the Benedict XVI Swimming Pool Operational Policy and Procedures document for further information.

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
Supervision and Security	Swimming Pool is not locked and can be accessed by children old enough to reach the top of the gate	Very Unlikely	Severe	3 Moderate	<ul style="list-style-type: none"> • Schools should provide their own Risk Management Plan for pool use prior to arrival • Upon arrival, guests are informed of the pool's location and notified that the gate is not locked • Signage indicating the parental or guardian supervision policy of the Centre is displayed at the entry and exit points of the facility and included within the booking documentation • Parents or supervisors are to actively supervise their charges at all times 	Retreat Leaders Guest Relations Officer BXVI Staff
	Lack of appropriately qualified supervisors	Very Unlikely	Severe	3 Moderate	<ul style="list-style-type: none"> • Schools should provide their own Risk Management Plan for pool use prior to arrival • Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat. • Teachers supervising school students in the pool must have knowledge and skills in rescue, personal survival and emergency care, as well as the ability to use the rescue equipment available on site • School groups are strongly encouraged to provide and use a pool supervisor with a minimum of Bronze Medallion and CPR qualifications. These qualifications should be presented to the Centre prior to arrival date 	Retreat Leaders BXVI Staff to monitor

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
					<ul style="list-style-type: none"> Family groups and other groups should supervise children according to the terms and conditions outlined on the pool entry sign 	
	Insufficient supervision of children and young people	Very Unlikely	Severe	3 Moderate	<ul style="list-style-type: none"> Schools should provide their own Risk Management Plan for pool use prior to arrival Schools are to maintain a supervising staff to student ratio of at least 1:20 or less if required to meet the guidelines of the pool activity being conducted Family groups and other groups are to supervise children in the pool according to the terms and conditions outlined on the pool entry sign 	Retreat Leaders
	Overcrowding	Unlikely	Major	4 Moderate	<ul style="list-style-type: none"> Schools should provide their own Risk Management Plan for pool use prior to arrival A maximum of 20 guests are to be within the pool at any one time Maximum pool numbers will be advised to guests upon arrival 	Retreat Leaders BXVI Staff to advise
	Pool users may take alcohol or other prohibited substances into pool area	Very Unlikely	Severe	3 Moderate	<ul style="list-style-type: none"> Guests are not to use the pool whilst under the influence of alcohol or any other prohibited substance Pool supervisors and lifeguards are to be alcohol free (0.00 blood alcohol level) at all times whilst on duty Pool users are not to take alcohol or any other prohibited substances into the pool area 	Retreat Leaders BXVI Staff to advise

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
					<ul style="list-style-type: none"> Guests will be informed upon arrival that alcohol and other prohibited substances are forbidden in the pool area 	
	Lack of facility awareness – depth levels, location of emergency and first aid equipment	Unlikely	Severe	4 Moderate	<ul style="list-style-type: none"> Schools should provide their own Risk Management Plan for pool use prior to arrival Signage outlining pool depths, location of emergency and first aid equipment and contact details in case of emergency are to be clearly visible within the pool environs. No diving or bombing No running on the paved area surrounding the pool 	Retreat Leaders BXVI Staff to ensure appropriate signage
Water Quality and Testing	Water quality is outside acceptable parameters	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> Water chemistry is tested and recorded daily by the Centre manager During periods of high use testing occurs at least two times daily If water is found to be outside prescribed parameters, the Centre manager is to contact the technical operator in order to obtain necessary instruction to remediate water chemistry While water chemistry is outside acceptable bounds temporary signage to signify that pool is closed and access restricted must be displayed 	BXVI Staff Contracted Pool Service Provider
	Water is contaminated with a biological contaminant	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> Pool is evacuated Solid material is removed 	BXVI Staff

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
					<ul style="list-style-type: none"> Pool is super-chlorinated and water chemistry checked Once water chemistry levels are within acceptable levels the pool may be reopened 	Contracted Pool Service Provider
First Aid and Personal Injuries	<p>Misadventure – incident resulting in injury in or around pool</p> <p>Anaphylactic reaction,</p> <p>Allergic reactions, Bites and Stings, Asthma attack</p>	Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> All BXVI staff hold First Aid and CPR qualifications Rescue equipment and radio will be made available to guests and located within the pool area Portable First Aid kit and Defibrillator located within 80 metres of the pool, in the entry area of the dining room Epi-Pen and Epi-Pen junior located in First Aid Kit in Centre kitchen All school groups must provide and use a pool supervisor with a minimum of Bronze Medallion and CPR qualifications Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat. Family groups and other groups should supervise children according to the terms and conditions outlined on the pool entry sign Pool supervisors should maintain mobile phone access to reception or Centre managers 	<p>Retreat Leaders to ensure appropriate supervision</p> <p>BXVI Staff to provide First Aid if required</p>

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
	Injury/illness due to sun exposure – sunburn, heat exhaustion, heat stroke	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> Sunscreen is available at reception for guests All BXVI staff hold First Aid and CPR qualifications Access to appropriate shelter available for protection from weather elements 	Retreat Leaders BXVI Staff
	Other health emergency	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> All BXVI staff hold First Aid and CPR qualifications Portable First Aid kit and Defibrillator located within 80 metres of the pool, in the entry area of the dining room Groups must have a designated First Aid person in their group who holds a current First Aid qualification. The details of the designated First Aid person must be provided to BXVI and entered into the BXVI First Aid Register prior to the commencement of the retreat. Epi-Pen and Epi-Pen junior located in First Aid Kit in Centre kitchen Pool supervisors should maintain mobile phone access to reception or Centre managers 	Retreat Leaders BXVI Staff
Environment	Adverse weather conditions e.g. Wet weather, electrical storm, excessive heat	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> Weather reports are monitored and pool activity ceased if electrical storm is approaching Supervisors of children should ensure that appropriate protective clothing such as hats are worn and that sunscreen is applied regularly Sunscreen is available to all guests at reception Family groups and other groups should supervise children and take appropriate safety precautions in the event of adverse weather 	BXVI Staff

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who
Equipment	Limited access to safety equipment including life buoys, floatation devices and other rescue equipment	Very Unlikely	Moderate	5 Low Risk	<ul style="list-style-type: none"> Rescue equipment and radio will be made available to guests and located within the pool area Supervisors are to be informed of the location and use of all rescue equipment All rescue equipment must comply with relevant Australian Standards 	BXVI Staff
	Deterioration of recreational equipment	Very Unlikely	Minor	6 Low Risk	<ul style="list-style-type: none"> Rescue equipment will be regularly inspected as part of regular facility inspections to ensure that it is in good working order Inspections will occur every three months and the results recorded and actioned where necessary 	BXVI Staff
	Misuse of recreational equipment				<ul style="list-style-type: none"> Equipment should be stored so that unauthorized use is prevented Pool supervisors are to be informed of the location and correct use of all rescue equipment Family groups and other groups should supervise children according to the terms and conditions outlined on the pool entry sign 	BXVI Staff
Safeguarding	A child is exposed and subjected to significant harms as a result of being left unsupervised in the pool area				<ul style="list-style-type: none"> Schools should provide their own Risk Management Plan for pool use prior to arrival Parents or supervisors are to actively supervise their charges at all times while in the pool Children under 16 are not to be in the pool without supervision by an appropriately qualified and responsible adult 	Retreat Leaders BXVI Staff to advise

Risk/Hazard Type	Identified Risks	Likelihood	Consequence	Risk	Risk Mitigation Strategies	Who

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre

Date of Risk Assessment: 26 July 2021

Date of Review: July 2022

Risk Assessment Matrix

CONSEQUENCES How severely could it hurt someone or how ill could it make someone?	LIKELIHOOD How likely is it that someone will be harmed?			
	Very Likely Could happen any time (extreme)	Likely Could happen some time (moderate)	Unlikely could happen, but very rarely (moderate)	Very Unlikely Could happen, but probably never will (low)
Severe: Kill or cause permanent disability or death	1	1	2	3
Major: Long term illness or serious injury	1	2	3	4
Moderate: Medical attention and several days off work	2	3	4	5
Minor: First aid needed	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> • Whether any existing control measures are effective; • What action you should take to control the risk; and • How urgently the action needs to be taken. <p>The most severe risks are rated 1. These risks must be controlled immediately.</p> <p>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</p>				
Legend				
1	Extreme risk; deal with the hazard immediately			
2, 3 and 4	Moderate risk; deal with the hazard as soon possible			
5 and 6	Low risk; deal with the hazard when able.			