



Safer Public Pools

Code of Practice V3.0

SAFER POOLS, SAFER COMMUNITIES



Acknowledgements

The following Organisations have contributed to the development and design of the Victorian Safer Public Pools - Code of Practice:



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Preface

The aquatic and recreation industry (herein referred to as, the industry) plays an important role in many Victorian communities. It offers a safe and fun environment where residents and visitors alike can recreate, exercise, and relax.

The industry acts as a significant employer to local communities, offers vital social and economic benefits, reduces the burden on the public health system and is where many people learn the life-long skills of swimming and water safety. The terms aquatic facility and public pool are used interchangeably throughout this document.

Aquatic Facilities

- There are **291** council owned public-access swimming pools in Victoria.
- There are over **205** learn-to-swim pools in Victoria.
- There are **133** swim clubs in Victoria, supporting over 15,000 members.

Facility Patrons

- The Victorian aquatic industry boasts over **70M** visitations per annum.
- There is an anticipated **16%** increase in consumer demand between 2021 and 2033.
- Swimming is the most popular sporting activity amongst Victorian children.

Facility Employees

- **40,000** people are employed in the aquatic industry, including **58%** females.
- **69%** of employees live locally (within 15km of facility), and **42%** are employed full time.
- **61%** of industry employees are studying and **61%** have a second job.

Industry Impact

- The average Australian visits a public pool **4.4** times a year.
- A weekly pool visit is enough to take most people out of the “physically inactive” category.
- Physical inactivity costs the health system **\$3.7B** per year.

Industry Value

- The average aquatic facility creates **\$2.72M** a year in economic value to the community.
- Every individual facility visit creates an average of **\$26.39** of economic benefits.
- The national social, health and economic value of the aquatic industry is **\$9.1B** per annum.



Introduction

With an estimated 70 million visits to Victorian public swimming pools each year, there is an inherent risk of injury to pool patrons, facility staff, contractors, volunteers, and visitors alike.

It is the responsibility and obligation of all levels of Government and the Victorian aquatic industry to drive improvements across all aspects of public pool operation to ensure that risks are identified, analysed, evaluated, and treated to an acceptable level to meet community expectation.

A range of research, strategies, reports and other support work and actions have been undertaken to address the safety challenges associated with public pools and drowning prevention more broadly. This includes work at an international level by the World Health Organisation and International Life Saving Federation (ILS), national efforts led by the Australian Water Safety Council and at a State level by the Victorian Water Safety Taskforce, Play It Safe by The Water Committee, and Community Issue Based Working Groups, supported by the Victorian Government.

The collective efforts of Government and peak body agencies has led to Victoria being in a positive overall position in terms of swimming and water safety. Across all aquatic environments Victoria has one of the lowest per-capita drowning rates anywhere in the world.

Despite the progress, more work is needed to reduce the likelihood of future drowning events and the tragic impact that both fatal and non-fatal drowning events have on families and communities across Victoria.

This document aims to bring together the outcomes and findings of the work which has been done to date and provide clear and practical guidance to responsible stakeholders to collaborate and understand the risks associated with public pools, and conceive, enact, review, and continually improve water safety strategies for the benefit of Victorian communities and visitors.

“Drowning is preventable.”

(World Health Organisation, 2014)

Following a Coronial inquest into a fatal drowning death at a Victorian public pool in 2014, Coroner Audrey Jamieson stated that

“No one should drown at a public pool.”

(Coroner Audrey Jameson - CPR 2014 0761)



Document Management

This document is a managed document. For identification of amendments, each document contains an issue date, and version number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation.

Authorisation

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Amendments in this Release

Version	Issue Date	Key Sections Amended
V1.0	Oct 2018	NA
V2.0	May 2022	Guidelines for safe pool operations, Minimum standards of training, Pool safety assessments, Guidelines for safe pool operations
V3.0	July 2024	Roles and responsibilities, Drowning definition, Drowning timeline, Strategic alignment, Drowning prevention strategies, Drowning prevention chain, Drowning prevention strategies, Guidelines for safe pool operations, Minimum standards of training



Section One **Introduction** **to Public** **Pool Safety**

Purpose

The purpose of the Code is to provide practical guidance about the operation and management of Victorian public swimming pools, and to advise owners, operators, and duty holders as to how they should meet their legal obligations under the Occupational Health and Safety Act 2004 (the OHS Act) and Occupational Health and Safety Regulations 2017 (the Regulations).

Scope

This Code provides the minimum operational and safety standards for Victorian public pools. It is intended to support the provision of safe public pools for Victorian communities, visitors, staff, and associated stakeholders.

This resource is not intended for aquatic environments where swimming and/or aquatic recreation is not the primary activity. The following environment are not intended to be covered under the scope: cable ski parks, canoe slaloms, surf parks, where the primary activities are water skiing, canoeing/kayaking, and surfing respectively, unless recreational and/or instructional swimming is available and/or otherwise encouraged.

In the Code, it has not been possible to address every situation that may confront a person having a duty under the various Legislation, Australian Standards and Industry guidelines which impact the management or ownership of a public swimming pool. Therefore, when applying the directives in the Code or in publications recommended by the Code, the owner/operator of the public pool should consider the individual characteristics, context and circumstances of the swimming pool/aquatic facility using recognised risk management principles (ISO:31000 Risk Management - 2018).



Background

Victorian public pool owners, operators, and duty holders have a legal and moral obligation to meet the requirements of a range of Legislation, Australian Standards and Industry guidelines when managing public pools. These expectations are in place to minimise the risk of injury to patrons, employees, and other stakeholders.

The Code is a component of the joint Government and Industry response to the coronial recommendations. Employers, employees, self-employed persons and those with ownership or operational control of workplaces are encouraged to use the Code in conjunction with the OHS Act and Regulations. The content in the Code is provided under three sections:

- Section One - Introduction to Public Pool Safety
- Section Two - Aquatic Risk Management at Public Pools
- Section Three - Application of Aquatic Safety Strategies

The Code will benefit public pool owners, operators, and duty holders by providing a consistent Victorian specific framework for planning and assessing public pool facilities, which in turn will assist in the creation and maintenance of safer venues through the design, identification, and application of effective risk minimisation strategies.

The Code is not intended to rewrite or replace existing industry documents or resources, but instead identify gaps in the current provisions and act as an executive summary of these provisions. Any identified gaps are not limited to the minimum safety recommendations for public pool operation, and will additionally address systematic gaps including but not limited to:

- i) Roles and responsibilities in public pool safety
- ii) Strategic alignment
- iii) Waterway classifications
- iv) Stakeholder engagement
- v) Industry benchmarking
- vi) Industry communication and support
- vii) Reporting on safety standards

The practical guidance in the Code is not mandatory. That is, a person may choose to comply with the OHS Act or the Regulations in some other way, provided the methods used also fulfils the requirements of the OHS Act and Regulations respectively. If conditions at a workplace, or the way that works are performed, raise different or additional risks not covered by the Code, appropriate health and safety standards need to be achieved by another means.

The Code was developed by Life Saving Victoria (LSV). Representatives/delegates of employers, employees, aquatic industry, and government agencies were consulted during its preparation and continuous improvement.

Roles and Responsibilities

The Code is designed to be used as a reference document along with relevant Legislation, Australian standards, and industry guidelines, and strategies. Key documents associated with the provision of safe public pools, include but are not limited to those listed below.

Legislation/Regulations

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2022
- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) Regulations 2017
- Consumer Affairs Legislation Amendment Act 2014
- Emergency Management Act 2013

Standards and Guidelines

- Australian Standards Handbook (Standards Australia)
- Guidelines for Safe Pool Operation (Royal Life Saving Society - Australia)
- Water Quality Guidelines for Public Aquatic Facilities (Department of Health)
- First Aid in the Workplace - Compliance Code (WorkSafe Victoria)
- Adventure Activities - Swimming and Water-based Activities (Department of Education)

Strategies

- Australian Water Safety Strategy 2030 (Australian Water Safety Council)
- Victorian Water Safety Strategy 2021-25 (Victorian Water Safety Taskforce)
- Drowning Prevention Strategies: A framework to reduce drowning deaths in the aquatic environment for nations/regions engaged in lifesaving (International Lifesaving Federation)
- Global Report on Drowning. Preventing a Leading Killer (World Health Organization)
- Coronial Findings/Recommendations (Coroners Court of Victoria)

Considering that the Victorian climate and culture is conducive to both indoor and outdoor public pool aquatic activities, water safety must be considered and addressed as a collective responsibility involving multiple stakeholder groups. The successful delivery of safe aquatic environments is subsequently dependent on a collaborative approach from Industry, Government, peak body agencies, community, owners, operators, and duty holders.

The current Victorian Water Safety Strategy provides a useful visual representation of responsible stakeholders across the broader drowning prevention landscape and details their specific involvement under the categories of i) prevention, ii) response, or iii) both.

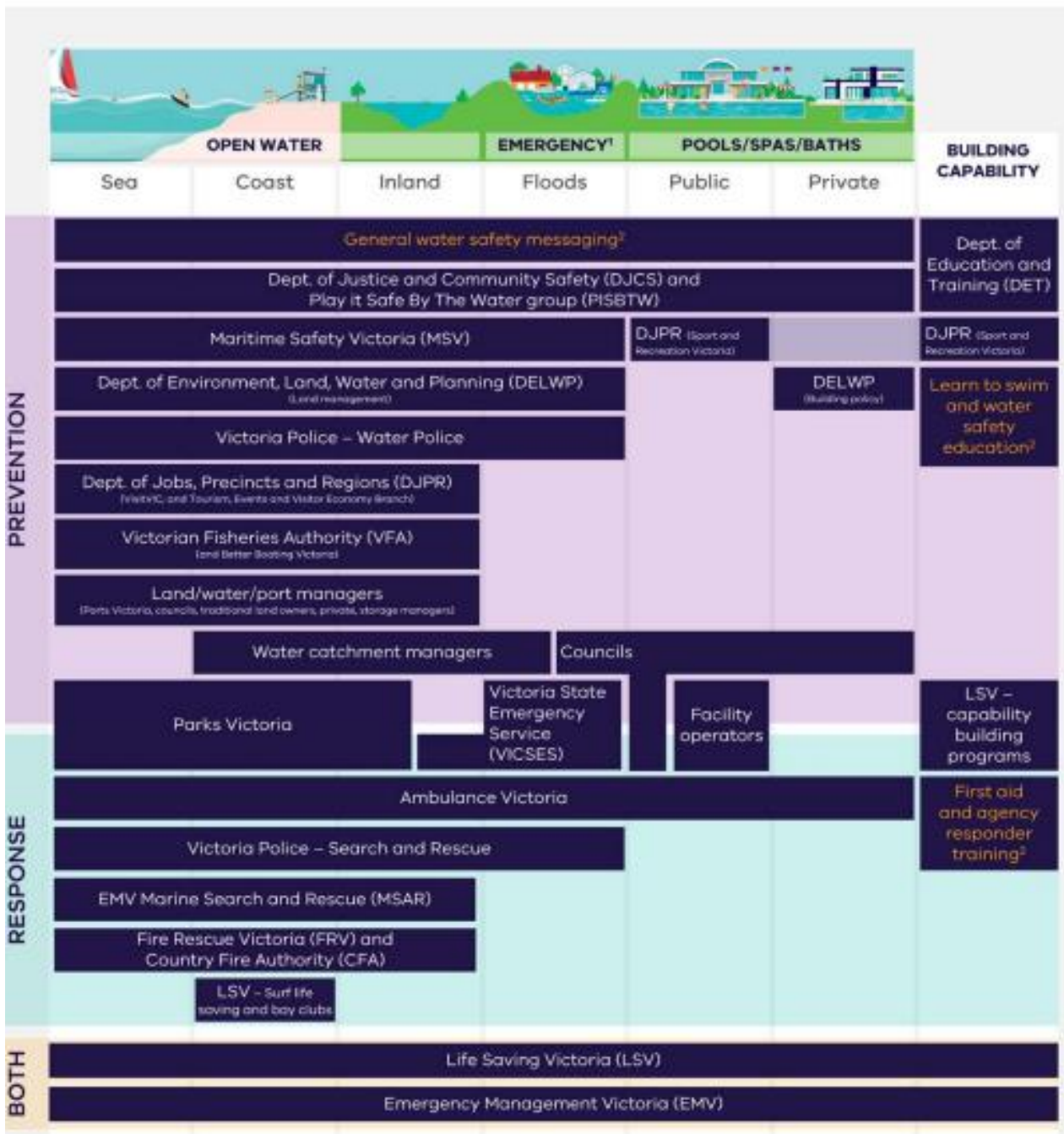


Figure 1: Victorian water safety roles and responsibilities.

Source: Victorian Water Safety Taskforce.

The successful delivery of the Safer Public Pools project is dependent on a collaborative approach from Industry, Government, peak body agencies and public pool owners, operators, and duty holders. Specific responsibilities associated with the delivery measures of the Code are detailed below.

Organisation	Responsibilities
Emergency Management Victoria	<ul style="list-style-type: none"> Coordinate the development of the Safer Public Pools - Code of Practice. Support stakeholder agencies with reporting and funding. Oversight of the required project strategic partnerships.
Life Saving Victoria	<ul style="list-style-type: none"> Development and maintenance of the Victorian public pools register. Delivery of the annual State of Sector report on pool safety standards. Engagement and support of Community Issue Based Working Groups. Lead research, support, and activities in water safety prevention/response.

Organisation	Responsibilities
Department of Energy, Environment and Climate Action	<ul style="list-style-type: none"> • Inclusion of water safety measures as a component of the Local Government Performance Reporting Framework. • Management of the public facing platform detailing Local Government owned facility safety performance.
Department of Education	<ul style="list-style-type: none"> • Communication of the Code, industry guidelines and public pools register to Victorian Government schools. • Funding and support of swimming and water safety as part of the Victorian school curriculum, through the Public Water Safety Initiative.
Pool Owners, Operators, Duty Holders	<ul style="list-style-type: none"> • Meet health and safety obligations under the OHS Act/Regulations. • Adhere to the recommendations of the Code and industry guidelines. • Practical application of risk management principles and safe systems of operation.
Victorian Water Safety Taskforce	<ul style="list-style-type: none"> • Lead collaboration efforts on the Victorian Water Safety Strategy goals. • Execute activities on foundational prevention and response prioritise.
Play it Safe by the Water Committee	<ul style="list-style-type: none"> • Act as a communication and awareness program specific to water safety. • Promote positive change through education, events, and awareness activities.

Through their normal duties, obligations and/or activities, several other agencies/groups play important roles in supporting water safety prevention and response activities, although do not have any specific responsibilities under the terms of reference of the Code. These agencies/groups include, but are not limited to:

Emergency Management Agencies

- Victoria Police
- Ambulance Victoria
- Victorian State Emergency Services
- Fire Rescue Victoria/Country Fire Authority

State Government Departments/Agencies

- Department of Justice and Community Safety
- Department of Jobs, Skills, Industry and Regions
- Department of Health
- Department of Government Services
- Sport and Recreation Victoria

Other Agencies/Organisations

- WorkSafe Victoria
- Coroners Court of Victoria
- Municipal Association Victoria
- Local Government Victoria
- Local Government Authorities
- Local Public Health Units
- Municipal, Regional and State Emergency Management Planning Committees
- KidSafe Victoria

An underwater photograph of a swimming pool, showing several dark lane lines stretching across the clear, rippling blue water. The perspective is from below, looking up towards the surface.

Section Two

Aquatic Risk Management at Public Pools

Drowning Definition

The definition of drowning used in this Code is that adopted at the first World Congress on Drowning in 2002. The definition is consistent with the Australian Resuscitation Council and the definition used in both the Victorian and National Drowning Reports.

“The process of experiencing respiratory impairment from submersion/immersion in liquid.”

Drowning outcomes can be fatal or non-fatal. In non-fatal drowning, the process of respiratory impairment is stopped before death. Public swimming pools remain a leading location for non-fatal drowning events. This is consistently evidenced through the Victorian Drowning Report. This suggests that whilst rescue and resuscitation efforts are effective at swimming pools, more work is required to prevent events from occurring in the first instance.

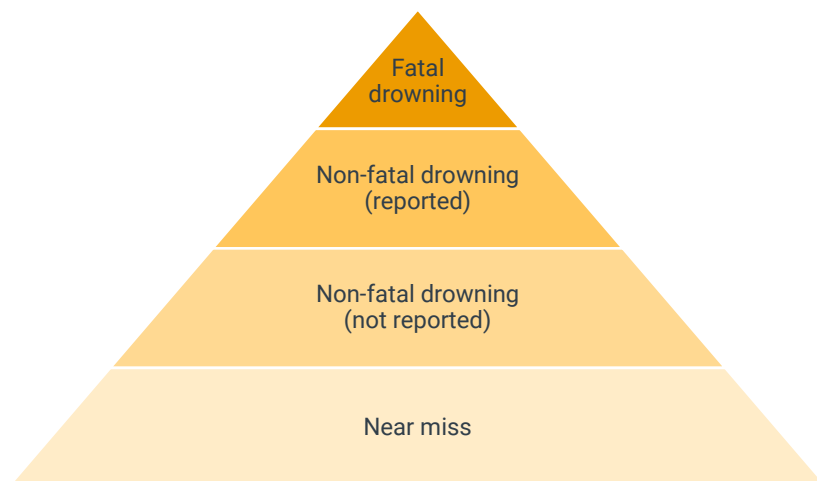


Figure 2: Hierarchy of drowning.

Source: Life Saving Victoria.

Recent research has defined drowning prevention as “a multidisciplinary approach that reduces drowning risk and builds resilience by implementing evidence-informed measures that address hazards, exposures, and vulnerabilities to protect an individual, community, or population against fatal and non-fatal drowning” (Scarr, J. et al, 2022).

Drowning Timeline

The International Drowning Research Alliance created the drowning timeline which details triggers, actions, and possible interventions throughout the drowning process, with a concentration on preventative methods. By using clear and definitive terminology, the timeline enables more specific drowning prevention strategies to be developed, and for costs and benefits to be better measured alongside corresponding outcomes (e.g. health, social, political).

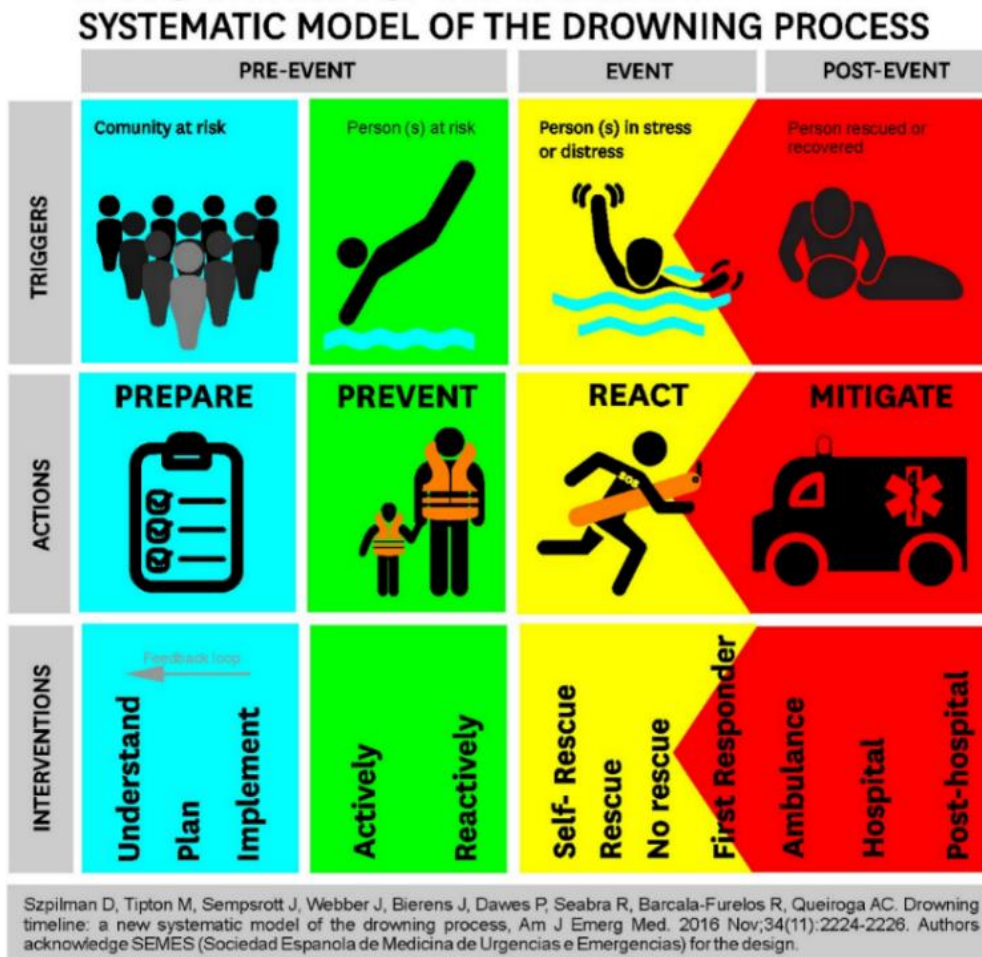


Figure 3: The drowning timeline.

Source: International Drowning Research Alliance.

The timeline illustrates key stages where intervention strategies can effectively prevent drowning, emphasising early engagement to mitigate risks. It advocates for a strategic approach that prioritises preventive measures before individuals are exposed to aquatic-related hazards. This involves equipping individuals with knowledge of potential dangers and effective avoidance strategies.

With appropriate and comprehensive understanding of the issue, planning for and implementation of relevant strategies and evaluations, an intervention can be used to prepare individuals to avoid or overcome a potential drowning incident.

Strategic Alignment

Drowning Prevention

At National and State levels respectively, the Code has been developed to consider the frameworks of/and contribute to the outcomes and objectives of the Australian Water Safety Strategy 2030, and Victorian Water Safety Strategy 2021-25.

When implemented, the Code will also contribute to the strategic objectives identified in the Global Report on Drowning (World Health Organisation, 2014) and align with the principles and priorities set out in the Drowning Prevention Strategies (International Life Saving Federation, 2015). Additionally, it will support adherence to the provisions set out in the Guidelines for Safe Pool Operations (Royal Life Saving Society Australia, 2022) and Local Government Performance Reporting Framework.

Emergency Management

At a State level, Emergency Management Victoria (EMV) are responsible for the development and management of the State Emergency Management Plan (SEMP). In addition to this Plan each Victorian Council (Local Government Authority/Council) is required to develop and manage a Municipal Emergency Management Plan (MEMP) in partnership with key agencies and stakeholders, and under the direction of a Municipal Emergency Management Planning Committee (MEMPC).

The implementation of the Code and adherence to the provisions in the Guidelines for Safe Pool Operations, may be drawn upon for consideration and as an input driver for the delivery of public safety at a Council level. This may be delivered through the development of a Complementary Local Water Safety Plan or arrangements as an appendix to a MEMP.

The stakeholders on a MEMP Committee will likely have some of the skills, knowledge, and experience to contribute to the Committee/Group responsible for the Complementary Local Water Safety Plan and associated risk management activities and may be willing to contribute to these Committees/Groups. Both the Plan and support activities, in addition to the MEMP will go a long way to demonstrating adherence to the guidelines and set a foundation for the delivery of safe public pools.

Local Government Planning

At any given time, Victorian Councils have a range of mandated and/or optional plans/strategies under consideration, development, review and/or implementation. These usually sit under or in alignment with the Council's overall Strategic Plan. From a water safety and drowning prevention perspective, it is recommended that these plans/strategies consider public pool safety.

These plans must consider the impact which they may have on public pool provisions and anticipated direct and indirect usage. Similarly, water safety and drowning prevention planning must consider the impact and changes which will occur out of the implementation of Council plans/strategies. Proactive and preventative action is the most effective and efficient way to ensure planning activities are cohesive and holistic, to not only avoid negatively impacting public pools but to consider the benefit they have in enhancing public pool safety when developed in a collective and considerate manner.

Australian Water Safety Strategy 2030

Developed by the Australian Water Safety Council, and supported by the Australian Government, the Australian Water Safety Strategy 2030 has the vision “towards a nation free from drowning” and a goal “to reduce drowning and build water safe communities.”

The Strategy presents a careful balance of focusing on water safety and drowning prevention, whilst also acknowledging the social, health, wellbeing, and economic benefits of public pools and other aquatic environments. In doing so, drowning prevention priorities and areas of focus are identified under the headers of people, places, activities, risk factors, and populations.

Importantly the Strategy introduces five guiding principles and seven enablers to drowning prevention. The guiding principles are identified as: inclusion, safe participation, targeted advocacy, empowering communities, and acting. The enablers are identified as: research, policy, advocacy, collaboration, education, safe environments, and workforce. This Code is supportive of the guiding principles and enablers.

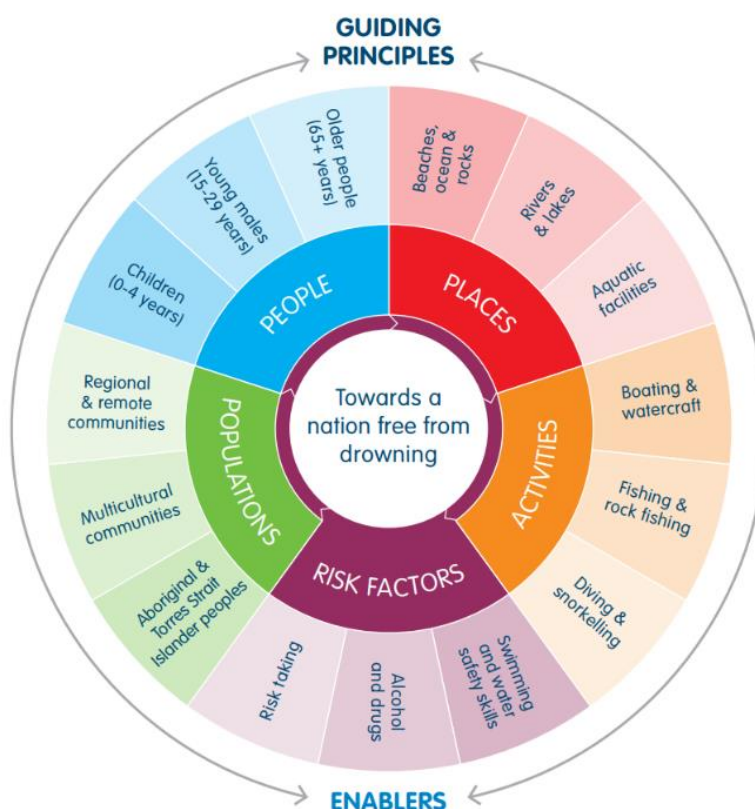


Figure 4: Australian water safety strategy model.

Source: Australian Water Safety Council.

Specific to public pools, the Strategy acknowledges that “Preventing drowning in swimming pools is a priority because public access to safe aquatic recreation is vital to reducing drowning in Australia. Aquatic facilities allow skill development and practice in a more controlled environment”. It identifies the risk factors as “lack of active supervision by parents and carers for children, lack of swimming ability and water safety knowledge, pre-existing medical conditions and medications, and alcohol consumption (communal pools).”

The Strategy also acknowledges the full impacts of drowning, including non-fatal drowning and water-related injury and death, and urges community-based action, local water safety plans, improved swimming, and water safety skills across the community, increased frontline services, and infrastructure investment. All of these are acknowledged through the Code as key contributors to drowning prevention and water safety efforts.

Victorian Water Safety Strategy 2021-25

Commissioned by the Victorian Water Safety Taskforce, and supported by the Victorian State Government, the Victorian Water Safety Strategy (Department of Justice and Community Safety, 2021), has the vision to “encourage more Victorians to safely participate and enjoy recreation in and around water, while reducing the number of drownings and water-related injuries to zero.” It also details three goals to promote shared responsibility in communities, work with local partners to manage local risk and improve coordination and collaboration between agencies.

Like the national strategy, the Victorian strategy acknowledges the important need to balance “both the benefits of water, and the risks water can pose to Victorians.” It explores the existing water safety initiatives and identifies how recent fatal drowning incidents “demand a response.” The document also acknowledges the increased use of all aquatic environments for recreational use, the pressure on existing key strategy initiatives such as learning to swim and identifies working together as the key to success.

Community water safety is identified as being central to success, with work being collaboratively undertaken at a local level, and supported and coordinated between key agencies and Government.

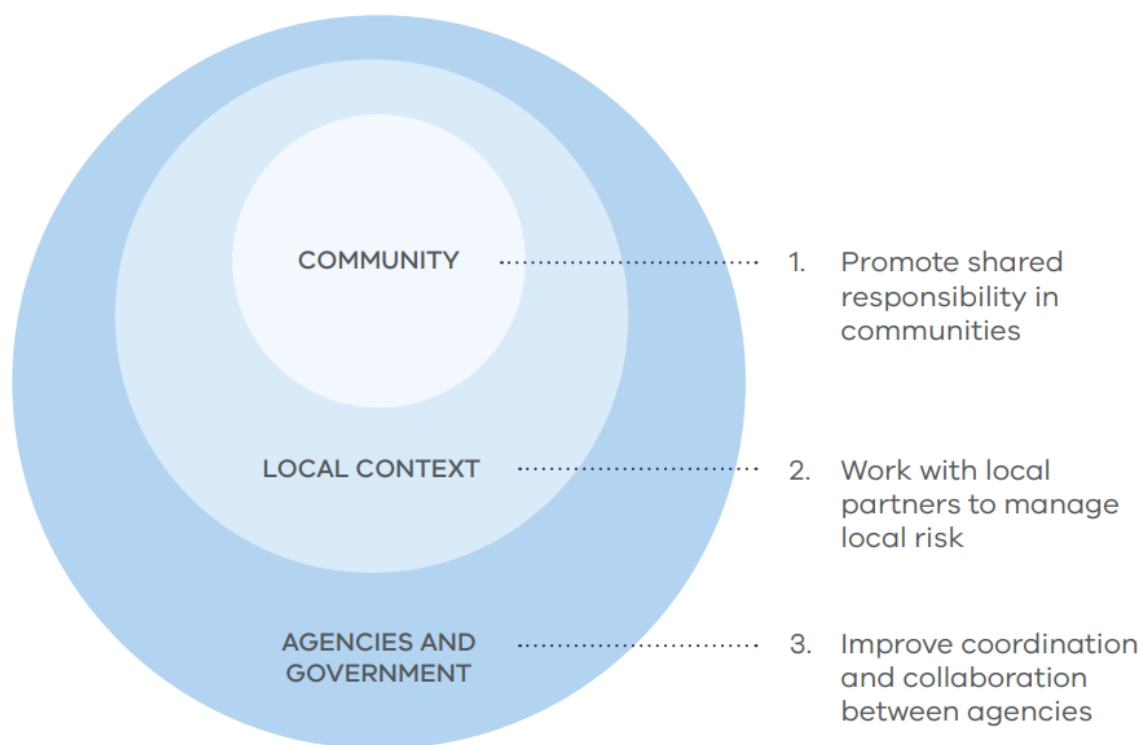


Figure 5: Victorian water safety strategy stakeholder model.

Source: Emergency Management Victoria.

The strategy framework is provided in two phases, with each of three key priorities supported by targeted actions. Phase one of the strategy sets out the foundation by identifying the need to establish better ways of working together through effective governance, expand research and data to underpin policy and decision making and empower communities to better assess, and respond to, water safety. Phase two focuses on the coordination on agency efforts to enhance learn-to-swim and water safety education, elevate safety at aquatic environments, and improve incident response.

Global Report on Drowning

The World Health Organisation (2014) developed the Global Report on Drowning to address “a highly preventable public health challenge,” which is considered “a serious and neglected public health threat,” taking the lives of 40 people worldwide on average each day. The Report sets out current knowledge about drowning incidents and prevention activities and calls for a substantial scaling up of efforts and resources to reduce what is an intolerable death toll, particularly among children and adolescents.

The document is the first global strategic report into drowning and focuses on intervention efforts including the strategic use of barriers to control access to water, provision of safe places such as day care centres for pre-school children, and teaching school-age children basic swimming skills.



Figure 6: Community based actions to prevent drowning.

Source: World Health Organisation.

Like the Australian and Victorian Strategies, the Report acknowledges that drowning is a complex and multi-faceted issue, requiring a multi-faceted and multisectoral response. It states the need to combine strategic efforts by industry and Government, tailored to individual settings.

Under the headers of community-based action, effective policies and legislation, and further research the report identifies ten key response activities, many of which are directly applicable to public pool drowning prevention and response activities.

- Install barriers controlling access to water.
- Provide safe places away from water for pre-school children, with capable child-care.
- Teach school-age children basic swimming, water safety and safe rescue skills.
- Train bystanders in safe rescue and resuscitation.
- Strengthen public awareness and highlight the vulnerability of children.
- Set and enforce safe boating, shipping, and ferry regulations.
- Build resilience and manage flood risks and other hazards locally and nationally.
- Develop a national water safety plan.
- Address priority research questions with well-designed studies.

Coronial Findings/Recommendations

The Coroners Court of Victoria has the role to independently investigate deaths and fires, reducing preventable deaths, promoting public health and safety and the administration of justice. As a component of an investigation, the investigating Coroner will consider whether anything could be done differently to help prevent similar events, to inform any recommendations as part of the finding.

Coroners' written findings are published when an inquest has been held, recommendations have been made, or a Coroner orders publication. A summary of key Coronial findings associated with public pool drowning deaths in Victoria in the previous 15-years is provided below. The table is limited to those deaths that went through the Coronial inquest process.

Case Number	Recommendation Summary
COR 2014 3658	<p>That, [the organisation] review its training and procedures to ensure the duties of life savers are clear when conducting supervisory and non-supervisory tasks.</p> <p>The [the organisation] review its pool operations manual to clarify the role and duties of lifeguards.</p> <p>That [the organisation] review its training and procedures to engage with Life Saving Victoria current guidelines and recommendations to ensure both that staff are trained sufficiently in the need to identify and adequately supervise patrons in need of closer supervision and that staff are in practice of doing this.</p> <p>That [the organisation] review its procedures to ensure that the safety equipment for lifeguards, and in particular bum bags, is ready and available to life savers before a shift is commenced</p>
COR 2014 0761	<p>Pursuant to section 72(2) of the Coroners Act 2008, I make the following recommendations(s) connected with the death:</p> <p>With the aim of supporting access to a safe aquatic environment while reducing harms and preventing deaths through improving the knowledge base of Duty Managers and Lifeguards about patrons with inexperience/vulnerabilities or are non-swimmers I recommend, that [the organisation] implement a system, not limited to, but which may be in the form of signage, requesting patrons inform a staff member of their vulnerabilities before entering the water.</p> <p>With the aim of supporting access to a safe aquatic environment while reducing harms and preventing deaths through improving the knowledge base of Duty Managers and Lifeguards about patrons with inexperience/vulnerabilities or are non-swimmers I recommend, that [the organisation] in consultation with [the Council] explore the options and means for best communicating with and encouraging patrons who have English language challenges, to inform staff members of their vulnerabilities before entering the water.</p> <p>With the aim of promoting public health and safety and preventing like deaths in public swimming pools, I recommend that Chris Eccles, Secretary for the Department of Premier and Cabinet, work with the appropriate area of Victorian government to establish a central oversight and regulation body for public swimming pool operation in Victoria, to ensure safety standards are applied and upheld consistently across the industry.</p>

Coronial findings with recommendations are published (unless otherwise ordered by a Coroner) and are available to retrieve at: <https://www.coronerscourt.vic.gov.au/inquests-findings/findings>

Drowning Prevention Strategies

The International Life Saving Federation (ILS) developed the Drowning Prevention Strategies resource in 2015, as part of its leadership role in drowning prevention. Like other resources, the document identifies the benefits of recreational aquatic usages, acknowledges the inherent drowning risks associated with water, highlights the importance of effective preventative management strategies, and states the importance of partnerships between stakeholders.

Importantly the document introduces the drowning prevention chain, which this Code uses as the basis for informing the section on drowning prevention strategies which are based on four key causal factors and four subsequent treatment/response strategies.

Causal Factors

- Lack of knowledge, disregard, or misjudgement of the hazard
- Uninformed, unprotected, or unrestricted access to the hazard
- Lack of supervision or surveillance
- An inability to cope once in difficulty

Treatment/Response Strategies

- Education and information
- Denial of access, improvement of infrastructure and/or provision of warnings
- Provision of supervision
- Acquisition of survival skills

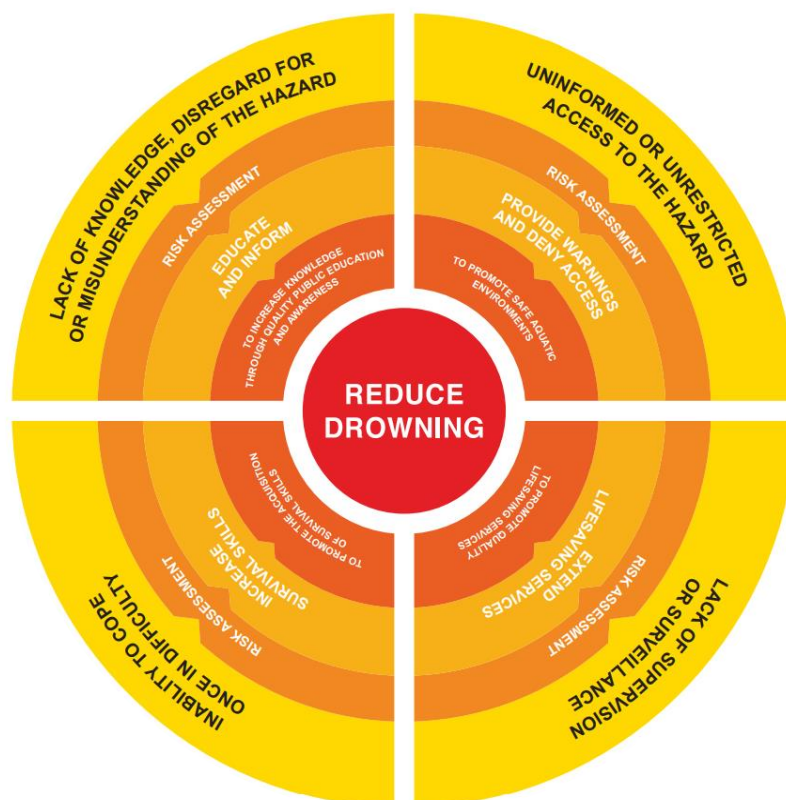


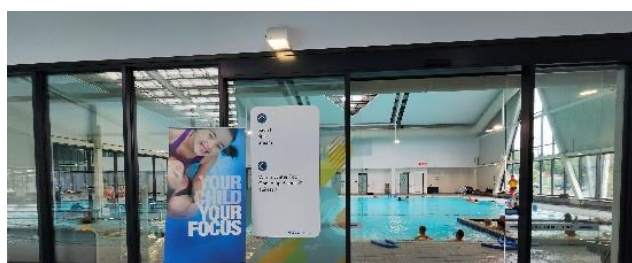
Figure 7: Drowning prevention chain.

Source: International Life Saving Federation.

Interventional strategies are most effective when they are conceived, enacted, and researched by culturally sensitive persons (native/local leadership) from within the target nation, population, and region. To that end, it is important to have such interventional strategies be systematic, substantial, sustained and service linked. That approach will serve to build internal empowerment and expand capacity and confidence for those same strategies within the nation/region.

The Strategy is particularly useful within the Australian context, where drowning prevention activities are advanced, as the document goes to more detail than similar documents by calling for specific actions. These actions include calling for specific drowning prevention activities in school curriculums, analysing research effectiveness, requesting the need for continuous improvement efforts, calling for a systematic formal ongoing review, detailed reporting of strategic outputs/outcomes, increased bilateral knowledge transfer and data sharing/analysis (resource sharing) and the establishment of formal and informal networks and improved partnership models.

Whilst the themes through the Strategy remain consistent with other resources, the increased detail focusing on preventative activities increases the ability for it to contribute to this Code in a practical manner. The four intervention categories are subsequently broken down into more specific sub-categories and ultimately prescriptive treatment actions. These are summarised in the following table.



Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
Education and information	Community Education	School education (Administrative)	Delivered in schools, at aquatic facilities and local inland and open waterway environments, the content aims to improve water safety knowledge, skills, attitudes, and behaviours through evidence-based learning strategies, tailored for a range of factors such as age, demographics, and geography.
		Electronic and digital media (Administrative)	Used to raise awareness of water safety and drowning prevention messages for a range of audiences. The content can reach many people at once, reducing or removing barriers related to cost, geography, transport, and socio-economic status.
		Leaflets and brochures (Administrative)	Printed or digital materials, usually containing information such as water safety advice, statistics, and infographics in a concise and visually appealing format. It is most effective when tailored for the target group's levels of interest, comprehension, and knowledge.
		Awareness programmes (Administrative)	Delivered via a range of methods, including face-to-face and webinars, the content aims to educate community target groups on water safety and drowning prevention areas, particularly knowledge, skills, health promotion, policy, and advocacy.
	Arrival Information	Information signage (Administrative)	Aims to either reinforce existing knowledge or provide new site-specific education and should be specific and succinct, as the attention of any arriving individual or group is not likely to be extensive. Through a combination

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
			of symbols and concise text, information signage usually details site specific conditions (permanent or variable), services, facilities, water safety advice, regulations, points of contact, and emergency advise.
		Face to face (Administrative)	Often used in tertiary education, school classroom, aquatic facilities, and beach settings, it is a traditional method, usually involving one person delivering educational content to one or more people with minimal reciprocal communication (usually more formal), or as part of a discussion group where many people may speak and contribute information and insights (usually more informal).
		On site education (Administrative)	Similar to school education, on site education content aims to improve water safety knowledge, skills, attitudes, and behaviours through evidence-based learning strategies. This type of education is specific to a venue/environment and is delivered on location at the venue/environment.
	Regulations	Group registration (Administrative)	Formal regulatory arrangements with user or interest groups, home pool registration for safety monitoring and legislation.
Denial of access and/or provision of warnings	Arrival Information	Public address systems (Administrative)	A localised education measure, announcements are usually made to large public audiences, in a range of natural (e.g. coastal) and built (e.g. public pool) environments. Messaging usually aims to promote informed behaviour and minimise negative outcomes. Public address (PA) systems can be fixed or portable and used for various safety warnings, or to inform and direct proactive actions against injury and/or drowning. Lifesaving clubs are required to have a loud hailer or PA system as part of standard patrol equipment requirements.
		Access barriers (Isolate)	Fencing or access barriers are an effective control measure for drowning and falls prevention, particularly among those with coordination constraints (usually children aged 0-5 years and older adults). Created from natural or synthetic materials, access barriers aim to guard from unauthorised or unintended access to water, either by placing a barrier on or around the water body itself or through human restriction.
		Barriers/domes/booms (Isolate)	Barriers, domes, and booms are installed to allow flexible division of a water space and have some flexibility to be deployed to fit the need of the activity, group and/or environment. The intent is to keep the users in a specific location and/or away from a other specific locations to better enable active supervision.
		Buoy lines (Isolate)	These are used as a marker within a pool or other aquatic location, to indicate the area in which the public should (or should not) recreate.
	Signage	Information signage (Administrative)	Aims to either reinforce existing knowledge or provide new site-specific education and should be kept specific and succinct, as the attention of any arriving individual or group is not likely to be extensive. Through a combination of symbols and concise text, information signage usually details site conditions (permanent or variable), services, facilities, general water safety advice, regulations, and

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
			points of contact. Signage may be permanent or erected by personnel such as lifeguards or duty managers at the commencement of a shift.
		Warning signage (Administrative)	Through appropriate organisation of the main components (size, shape, complimentary text, symbols, colour-coding, typography, and arrangement), warning signage seeks to inform the target audience of hazards/risks and discourage behaviour that may result in injury or death. Effective warning signage requires exposure to the warning, attention, and active processing of the warning, comprehension and agreement with it, retention of the message, retrieval of the message when required, response selection and performing the appropriate response. Warning signage effectiveness is dependent on human psychological factors, including attention level, comprehension, attitudes and beliefs, motivation, familiarity of an activity and memory storage (short term, working or long term).
		Prohibition signage (Administrative)	Prohibition signage informs the public of general waterway regulations, defined by councils, committees and land managers that may not relate to water safety, such as dog walking, boating, and beach umbrella constraints, no camping, fishing, glass, smoking or open fires and flora and fauna restrictions. Failure to comply with prohibition signage may result in warnings, fines, or prosecution, as well as an exposure to the identified risk.
		Flags (Isolate)	Safety flags are usually put in place by lifeguards, volunteer lifesavers, or land managers to provide warning and/or information about conditions, restrictions, or hazards. Flags are most often used at beach locations and the red and yellow variety is arguably the most widely recognised symbol of aquatic safety. (Backstroke) flags are also used at swimming pools to inform those swimming on their backs of remaining pool length.
	Regulations	Formal regulatory arrangements (Administrative)	This administrative process includes the application of formal regulatory arrangements imposed by the managing land authority or in collaboration with other statutory authorities. Regulation requirements are commonly communicated via signage and encouraged via the installation and upkeep of waterway infrastructure.
		Permit systems (Administrative)	Permits refers to the issuance of specific approval in order to undertake specific activities in designated aquatic locations/zones.
	Activity restrictions	Zoning (Isolate)	Clearly defined areas for swimming and other aquatic activities can reduce the likelihood of a conflict/collision between users and/or activities. These areas should be reinforced with appropriate visible signage, viewable and legible from both in and out of the water. Land managers, lifeguards and/or volunteer lifesavers should use their discretion to assess and apply zoning provisions.
		Beach/water closures (Eliminate)	When landowners or land managers deem conditions at beaches and/or inland waterways unsafe or otherwise unsuitable for use, patron access closures can be enforced in the interest of public health and safety.

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
Provision of supervision	Regulations	Improvement of infrastructure (Engineering)	Over time, infrastructure deteriorates due to general use, climate, vandalism, misuse, and geographical location. For example, lifesaving clubs face strong winds and ocean salt spray. Improvements to buildings, roads, public amenities, and other infrastructure helps ensure safety standards are adhered to, facilities can be utilised to their full potential and ultimately may contribute to reduced risk of patron injury and death.
		Recognition of life saving services (Administrative)	Recognition of life saving services relates to the presence of a lifesaving club or lifesaving patrol service at a location/s, communicated via signage, media, and mobile technology. Information may be viewable onsite at the aquatic environment or at a nearby point, for example road signage alerting drivers to the presence of a lifesaving club. Recognition of lifesaving services can aid waterway users to select a safer location for aquatic activity.
		Activity management (Administrative)	Can occur in a number of ways and can be formal or informal, with the intention of providing a better level of oversight with improved systems and structures to support the provision of preventative measures and the ability to respond in the event of an emergency. Range from parents supervising children to professional organisations provide full-service management activities at a particular location or for a specific activity/event.
		Self-regulation programmes (Administrative)	Swimming and water safety instruction being incorporated for participants attending water safety related activities such as private or school camps and/or similar programs.
	Trained observers	Trained activity supervisors (Administrative)	The provision of trained activity supervisors. Many land managers do not directly facilitate structured programs and activities on their managed waterway. These types of activities are generally provided by third parties. Where this is the case, land managers should stipulate (e.g. by hire agreements and stipulated in contracts) that the provision of programs and structured activities should only be conducted with appropriate risk and supervisions structures in place which meet current industry standards or industry awards.
		Coaches and instructors (Administrative)	The provision of skilled coaches and instructors. Many land managers do not directly facilitate structured programs and activities on their managed waterway. These types of activities are generally provided by third parties. Where this is the case, land managers should stipulate (e.g. by hire agreements and stipulated in contracts) that the provision of programs and structured activities should only be conducted with appropriate risk and supervisions structures in place which meet current industry standards or industry awards.
	Parent / guardian supervision	Promotion of importance of parental guardian supervision of children (Administrative)	Children need to be actively supervised by parents and/or guardians when in, on or around the water. The three major dimensions of supervision are attention, proximity, and continuity. Children under five should always be within arms' reach, and children under 10 should always be within direct sight. This message should be reinforced on localised signage in and around aquatic areas and in proximity to playground and BBQ areas abutting waterways.

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
	First aid facilities	Portable first aid kits (Administrative)	Lifeguards and volunteer lifesavers should maintain fully stocked portable first aid kits in addition to permanent/fixed first aid facilities. Portable first aid kits should also be provided by third party agencies facilitating swimming and water safety recreational aquatic program and activities. These kits should be based on a local risk assessment and the provisions detailed in WorkSafe Victoria resources.
		Permanent/fixed facilities (Administrative)	Where first aid and lifeguard stations are provided, first aid facilities and supervision stations should be clearly signed and accessible. Stock levels should be assessed at the commencement and conclusion of shifts/activities and should be based on a local risk assessment and the provisions detailed in WorkSafe Victoria resources.
	Lifeguard Services	Paid lifeguards (Administrative)	Professional lifeguards who are paid for their services aim to provide effective supervision to waterways and facility users. Paid lifeguards complete targeted training and professional development activities to ensure the capability to prevent and respond to aquatic related incidents.
		Volunteer lifeguard systems (Administrative)	Volunteer systems utilise lifesavers who dedicate their time and services for no monetary payment. Volunteer lifesavers should complete targeted training and professional development activities to ensure their actions are evidence-based and in patrons' best interests for water safety and drowning prevention and response.
		Roving lifeguards (Administrative)	The nature of a roving patrol means that the lifeguard and/or volunteer lifesaver will not be located at a single specific location. Instead, they will move (rove) around one or more locations as they undertake preventative and responsive lifesaving duties. Roving patrols can be undertaken on land or from the water.
		Surveillance (Administrative)	Cameras through closed circuit television (CCTV) and/or drones can aid supervision activities and provide warning of danger through remote monitoring. Technology should complement, rather than replace, localised supervision activities. Lifeguards and/or volunteer lifesavers can also use evidence-based surveillance techniques to undertake visitation counts and preventive actions for patron safety, assess aquatic conditions, water user behaviour, and detect signs of distress/emergencies.
		Full service (Administrative)	At patrolled locations, lifeguards and/or volunteer lifesavers may set up safety flags framing an area they have deemed most suitable for swimming and/or recreational activities. Close targeted supervision can be provided to the area between the flags, maintaining activity restrictions and undertaking preventive actions, to reduce the number of rescues, injuries, and deaths in their care.
		After hours call-out (Administrative)	After hours call outs usually include a phone or means to call trained support specific to water safety, which is not triple zero. Information on how to active after-hours callouts is critical, should be clearly communicated, and should only be initiated in the event of an emergency. The call will often alert medical personnel for life-threatening injury or resuscitation advice.

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
		Operational support (Administrative)	Lifesaving clubs and similar agencies use radio, telephone, and internet communications to request and deliver various data for lifesaving rescue personnel support on the beach.
Acquisition of survival skills	Community Education	Survival skills (Administrative)	Education and awareness programs for residents and visitors (tourists) alike have been shown to be effective in controlling risks at aquatic recreational waterways. These programs outline likely risks and hazards. Additionally, local community groups should also be made aware of local risks and hazards associated with their aquatic environment (e.g. primary and secondary school children). Community groups may benefit from the delivery of structured and/or informal education programs. These programs can support the identification and response activities, which enable individuals to face adverse situations in the safest manner possible while minimising personal risk.
		Self-rescue skills (Administrative)	Public education and safety awareness programs outlining identified risks and hazards should be developed. Additionally, local community groups should also be aware of this information specific to the local waterway environment (e.g. primary and secondary school children). Community groups may benefit from the delivery of structured and/or informal education programs. These programs can support the identification and response activities, which enable individuals to face adverse situations in the safest manner possible while minimising personal risk.
		Rescue skills (Administrative)	Education and awareness programs for residents and visitors (tourists) alike have been shown to be effective in controlling risks at aquatic recreation waterways. Public education and safety awareness programs identify hazards should be developed. Additionally, local community groups should also be made aware of hazards associated with their local waterway environment (e.g. primary and secondary school children). Community groups may benefit from the delivery of structured and/or informal education programs. These programs can support the identification and response activities, which enable individuals to face adverse situations in the safest manner possible while minimising personal risk.
	Emergency Communication	Public/emergency telephone (Administrative)	Public telephones and mobile phone antenna booster kiosks should be well maintained and appropriately placed, to enable the most effective communication possible for impacted communities and emergency services during adverse events. Public telephones and improved mobile signals mean bystanders will have the opportunity to call for help and receive advice from qualified personnel during emergencies.
		Outpost alarms (Administrative)	Fit-for-purpose, reliable outpost alarms can be an effective component of an emergency response and should be systematically tested. A copy of the notification flowchart should be kept next to the alarm unit. Outpost alarms are useful for providing immediate onsite warnings and instructions to large groups of people, however, should be used as only one element as part of an emergency response. This is because alarms and sirens are potentially subject to challenges including false warnings,

Prevention Category (Level 1)	Prevention Category (Level 2)	Prevention Category (Level 3)	Descriptive Treatment Action (Actual)
			equipment failures, maintenance costs, coverage problems, difficulties in propagating sounds into buildings, and sometimes public indifference to sirens in largely urban areas.
		Radios (Administrative)	Functional and reliable radio equipment and support network are essential for timely emergency communications between relevant parties, to support both preventative and responsive actions.
	Public Rescue Equipment	Lifebuoys (Personal protective equipment)	The provision of public rescue equipment can be a useful component of part of an emergency response. As a minimum, equipment provided for public use should be clearly positioned and provided with specific instructions. Life buoys are currently the most widely recognised rescue device. Mainly designed for vertical drops, as the distance a life buoy can be thrown horizontally depends on buoy weight, strength of the thrower and environmental conditions.
		Throw lines (Personal protective equipment)	Throw lines can be portable or fixed and used by lifeguards, volunteer lifesavers or bystanders for use in an aquatic emergency. Throw lines should meet the provisions in the Australian Standard and should be easy to access and safe to operate.
		Other extraction equipment (Personal protective equipment)	Other portable extraction equipment can assist during rescue activities. Fixed and portable equipment is subject to vandalism and should be kept in a secure and easy to access housing. Rescue equipment provisions should be based on a risk assessment and resourcing is required to ensure the equipment is appropriately maintained.
	Flotation Devices	Lifejackets (Personal protective equipment)	A lifejacket is designed to help an individual stay afloat in the water but cannot guarantee safety and/or rescue. Lifejackets should be the right type, based on the activity and in line with the Australian Standard. Lifejackets range in buoyancy, price, style, comfort, and maintenance requirements. Where land managers are facilitating a variety of activities requiring the use of lifejackets, localised signage should ideally provide a reinforcement of the type of lifejacket required for the activity being facilitated within the managed waterways.

Whilst the focus of this Code is water safety and drowning prevention, it is acknowledged that safety at public pools is broader in context and includes several other risk factors such as water quality and child safety.

Water Quality Guidelines for Public Aquatic Facilities

The Victorian Department of Health authored the Water Quality Guidelines for Public Aquatic Facilities to “assist organisations and people who operate public aquatic facilities to reduce risk to public health.” The focus of the Guidelines is water quality-associated risk and excluded physical safety and drowning prevention from scope.

These Guidelines also provide advice to local and state government environmental health officers to help fulfil their regulatory and advisory roles with respect to water quality. The guidelines require all public pools to have a Water Quality Risk Management Plan in place to help minimise potential public health risks. The Water Quality Risk Management Plan must include:

- Staff roles and responsibilities, competencies, and training requirements.
- A description of the facility, its source water, and its treatment systems.
- Water quality targets and treatment objectives.
- Hazard identification, risk assessment and control measures.
- Operational and verification monitoring.
- Incident management and response procedures.
- Data recording and reporting.

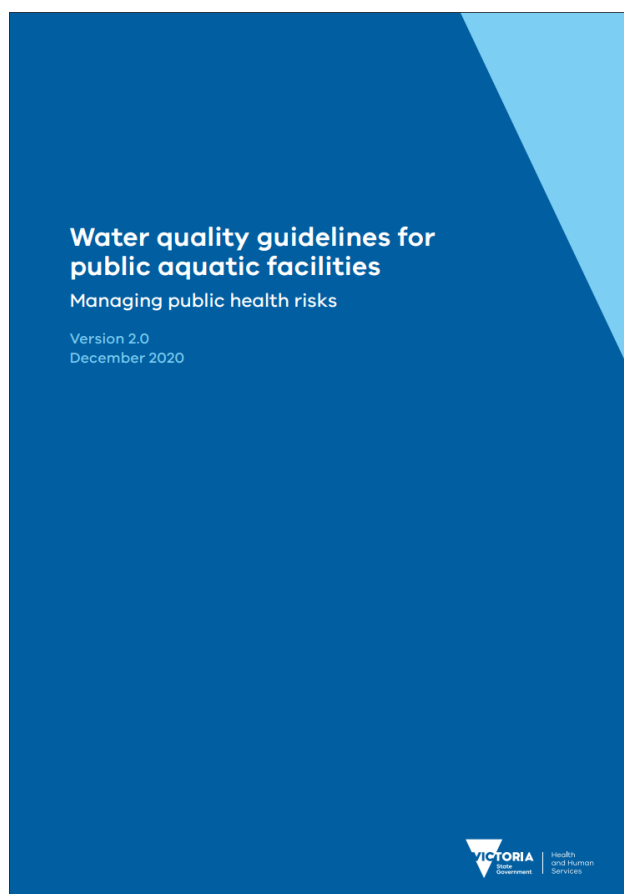


Figure 8: Water quality guidelines for public aquatic facilities.

Source: Department of Health.

Child Safe Standards

New Child Safe Standards were introduced in Victoria on 01 July 2022 and have the objective of keeping children safe from abuse and harm. Organisations working with children must comply with the new Standards and be able to demonstrate that the organisation has measures in place to meet each standard.

- Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.
- Standard 5: Equity is upheld and diverse needs respected in policy and practice.
- Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 7: Processes for complaints and concerns are child-focused.
- Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved
- Standard 11: Policies and procedures document how the organisation is safe for children and young people.



Figure 9: Short guide to the child safe standards.

Source: Commission for Children and Young People.



Section Three

Aquatic Risk Management at Public Pools

It is critical that the application of aquatic safety strategies occurs in a logical and systematic manner to ensure that the collective intent of the code, guidelines, strategic plans, and stakeholders occurs at a local level and leads both directly and indirectly to improvements in both preventative and responsive activities at public pools.

As set out in both the 'Background' and 'Roles and Responsibilities' sections of this document, the responsibility for water safety at public pools and its application is dynamic and involves a range of stakeholders. Whilst each of these stakeholders plays a key role, this section will focus on the role of the owner/operator and the provisions set out in the RLSSA Guidelines for Safe Pool Operations.



Pool Classifications

Swimming Pools

AS1926.1 (2012) Swimming Pool Safety - Part 1: Safety Barriers for Swimming Pools, defines a swimming pool as “any structure containing water to a depth greater than 300 mm and used primarily for swimming, wading, paddling or the like, including a bathing or wading, or spa pool.”

Public Pools

The Code determines that all pools are to be considered public, unless they are private residential pools or pools situated in aged care residences (Building Code - Class 1a, 1b, 3 and 9c). Public pools include those situated in Buildings classified as class 5, 6, 9a and 9b.

The following is an extract from the Royal Life Saving Society Australia National Aquatic Facility Classification and Definition System and provides details on the class of buildings considered as public for the Code. The full classification and definition system document is included in the appendix.

Aquatic Facility	Class of Building	Description
This applies to swimming pools that are situated, or proposed to be constructed or installed, on any non-residential premises occupied by the Crown, public authority, or by a private body.	Class 5	An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9
	Class 6	A shop or other building for the sale of goods by retail or the supply of services direct to the public. Example: café, restaurant, kiosk, pub, showroom, or pool shop
	Class 9 (9a/9b)	9a. A health care building, including those parts of the building set aside as a laboratory.
		9b. An assembly building in which people may gather for social, theatrical, political, religious, or civil purposes. They include schools, universities, childcare centres, pre-schools, sporting facilities, aquatic facilities, health and fitness clubs, water parks, night clubs, or public transport buildings.

Historically, an ownership model has been utilised to objectively determine a classification for Victorian public pools. For clarity, the list below (using the ownership model naming conventions) represents those facilities that are considered public pools, under the National Aquatic Facility Classification and Definition System:

- **Council Owned Public Pools**
- **Learn-to-Swim Pools**
- **Early childhood care, Tertiary education, Higher education venue Pools**

Any pool where swimming lessons are being conducted is considered a public pool for the duration of the lesson/s, regardless of building class. Additionally, any swimming pool offering/encouraging access on a pay-per-usage basis is considered a public pool for the duration of that period of use.

In addition to identifying whether an aquatic facility is classified as a public pool or not under this Code, owners/operators also need to understand whether they are considered a category one or category two aquatic facility under the Public Health and Wellbeing Regulations 2019. Under these Regulations there are specified water quality requirements for all category one and two aquatic facilities.

Information in the supporting Department of Health Water Quality Guidelines for Public Aquatic Facilities is noted in the Strategic Alignment section of this Code. All public pools should have access to the guidelines which are freely available online.

Under the Public Health and Wellbeing Regulations 2019, the following definitions apply with respect to water quality management:

Category 1 Aquatic Facility

Means a swimming pool, spa pool or interactive water feature that:

- a) is used by members of the public (whether free of charge or on payment of a fee); or
- b) is used in association with a class or program that is offered free of charge or on payment of a fee; or
- c) is located at the premises of an early childhood service, school, or other educational institution; or
- d) is located at premises at which residential aged care services are provided; or
- e) is located at any of the following premises: (i) a public hospital, (ii) a multi-purpose service, (iii) a denominational hospital, (iv) a private hospital, (v) a privately-operated hospital within the meaning of section 3(1) of the Health Services Act 1988.

Category 2 Aquatic Facility

Means a swimming pool or spa pool that is used by members of the public and located at the premises of the following:

- a) a residential apartment complex;
- b) a hotel, motel, or hostel.



Pool Registration

Since 1 July 2018, Life Saving Victoria has hosted and managed the Victorian Public Pools register. This is a comprehensive list of public pool facilities in Victoria.

To register a pool, an authorised owner/operator or duty holder should visit <https://lsv.com.au/aquatic-industry-services/safer-pools-code-of-practice/> and follow the prescribed registration steps. Any changes to existing registrations can be communicated by an authorised person visiting the same webpage and following the instructions provided.

All initial registrations and changes to existing registration details are validated prior to being displayed on the register. All owners/operators and duty holders are encouraged to check the register on a regular basis to ensure their pool/s are included and that the facility specific information is accurate.

The Victorian Public Pools register is hosted at <https://lsv.com.au/aquatic-industry-services/victorian-pool-register/>.

Information displayed includes summary content on:

- Facility location and contact details
- Facility ownership and management details
- Facility features and services
- Lifeguard provisions
- Pool Safety Assessment completion
- Pool Safety Assessment endorsement details



Guidelines for Safe Pool Operations

Key to the understanding and enablement of improved safety standards at public pools is the content detailed in the Guidelines for Safe Pool Operations (Royal Life Saving Society Australia, 2024).

These Guidelines were developed to provide advice to assist swimming pool owners and operators, as well as statutory authorities, to determine how best to manage the risk of drowning and serious injury resulting from the use of, or access to, swimming pools. The document is not intended to prescribe specific approaches, but instead seeks to help communities, organisations and individuals determine what is appropriate for their local circumstances.

Although published by the Royal Life Saving Society Australia (RLSSA), the Guidelines for Safe Pool Operations represents the collective expertise of the aquatics industry across Australia, through the establishment and oversight of the National Aquatic Industry Committee (NAIC). Multiple stakeholders currently represent Victorian interests on this Committee.

The Guidelines are systematically reviewed by the NAIC. The following documents constitute the current sections of the Guidelines.

- Safe Design
- Facility Design
- Swimming Pool Design
- Asset Management
- Swimming, Water Safety and Aquatic Exercise Programs
- Child Safety
- Aquatic Signage
- Safety Equipment
- Risk Management
- Emergency Planning
- Incident Management
- Aquatic Supervision
- Training and Qualification

This Code endorses the Guidelines for Safe Pool Operations as the minimum standard for safety in all public pools. All public pools are encouraged to maintain a current subscription to the Guidelines for Safe Pool Operations to enable and support ready access, improved understanding, and effective implementation.



Community Issue Based Working Groups

Two Community Issue Based Working Groups (CIBWG) have been established to contribute to and provide ongoing feedback into the practical application and implications of the Code. These CIBWG's have the aim of contributing to the objectives of the Victorian Water Safety Strategy.

The first CIBWG group is the 'Platinum Pool Steering Committee'. The group consists of i) Council owned pool, ii) industry peak bodies and iii) Local and State government agency representatives. This group represents Victoria's Council owned pools which are generally exposed to a higher level of risk resulting from the high number of patron visitations each year.

The objective of the Platinum Pool - Steering Committee is to create the safest aquatic industry in the world.

The second CIBWG group is the 'Learn to Swim Steering Committee.' The group consists of i) learn to-swim-pools, ii) early childhood care, tertiary education and higher education owned pools, and iii) sports, resort, and club pool representatives. This group represents Victoria's learn-to-swim industry which operates under various management models and face a different risk profile to most Council owned pools.

The objective of the Learn to Swim - Steering Committee is to create the strongest learn-to-swim sector in the world.

The two working groups address the safety challenges associated with the aquatic industry to inform the ongoing development of the Code and future support requirements of the aquatic industry. This includes but is not limited to:

- Research
- New initiatives
- Project/program reviews
- Training
- Professional development
- Resource development
- Industry collaboration
- Water safety advocacy
- Industry governance
- Industry event

Pool Safety Assessments

Introduction

A Pool Safety Assessment (assessment) is designed to provide swimming pool owners and operators with an overview of their safety standards, by measuring performance against industry, state and national standards, guidelines, and legislation.

An assessment (tool/platform, content, administration) should comprise a fully reference based question set and scoring criterion developed by an appropriate CIBWG. The CIBWG should operate in consultation with the Victorian public pool industry, State government and affiliated non-government agencies in accordance with agreed terms of reference and should meet on a minimum quarterly basis. Meeting outcomes should be document and all assessment (tool/platform, content, administration) changes communicated to the broader aquatic industry. Assessment criteria must be reference based and continually reviewed in line with changing industry standards, legislative requirements, and community expectations. Appropriate professional indemnity and public/product liability insurance must also be held.

An assessment is different to a Workplace Inspection, undertaken by an authorised WorkSafe Victoria Inspector. "WorkSafe inspectors have legislated powers to enter a workplace during working hours, or when they have formed a reasonable belief of an immediate risk to anyone, to assess compliance with health and safety laws. They may also enter workplaces in other cases by execution of a search warrant issued by a magistrate." (WorkSafe Victorian Inspectors, April 2012).

Assessment Outputs

Each assessment should be tailored to an individual pool, based on the design, water spaces, features, and programs available. The output of the process should cover pool safety and compliance levels as well as information on strategies to improve safety. The assessment should provide a detailed analysis of the safety standards demonstrated against the assessment criteria and a risk treatment/improvement plan should provide practical improvement opportunities/solutions to the identified risks and/or non-compliances.

Assessment Frequency

Public pools are recommended to undertake assessments on a regular and systematic basis. The appropriate frequency should consider risk exposure (including attendance numbers), with minimum provisions suggested below.

- Over 100,000 patron visits per year - Assessment every year.
- 20,000 to 100,000 patron visits per year - Assessment every two years.
- Under 20,000 patron visits per year - Assessment every three years.

Assessment Scoring

A two-tiered scoring structure should be used for assessments. These different scores have distinctly different objectives which are explained below.

Level One - Compliance Score

Definition: The score achieved from all compliance components of the assessments identified as high risk which can be treated/rectified. Compliance items exclude items requiring substantial capital investment to treat/rectify.

Intention: Enable a compliance level endorsement for all public pools by limiting the scoring requirement to items which are within the direct control of the owner/operator and/or duty holder.

Level Two - Safety Score

Definition: The overall score achieved from all assessed components of the assessment.

Intention: Enable the identification of all inherent and residual risks at a public pool, regardless of the ability to treat/rectify them. This provides the opportunity to consider and apply broader risk management principles when immediate treatment options may not be reasonable or practical.

Assessment Endorsements

Following an assessment, public pools may be awarded a pool safety endorsement, based on their performance and subsequent assessment score. Endorsements should only be issued if all assessment criteria are met simultaneously and demonstrated in accordance with the assessment process.

Higher endorsement levels (gold/silver) should only be provided to facilities offering professional Pool Lifeguard supervision to patrons. This is due to the importance of active supervision in public pool operation, particularly to children and vulnerable users. The performance standards required to achieve an endorsement are detailed below.

Compliance Score	Safety Score	Lifeguard Supervision	Endorsement level
Over 80%	Over 80%		Bronze
Over 90%	Over 90%	Yes	Silver
100%	Over 95%	Yes	Gold

Each endorsement should run from the day of the assessment for the period recommended in the 'Assessment Frequency' (one year, two years or three years).

Endorsement requirements should be reviewed and revised by the responsible CIBWG and will be adjusted as a component of the annual review process. Once issued, endorsements should not be revoked without due cause. Endorsements only remain valid if the standards demonstrated during the assessment remain in place.

Assessment Benefits

- Pool Safety Assessments can benefit public pools by:
- Assessing the current safety standards against industry best practice.
- Providing independent expert information and advice.
- Encouraging continual improvement at pool facilities.
- Supporting the training and educational needs of facility representatives.
- Ensuring access to up-to-date information and best practice advice.
- Enabling facility benchmarking against similar facilities.
- Benefiting from the application of risk management principles.
- Encouraging attendance by schools and community groups, through a commitment to safety.

Assessment Limitations

Neither the completion of an assessment nor the issuance of an endorsement makes any aquatic facility inherently safe from aquatic related risks. Assessments do however demonstrate that reasonably practical measures and risk management principles are applied, which contribute to a sound platform for safe facility operation. Additionally, assessments can contribute to the reduction of risk likelihood and/or consequence, making for an overall safer aquatic environment.

Public pools will only ever be as safe as the people supervising them at any given time. It is recommended that qualified Pool Lifeguard supervision is in place when this is reasonable and practical, in line with the provisions set out in the Guidelines for Safe Pool Operations.

It is also recommended that parental supervision programs are developed and implemented at all swimming pools where young children recreate, learn and play. These programs should include policies, public education, roles and responsibilities and a multi-faceted approach to support and communication materials such as posters, stickers, PA/tannoy announcements, brochures, and mail outs.

Assessment Support

To assist swimming pools in preparing for assessments, support information should be provided to the facility representative, prior to the assessment. This should include details on the question set/assessment scope, as well as information on the documentation required for the assessment.

Information setting out the terms and conditions of the assessment should also be provided. Appropriate contact details for the assessing agency should be provided at the time of the assessment booking/commencement, including the name of the Assessor and the assessment date and time.

Pool Safety Assessors

Assessments should only be completed by appropriately qualified and skilled Pool Safety Assessors (Assessors) licensed by Royal Life Saving Society Australia. The following recommendations (or equivalent) are the minimum qualifications for Assessors.

- BSBAUD402 Participate in a quality audit
- BSBAUD501 Initiate a quality audit
- BSBAUD503 Lead a quality audit
- BSBAUD504 Report on a quality audit

Assessors should maintain currency in the skills required to perform their roles and responsibilities through the completion of on-going professional development. Assessors should ensure that a record of their assessment history and professional development is maintained. The records should include the following details.

- Organisational induction date, venue, and content.
- Assessment delivery dates, venues, and report.
- Continuing professional development dates, venues, and person leading/instructing.
- Continuous professional development content and learnings/outcomes.

All Pool Safety Assessors and Pool Safety Incident Investigators should be licensed by on an annual basis including a process of verification of skills assessment and ongoing professional development.

Licensing of Pool Safety Assessors and Incident Investigators should include but not be limited to:

- Requiring and citing evidence of training and assessment.
- Requiring evidence of on-going professional development in Auditing and the Guidelines for Safe Pool Operations.



Minimum Standards of Training

It is important that aquatic facility operational staff have the skills and knowledge required to provide a safe aquatic environment to all stakeholders owed a duty of care. This includes but is not limited to pool patrons, staff, contractors, and visitors.

This section details the recommended minimum qualifications and in-service professional development training for new Pool Lifeguards, Aquatic Supervisors, Swimming Teachers, Swimming Coaches, Diving Coaches, Aqua-Instructors and Plant Room Operators/Technicians. It is predominantly based on the qualification recommendations detailed in the Guidelines for Safe Pool Operations. These recommendations cover all staff, contractors, and volunteers.

Owners/operators and duty holders of public pools are responsible for ensuring the currency and documentation of staff, contractor, and volunteer qualifications and training specific to an individual pool.

Accredited training should only be provided by Registered Training Organisations using recognised nationally accredited vocational competencies, as defined in the sport, fitness, and recreation training package and the health training package.

To find an organisation authorised to deliver aquatic industry qualifications visit www.training.gov.au and enter the skill set or unit of competency details, as described in the following table.

Role/Position	Initial training/licensing	Re-accreditation training/licensing	Currency and support requirement
Pool Lifeguard including: <ul style="list-style-type: none"> Inflatable Supervisors Party Supervisors Slide/Flume Attendants 	<ul style="list-style-type: none"> Nationally recognised Pool lifeguard skill set (SISSS00133) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Pool lifeguard skill set (SISSS00133) or equivalent (annually). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
Aquatic Supervisor including: <ul style="list-style-type: none"> Duty Managers Aquatic Team Leaders Operations Coordinators/Managers 	<ul style="list-style-type: none"> Nationally recognised Pool lifeguard skill set (SISSS00133) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Pool lifeguard skill set (SISSS00133) or equivalent (annually). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO).
Teacher of Swimming and Water Safety	<ul style="list-style-type: none"> Nationally recognised Teacher of swimming and water safety skill set (SISSS00132) or equivalent. Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. Industry license from an approved Licensing organisation. 	<ul style="list-style-type: none"> Nationally recognised Provide cardiopulmonary resuscitation (HLTAID09), or equivalent (annually). Industry license from an approved Licensing organisation. 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
Teacher of Swimming and Water Safety (to Infants and Toddlers)	<ul style="list-style-type: none"> All above Teacher of swimming and water safety requirements. Nationally recognised Promote development of infants and toddlers in an aquatic environment (SISCAQU027) or equivalent. 	<ul style="list-style-type: none"> All above Teacher of swimming and water safety requirements. 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
Supervisor of Swimming and Water Safety Programs	<ul style="list-style-type: none"> Nationally recognised Perform water rescues (SISCAQU020) (incl. in Swim teacher skill set) or equivalent. Nationally recognised Supervise patron safety in aquatic locations (SISCAQU019) (incl. in Pool lifeguard skill set) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent (annually). Nationally recognised Provide first aid (HLTAID011) or equivalent (3-yearly). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.

Role/Position	Initial training/licensing	Re-accreditation training/licensing	Currency and support requirement
	<ul style="list-style-type: none"> Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. Nationally recognised Provide first aid (HLTAID011), or equivalent. 		
Aquatic Exercise Instructor	<ul style="list-style-type: none"> Nationally recognised Aqua exercise instruction skill set (SISSS00127) or equivalent. Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. Nationally recognised Provide first aid (HLTAID011), or equivalent. Professional registration with a recognised accrediting body. 	<ul style="list-style-type: none"> Professional registration with a recognised accrediting body. Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent (annually). Nationally recognised Provide first aid (HLTAID011) or equivalent (3-yearly). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
Swimming Coach	<ul style="list-style-type: none"> Swimming Australia Development coach licenses or equivalent (as recognised under the National accreditation scheme) Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. Professional registration with a recognised accrediting body. 	<ul style="list-style-type: none"> Professional registration with a recognised accrediting body. Nationally recognised Provide Cardiopulmonary Resuscitation (HLTAID009), or equivalent (annually). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
<p>Any person who may be required to use oxygen equipment.</p> <p>N.B: All facilities must provide oxygen equipment.</p>	<ul style="list-style-type: none"> Nationally recognised Provide advanced resuscitation (HLTAID015) (incl. in Pool lifeguard skills set) or equivalent, or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent, and 	<ul style="list-style-type: none"> Nationally recognised Provide advanced resuscitation (HLTAID015) (incl. in Pool lifeguard skills set) or equivalent (3-yearly), or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent (3-yearly), and Nationally recognised Provide cardiopulmonary resuscitation 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.

Role/Position	Initial training/licensing	Re-accreditation training/licensing	Currency and support requirement
	<ul style="list-style-type: none"> Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. 	(HLTAID009) or equivalent (annually).	
<p>Any person who may be required to use spinal care equipment.</p> <p>N.B. All facilities must provide spinal management equipment.</p>	<ul style="list-style-type: none"> Nationally recognised Perform complex water rescue (SISCAQU021) (incl. in Pool lifeguard skill set) or equivalent, or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Perform complex water rescue (SISCAQU021) (incl. in Pool lifeguard skill set) or equivalent (3-yearly), or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent (3-yearly). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
<p>Any person who may be required to provide first aid care.</p> <p>N.B. All facilities must provide first aid equipment.</p>	<ul style="list-style-type: none"> Nationally recognised Provide first aid (HLTAID011) (incl. in Pool lifeguard skills set) or equivalent, or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent, and Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Provide first aid (HLTAID011) (incl. in Pool lifeguard skills set) or equivalent (3-yearly), or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent (3-yearly), and Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent (annually). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.
<p>Any person who may be required to automated external defibrillator.</p> <p>N.B. All facilities must provide an automated external defibrillator.</p>	<ul style="list-style-type: none"> Nationally recognised Provide first aid (HLTAID011) (incl. in Pool lifeguard skills set) or equivalent, or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent, and Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent. 	<ul style="list-style-type: none"> Nationally recognised Provide first aid (HLTAID011) (incl. in Pool lifeguard skills set) or equivalent (3-yearly), or Nationally recognised Provide advanced first aid (HLTAID014) or equivalent (3-yearly), and Nationally recognised Provide cardiopulmonary resuscitation (HLTAID009) or equivalent (annually). 	<ul style="list-style-type: none"> Working with Children Check. Inductions - Organisational, facility, role. In-service training (refer GSPO). Health/fitness assessment (refer GSPO). Child safety training/induction.

Role/Position	Initial training/licensing	Re-accreditation training/licensing	Currency and support requirement
<p>Any person who has responsibility for the plant room including:</p> <ul style="list-style-type: none"> • Duty Managers • Team Leaders • Operations Coord/Managers 	<ul style="list-style-type: none"> • Nationally recognised Aquatic technical operator skill set (SISSS00131) or equivalent, or • CPP31218 Certificate III in Swimming Pool and Spa Service, or • CPP41319 Certificate IV in Swimming Pool and Spa Service. 		<ul style="list-style-type: none"> • Working with Children Check. • Inductions - Organisational, facility, role. • In-service training (refer GSPO). • Health/fitness assessment (refer GSPO). • Child safety training/induction.

The above recommendations should be read in conjunction with the appropriate section/s of the Guidelines for Safe Pool Operations, where further information is provided.

When considering the minimum staffing levels at a swimming pool, operators are encouraged to consider:

- The ability to appropriately respond to all emergency situations which may arise.
- The ability to act in line with facility policies and procedures.
- The ability to act in line with industry standards and community expectations.
- The capacity to undertake operational activities whilst maintaining supervision levels.
- The communication structures/equipment available in the event of an emergency.
- The capacity to demonstrate sufficiently qualified and trained supervising staff during all periods of operation (regardless of sickness/staff absence).

Performance Reporting

Performance reporting assists in the promotion of a continuous improvement model which identifies achievements and areas for future improvements. Continuous improvement can also support a holistic approach to safety and enable analysis, and review across several stakeholder groups.

It is not proposed that any additional performance reporting measures are introduced associated with public pools. It is however recommended that existing measures are more widely shared, better analysed and more strategically reviewed in a collaborative and more coordinated manner.

The Code will take a multifaceted approach to performance reporting through a combination of existing Government and industry partnerships' which provide a cohesive and consistent platform and inform future decisions and strategies associated with industry development.

Water Safety Committees

Victorian Water Safety Taskforce

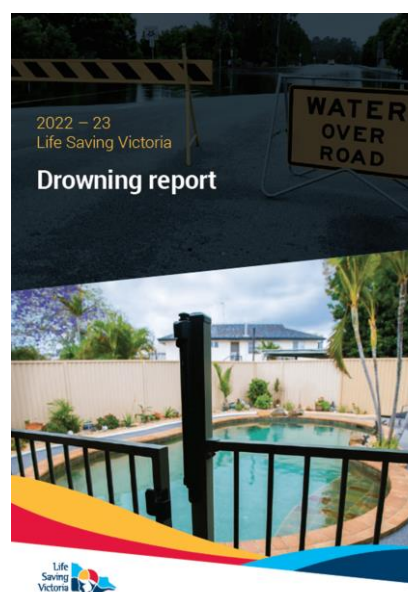
The Victorian Water Safety Taskforce (supported by the Play It Safe By The Water Committee) have set a range of benchmarks and performance measures through the Victorian Water Safety Strategy 2021-25. It is recommended that these measures continue to be systematically reviewed and reported to enable the findings to be readily available to support learnings and future development.

Australian Water Safety Council

The Australian Water Safety Council have agreed several performance measures through the Australian Water Safety Strategy 2030. It is recommended that these measures continue to be systematically reviewed and reported in a manner consistent with the Victorian Strategy, enabling alignment and encouraging shared outputs/outcomes.

Emergency Management Agencies

Emergency management agencies have extensive and structured performance reporting requirements. Whilst no further performance measures are recommended, importance is placed on ensuring that data can be reported and provided specific to public pool safety. This includes provisions such as consistent terminology and data capture to enable analysis and comparison activities to occur. This is particularly the case when reviewing and developing Complementary Local Water Safety Plans or other special arrangement as an appendix to a MEMP.



Drowning Prevention and Water Safety Reporting

Victorian Drowning Report

The Victorian Drowning Report is a detailed summary of accidental fatal and non-fatal drowning deaths in Victoria. The report provides information and statistics about those who drowned in Victoria each year, the activities they were undertaking at the time, as well as key risk factors impacting drowning.

The report is produced each year by Life Saving Victoria and based on information collected from the Coroners Court of Victoria, the National Coronial Information System, Ambulance Victoria, and the Victorian Injury Surveillance Unit.

Victorian Drowning Reports - Life Saving Victoria (lsv.com.au)

Pool Safety Assessments

A completed Pool Safety Assessment should result in a swimming pool owner/operator or duty holder being provided with results and/or scores which reflect of the level of safety demonstrated during the assessment and more broadly an indication of the level of compliance against the regulations, standards, and industry guidelines. The content of the assessment should be provided to the organising Pool representative/duty holder in a timely manner following the completion of any follow up consultation associated with the assessment.

Victorian Public Pools Register - Life Saving Victoria (lsv.com.au)

State of the Sector Report

The State of the Sector report provides a snapshot of the state of the aquatics industry in Victoria, including analytics of visitations, safety standards and drowning trends, as well as summaries of major projects, research, and capital works initiatives. The report provides a broad, overall snapshot of the aquatic industry and acts as a single source of information. It is intended to enable increased collaboration, improved analysis and evaluation, and lead to more informed decision making.

State of the Sector Report - Life Saving Victoria (lsv.com.au)

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework is a mandatory system of performance reporting for Victorian Councils. It ensures that councils are measuring and reporting on their performance in a consistent manner to promote transparency and accountability in the local government sector. The reporting framework is complemented by a Governance and Management checklist of 24 items, which demonstrate the policies, plans and procedures in place at each council. Together, a comprehensive picture of council performance is demonstrated, including information pertaining to Council pool safety.

Performance reporting (localgovernment.vic.gov.au)

Feedback and Review

As a component of the stakeholder engagement strategy and continuous improvement objective, feedback can be provided on any aspect of this Code, including but not limited to;

- The content of the Code
- The implications of the Code
- Improvements to the Code
- External factors/resource changes impacting the Code

Provision of feedback can be through a representative on an associated CIBWG or through the online feedback form which is available at <https://lsv.com.au/aquatic-industry-services/safer-pools-code-of-practice/>.

All feedback will be considered through the CIBWG structure and formal responses provided directly to feedback recipients where appropriate.

To ensure currency and as a component of continuous improvement, a systematic review process will be undertaken on the Code every two to three years. This review will include, but will not be limited to;

- A secondary review of feedback provided in the previous 24-36-months
- A review of new and existing references for consideration
- A review through the associated CIBWG
- Correspondence with the Victorian representatives on the NAIC.

The outcomes of any review and any system or content changes to the Code will be incorporated into the 'Assessment Support' documents and published online at hosted at <https://lsv.com.au/aquatic-industry-services/pool-safety-assessments/>. Where necessary feedback will be forwarded to other applicable stakeholders or provided more broadly to the industry through existing communication channels.

Glossary of Terms

- **Aquatic supervision** - The concentrated observation of a person or persons in a water-based environment.
- **Benchmark** - A standard point of reference against which things may be compared.
- **Classification** - The arrangement or grouping of something according to observed similarities.
- **Community Issue Based Working Group** - A stakeholder group engaged to address a particular challenge or situation relating to water safety in Victoria.
- **Drowning Prevention** - A multidisciplinary approach that reduces drowning risk and builds resilience by implementing evidence-informed measures that address hazards, exposures, and vulnerabilities to protect an individual, community, or population against fatal and non-fatal drowning.
- **Emergency** - A serious, unexpected, and often dangerous situation requiring immediate action.
- **Exposure** - A continuous variable which means it can increase or decrease by presence, number, time, or frequency.
- **Fatal Drowning Incident** - The process of experiencing respiratory impairment from submersion/immersion in liquid, which results in a death.
- **Guidelines** - A voluntary principle, piece of advice or general rule.
- **Guidelines for Safe Pool Operations** - Recommended minimum safety standards for swimming pools.
- **Hazard** - A source of harm to a person or property.
- **Induction** - The action or process of introducing someone to a post or organisation.
- **In-service training** - The completion of role, organisational or industry specific continuous professional development.
- **Legislation** - A single law or a collection of laws made by Legislators.
- **Local Government Performance Reporting Framework** - The mandatory system of performance reporting for all Victorian Councils.
- **Manual handling** - The activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain a person, animal, or thing.
- **National Aquatic Facility Classification and Definition System** - A guide providing details on the class of buildings considered as public pools.
- **Non-fatal Drowning Incident** - A drowning event where the process of respiratory impairment is stopped before death.
- **Pool Safety Assessment** - The auditing of a swimming pools operational performance, against known industry standards, behaviours, and expectations specific to safety.
- **Prevention** - The action of stopping something from happening or arising.
- **Qualification** - An official record of a demonstrated skill or competency by an authorised Registered Training Organisation.
- **Response** - A reaction to an action or event.
- **Regulation** - A rule or directive made and maintained by an authority.
- **Risk assessment** - A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- **Risk management** - Coordinated activities to direct and control an organisation with regard to risk.
- **Safety Management System** - A system designed to manage safety in the workplace, including objectives, policies, procedures, planning, responsibilities, and reporting.
- **Stakeholder** - A person or entity that can affect, be affected by, or perceive themselves to be affected by a decision or activity.
- **Training** - The action of teaching a particular skill or type of behaviour.

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Section Four Appendices

Appendices

Appendix 1. Policies and Procedures

Below are the minimum policy/procedure provisions recommended for public pools. Once developed, these policies and procedures are recommended to be appropriately maintained. The contextualisation includes but is not limited to, details including the development/last and next review dates, the authoring person/persons, the swimming pool covered and the review/feedback processes.

Staffing	Operational
Position descriptions	Aquatic Supervision
Recruitment	Overcrowding
Induction	Emergency management
Performance management	Lost property
Uniforms	Incident management
Appraisals	Risk management
In-service training	Hire agreements
Evacuation training	Safe work method statements
Workplace violence/bullying	Dangerous goods storage and handling
Equal opportunities	Chemical storage and handling
Grievances	Water quality
Employee assistance programs	Faecal incident
Fatigue management	Occupational health and safety
Child safety	Complaints handling
	Contractor management
	Essential services
	Manual handling
	Child supervision
	Sun protection
	Repairs and maintenance
	Aquatic technical operations
Emergency Procedures	Risk Assessments
Aquatic emergency	Aquatic supervision
Facility evacuation	Spa pool
Fire	Hydrotherapy pool
Chemical spill/leak	Wave pool
Power failure	Water slide/flume
Lightning/electrical storm	Rapid/lazy river
Bomb threat/suspect package	Inflatable equipment
Hold up	Diving equipment
Assault/civil disorder/antisocial disorder	Operational health and safety
Theft	Plant room/chemical handling
Explosion	Child safety
Threat/antisocial disorder	
First aid	
Natural disaster	
Lost child/person	
Water quality	
Cryptosporidiosis	

Appendix 2. Operational Checklists

Below are the minimum operational checklists recommended at a swimming pool facility. These checklists will assist the development and implementation of a clear and consistent approach to facility operation.

Checklist Type	Checklist	Minimum Frequency
Safety	Chemical storage	Weekly
	Chemical spills kit	Weekly
	Cleaning	Daily
	Repair and maintenance	Weekly
	Patron headcounts	30-60 minutes
	PPE	Daily
	Emergency eye wash	Daily
	Emergency shower	Daily
	Rescue equipment	Daily
	Radio equipment	Daily
	Tannoy/PA	Daily
	Safety data sheets	Monthly
	Maintenance	Weekly
Facility/Features	Changing room	30-60 minutes
	Pool/spa alarms	Daily
	Feature alarms	Daily
	Disabled facility alarms	Daily
	Spa pool	15-30 minutes
	Sauna/steam areas	15-30 minutes
	Features (slide, flume, river, inflatable, interactive play)	Pre-use
	Wave pool	Pre-use
	Plant room	Weekly
Water Testing	Free chlorine	Pre-open/4 hourly
	Total/combined chlorine	Pre-open/4 hourly
	pH	Pre-open/4 hourly
	Temperature	Pre-open/4 hourly
	Calcium hardness	Weekly
	Total alkalinity	Weekly
	Balance water testing	Weekly
	Total dissolved solids	Weekly
	Cyanuric acid	Monthly
	Microbiological water testing	Monthly

Checklist Type	Checklist	Minimum Frequency
First Aid	First aid room/areas	Weekly
	First aid kit - fixed	Weekly
	First aid kit - portable	Weekly
	Oxygen equipment	Daily
	Defibrillator equipment	Daily
	Evacuation kits	Weekly
	Bum bags	Daily

Appendix 3. Guidelines for Safe Pool Operations

As detailed in the body of this document, the Code endorses the Guidelines for Safe Pool Operations (GSPo) as the minimum standard for safety in all public pools. All public pools are encouraged to maintain a current subscription to the Guidelines for Safe Pool Operations to enable and support ready access, improved understanding, and effective implementation.

The Guidelines sit alongside the National Aquatic Industry Safety Strategy and National Aquatic Industry Safety Policy, and collectively represent the National Aquatic Industry Safety Framework.

The provisions in the Guidelines are critical to the delivery of safe public pools. This Appendix provides a high-level summary of key components of each section of the guidelines. All owners/operators and duty holders of public pools should have and maintain a registration to the Guidelines for Safe Pool Operations.

- Safe Design
- Facility Design
- Swimming Pool Design
- Asset Management
- Swimming, Water Safety and Aquatic Exercise Programs
- Child Safety
- Aquatic Signage
- Safety Equipment
- Risk Management
- Emergency Planning
- Incident Management
- Aquatic Supervision
- Training and Qualifications



Figure 10: Guidelines for safe pool operations.

Source: Royal Life Saving Society Australia.

GSP0 on a Page - Safe Design

SD1. 1.2.1. Eliminating hazards at the design or planning stage is often easier and cheaper to achieve than making changes later when the hazards become real risks in the workplace.

SD1. 1.3.1. Safe design means the integration of control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the structure being designed.

SD1. 1.3.5. An owner or operator of an aquatic facility that designs an aquatic facility that will be used, or could reasonably be expected to be used, as a workplace should ensure, so far as is reasonably practicable, that the aquatic facility is without risks to health and safety. This duty includes carrying out testing and analysis and providing specific information about the aquatic facility.

SD1. 1.3.14. While designers may not have management and control over the actual construction work, they can discharge their duty by consulting, co-operating, and co-ordinating activities, where reasonably practicable, with those who do have management or control of the construction work.

SD1. 1.3.18. Designers should engage persons with specific skills and expertise to be included in the design team or consulted during the design process to fill any knowledge gaps, for example a RLSSA Aquatic Risk Assessor.

SD2. 2.3.3. So far as is reasonably practicable, the duty holders involved should consult each other on the hazards and risks associated with the building and work together on appropriate design solutions. This would include an owner or operator of an aquatic facility co-operating with a designer in changing a design to address a health and safety risk identified in the design process.

SD2. 2.4.3. The designer should also, so far as is reasonably practicable, provide this information to any person who carries out activities in relation to the aquatic facility if requested.

SD3. 3.2.1. The owner or operator of an aquatic facility should prepare a project brief that includes the safety requirements and objectives for the project. This will enable a shared understanding of safety expectations between the owner or operator of an aquatic facility and designer.

SD4. 4.2.2. In order to understand the broad range of possible risks at an Aquatic Facility, designers and owners should consider the use of an experienced aquatic facility risk assessor or auditor at this stage.

SD4. 4.2.3. A designer and others involved in the preliminary hazard analysis should then decide which hazards are 'in scope' of the steps of the risk management process and should be considered in the design process.

SD6. 6.2.3. Health and safety aspects of the design should be reflected in the requirements of contract documents for the construction stage and assist in the selection of suitable and competent contractors for the project.

GSP0 on a Page - Facility Design

FD1. 1.4.1. All buildings should be located on a continuous, accessible path of travel from the car parking and pedestrian entry points of the aquatic facility. They should provide level, step-free entry with no revolving doors or turnstiles and with wide door openings to accommodate all users, including people with mobility aids such as prams, strollers, wheelchairs, or assistance animals.

FD1. 1.4.4. Wide internal walkways and doorways, clear of any obstructions on the floor surface and walls, and areas to pass easily are important. See the Disability (Access to Premises – Building Standards) 2010. Level, slip-resistant floor surfaces in both wet and dry conditions that do not incorporate any lips or tripping hazards should be maintained.

FD2. 2.2.1. The structural spans involved in an aquatic facility design usually involve a framed structure. Steel or timber laminated beams and columns are commonly used however, load bearing masonry and steel or timber beams can be a feasible solution on small projects.

FD2. 2.5.1. Wall finishes to areas within the pool hall should be smooth to a height of 2m minimum so as not to present a hazard to bathers moving around. Any projects piers or columns should be provided with a rounded or bull nose edge.

FD2. 2.5.3. It is essential that any glazing (glass walls) used in a pool hall is of the appropriate specification to ensure that it can withstand an impact test of the activities within the pool hall (i.e. water polo) as prescribed in AS/NZS 2208:1996 and its amendments.

FD2. 2.5.4. Specific considerations should also be given to the additional risk of glare caused by glazing which could affect the view of lifeguards and pool users. Glare caused by glazing does inhibit the effective scanning by a Lifeguard which can result in a drowning patient being missed.

FD5. 5.4.1. Lights should be generally located evenly throughout the aquatic facility to eliminate shadows to the edges of the pool tank. This is less of a problem with “wet deck” pools.

FD5. 5.5.1. All glare across the water surface should be reduced to a minimum. Not only from the safety aspect of being able to observe all underwater activity, but a glare free environment is highly desirable for competition use.

FD5. 5.5.5. Outdoor Lighting: The maximum glare rating (GR) for outdoor lighting shall not exceed a GR of 50.

FD5. 5.5.6. Indoor Lighting: The maximum glare rating (GR) for indoor lighting shall not exceed a GR of 40.

FD7. 7.5.5. All electrical equipment and conductive material associated with pool shells and the surrounding building should be sufficiently earthed in compliance with Australian/New Zealand Standards AS/NZS 3000:2000.

FD11. 11.2.1. An owner or operator of an aquatic facility must ensure, so far as is reasonably practicable, the provision of adequate facilities for workers and visitors, including toilets, drinking water, washing, and eating facilities. These facilities must be in good working order, clean, safe, and accessible.

GSP0 on a Page - Swimming Pool Design

SP1. 1.2.3. a) Toddlers and learner pools should be situated away from the deep end of a pool or diving pools.

SP1. 1.2.3. b) Water of 1.2m depth or greater should not be situated near main entry points to pool hall, major traffic flow areas or change room entry.

SP2. 2.4.1. The gradient for the pool floor should not be steeper than 1:14.

SP2. 2.4.3. Abrupt changes in water depth should be avoided at all costs in water less than 1.6m or where bathers can stand.

SP2. 2.6.4. Any fixture or fitting in the pool wall (e.g. lane rope anchors) and the pool floor (e.g. inflatable tie downs) should be fitted flush and have no sharp protruding edges.

SP2. 2.6.8. Where handrails are provided, they should be recessed into the pool tank in such a way that it is not possible for limbs to become trapped between the grab-rail and the rear wall of the recess or the tank wall.

SP2. 2.7.1. The pool tank edge should be colour contrasted with the pool water so as to render it clearly visible to aquatic users in the water and on the pool concourse. This is particularly important for deck-level pools where the pool edge may be partially submerged.

SP3. 3.2.3. Pool entry/exit steps and handrails above, at or below the surface of the water should not protrude into or overlap swimming lanes where they may present a hazard to swimmers.

SP5. 5.2.1. The minimum unobstructed height of a continuous accessible path of travel in and around a pool (pool concourse) shall be 2000mm or 1980mm at doorways.

SP5. 5.3.3. Low Traffic and Circulation Areas: Min. concourse width 1000mm

High Traffic and Circulation Areas: Min concourse width 3000mm

Areas adjacent to shallow water: Min concourse width 3000mm

Pool entrance, beach entrance: Min concourse width 3000mm

Between multiple pools in same pool hall: Min concourse width 3000mm

SP5. 5.7.1. Where seating is provided on the concourse, the minimum concourse width remaining after allowance for leg room should be 1.0m.

SP5. 5.8.1. A marshalling area should be provided adjacent to a learner pool or section of the main pool which is used for lessons. This should enable supervising staff to assemble learner groups on the concourse without impeding the circulation flow of other users and staff.

SP14. 14.3.1 The design of spa pool tanks should be consistent with the Pool Tanks Guideline. Additionally, spa inlets, outlets and piping should comply with AS 2610.1 - 2007.

SP14. 14.3.2. Spa pools should be located where supervision can be undertaken.

SP14. 14.3.3. Spa pools should be considered in conjunction with the same level of supervision as swimming pools.

GSP0 on a Page - Asset Management

AM1. 1.2.1. Well-developed asset management systems for aquatic facilities are an important safety management tool. An aquatic facility is a significant investment in infrastructure and to ensure the longevity of the investment good management practices in terms of the asset are essential.

AM1. 1.3.2. The Asset Management System should be covered by document control and records management procedures and be internally audited at least once every 12 months.

AM1. 1.3.6. Workers must be given a reasonable opportunity to contribute to the Asset Management System and shall be advised of the outcome of those contributions in a timely manner.

AM1. 1.4.1 An Asset Management System should include an:

- Asset Management Policy (supported by insurance policies);
- Asset Management Plan;
- Asset Register (inclusive of the assessment of the condition of assets);
- Asset Maintenance & Development Plan;
- Asset Defect and Unserviceability process;
- Asset monitoring, review, and improvement program.

AM2. 2.2.1. An Asset Management Policy should clearly state the organisations objectives for and commitment to, asset management at the aquatic location.

AM3. 3.2.1. An Asset Management Plan should include:

- The context of the asset management process;
- The criteria used for the asset management process;
- The process used to identify, analyse, evaluate and manage assets within the aquatic location;
- How often the asset register will be reviewed, the process for review and who is involved;
- What assessment/inspection methodologies used including methods for ensuring that all the information contained in the Asset Management System is accurate and up to date;
- Who will be responsible for which aspects of asset management;
- How the status of the assets will be reported and to whom;
- How significant change would be managed;
- A description of the consultation with workers that: occurred and will occur in the preparation of the Asset Management Plan.

AM4. 4.2.4 The owner or operator of an aquatic facility must maintain an up-to-date asset register specific to the operation of the aquatic facility and in accordance with this guideline.

AM5. 5.2.2 Asset and Risk Management should be seen as a proactive, day to day process to identify physical hazards, increased exposure to assets through deterioration and prevent injuries from happening before they can do harm.

AM5. 5.2.4 Aquatic facilities, physical plant and equipment should be inspected regularly and maintained to eliminate hazards and risks from those hazards. Common examples of hazards include uneven edges or broken surfaces, gratings or covers, loose mats or carpet tiles.

GSP0 on a Page - Swimming, Water Safety and Aquatic Exercise Programs

AP1. 1.2.1. The owner or operator of an aquatic facility should nominate an employee who is responsible for the supervision of swimming and water safety programs.

AP1. 1.4.2. If the employee supervising swimming and water safety programs is located at an aquatic facility that only facilitates swimming and water safety programs, they (or someone else in the facility should also hold competencies as described in Pool Lifeguards, Emergency Planning, Safety Equipment and/or Incident Management.

AP2. 2.3.1. A swimming and water safety teacher should be in good health and physical fitness for the specific duties they are required to undertake in their role.

AP2. 2.4.1. The owner or operator of an aquatic facility should ensure that all swimming and water safety teachers receive an in-depth induction to working at the aquatic facility prior to commencing operational duties as a swimming and water safety teacher.

AP2. 2.5.1. Swimming and water safety teachers should undertake regular professional development to maintain currency in areas of safety and swim teaching methodology.

AP2. 2.8.1. All swimming and water safety teachers should be licenced no more than every three years by process of verification of skills assessment and ongoing professional development.

AP4. 4.3.1. Prior to conducting, allowing, or hosting any aquatic activities/events, the owner or operator of an aquatic facility should conduct and document a risk assessment prior to the day of the activity/event.

AP6. 6.3.1. All aquatic programs conducted in aquatic facilities, should consider all program participants, leaders, instructors, and teachers (including swimming and water safety teachers) as bathers when assessing the risk of the aquatic environment.

AP6. 6.4.3. For the ease of simplifying criteria, supervision requirement by a swimming and water safety teacher or aquatic program instructor for a group should be as follows: beginners - 1 teacher to 10 students, intermediate - 1 teacher to 12 students, advance - 1 teacher to 15 students.

AP7. 7.7.4. Buoyancy aids such as kickboards pool buoys, noodles and floating mats should be inspected regularly to ensure that they are in good condition.

AP9. 9.3.11. For the teaching of crouching and standing dives the following depths should be in place: Optimum depth 2000mm/minimum depth 1500mm.

AP9. 9.3.12. The teaching of safe water entries and diving should be taught progressively in the following sequence: i) in-water push glide, poolside - seated, poolside - standing crouched, poolside - standing, starting block.

AP9. 9.3.15. Flat racing type dives should initially be taught from the concourse in a minimum water depth of 1500mm (preferably 2000mm) with a distance of 5000mm from the pool wall before allowing entry from a starting block.

GSP0 on a Page - Child Safety

CS1. 1.2.1. The owner or operator of an aquatic facility should develop a child safety policy to keep children and young people safe whilst in the facility or participating in any programs and activities associated with the facility.

CS2. 2.2.5. The owner or operator of an aquatic facility should conduct a Child Safety Risk Assessment in accordance with the Guidelines for Safe Pool Operations - Risk Management section (or an alternative appropriate standard, such as ISO 31000:2018 Guidelines for risk management) to identify the hazards and risks of failing to safeguard and protect children and young people at the facility, or in a program or activity associated with the aquatic facility.

CS2. 2.2.7. An aquatic facility should analyse and evaluate these risks for different programs and / or services as risks and the risk treatment measures may vary significantly throughout different parts of a facility or through different programs and activities.

CS3. 3.2.2. The owner or operator of an aquatic facility should develop and implement a Code of Conduct for Child Safety.

CS4. 4.2.2. All suspected child abuse must be recorded within a report. Whether such a report must be then provided to a government body or authority is dependent on the state/territory legislation pertaining to mandatory reporting, and reportable conduct schemes.

CS5. 5.3.1. The owner or operator should ensure all employees, volunteers and contractors working in the aquatic facility and / or its associated programs and activities - hold a valid Working With Children Check (WWCC) or its equivalent.

CS5. 5.3.2. The owner or operator of an aquatic facility should develop systems and procedures which imbed the organisation's commitment to child safety throughout the employee journey and experience.

CS6. 6.3.1. An owner or operator should ensure that requirements and appropriate standards are in place for physical contact including instructional handling of children and young people, where this is required for the purposes of delivering programs.

CS8. 8.2.3. Wherever possible, people working with children and young people should have a second adult present at all times. Where this is not possible, the risk assessment and procedures should note this and a system of spot checks should be considered.

CS9. 9.2.1. An owner or operator of an aquatic facility should ensure that requirements and appropriate standards are in place for communications and online environments associated with the aquatic facility whose audiences and users include children and young people or could include children and young people.

CS11. 11.2.2. The owner or operator of an aquatic facility should keep records in relation to incidents of child abuse, child harm and associated hazards and risks.

CS12. 12.2.1. The owner or operator of an aquatic facility should develop a process to protect those who may be involved in a notification or report of a child or young person being at risk of harm.

GSPO on a Page - Aquatic Signage

AS1. 1.3.1. The owner or operator of an Aquatic Facility should identify its position with signage by designing and development an Aquatic Signage Policy and supplementing procedures.

AS1. 1.5.2. A sign which has been damaged or faded should be replaced as soon as reasonably practicable.

AS1. 1.5.3. A sign should be removed when its function is no longer needed.

AS2. 2.3.1. The owner or operator of an aquatic facility should conduct a risk assessment in accordance with the Guidelines for Safe Pool Operations- Aquatic Risk Management which would determine the needs of signage within an Aquatic Facility.

AS2. 2.5.1. When planning for the location and size of water safety signs and multiple signs the owner or operator of an Aquatic facility should allow hazards to be recognized and appropriate avoiding action to be taken by users.

AS2. 2.5.3. Care should be taken to avoid over-provision of safety signs at one location as this can confuse viewers and result in individual safety messages not being noticed and understood.

AS2. 2.7.3. The recommended maximum viewing distance for a particular sign height (h) in millimetres (mm) is calculated as follows:

- Distance Factor x Sign Height = Maximum Viewing Distance; or
- Maximum Viewing Distance/Distance Factor = Sign Height

AS3. 3.2.1. Primary access signs should be placed at each main entrance to an aquatic facility and at pedestrian entrances; the exact position will depend upon the nature of the environment.

AS3. 3.3.1. Secondary access signs may be used at pedestrian entrances or entrances to specific aquatic environment. These signs should be placed at each entrance that is not a main entrance, e.g. a small footway, side access or minor path access.

AS4. 4.3.1. All depth markings should be provided in metric measurements. If used, it is desirable to provide imperial measurements in brackets next to the metric measurements.

AS4. 4.3.3. The depth markings should be in numerals and letters at least 100mm in height.

AS8. 8.2.2. At a minimum this should include signs where the following items are located in an Aquatic Facility: First Aid Kits, Defibrillators, Rescue Equipment, Oxygen Equipment, Spinal Equipment, Emergency Telephones, First Aid Room/station, Emergency Eye Wash, Emergency Safety Showers, Spill Kits, Emergency Assembly Points, Safety Data Sheets, Emergency Stops.

AS9. 9.2.1. Exit signs of appropriate type complying with AS 2293.3 should be installed in the locations determined as necessary in accordance with the National Construction Code of Australia.

AS10. 10.2.1. An Emergency Diagram that provides emergency and evacuation information shall be displayed in all Aquatic Facilities.

GSP0 on a Page - Safety Equipment

SE1. 1.2.1. When considering the type, quantity and location of safety equipment that is needed for an Aquatic Facility the owner or operator of an aquatic facility must consider all relevant matters:

- the nature of the activities at the Aquatic Facility;
- the nature of the hazards at the Aquatic Facility;
- the size, location and nature of the Aquatic Facility;
- the number and composition of persons at the Aquatic Facility.

SE1. 1.2.7. Rescue and First aid equipment and facilities should be located at convenient points and in areas where there is a higher risk of an injury or illness occurring.

SE1. 1.3.2. Rescue Equipment should be placed as follows:

- Rescue Equipment should be located and readily available within the immediate vicinity of each pool tank/aquatic environment and the Lifeguards supervising;
- Aquatic facilities with more than a single pool tank must ensure that rescue equipment is readily available in each location;
- Rescue Tubes should be placed in the most appropriate and 'ready' position which may be held, on the pool edge or within close proximity to a Lifeguards position;
- Throw Ropes/Bags or Reaching Poles (where used) should be placed on the water's edge in the most appropriate and 'ready' position.

SE1. 1.3.4. First Aid Equipment should be placed as follows:

- a) 1 x spinal board should be kept preferably at or near the water or in the first aid room/lifeguard unit/mobile - easily accessible at all times;
- b) First aid kits should be kept in the first aid room/lifeguard unit - easily accessible at all times;
- c) Oxygen resuscitation should be kept in first aid room/lifeguard unit/mobile - easily accessible at all times;
- d) Defibrillators should be kept in first aid room/lifeguard unit - easily accessible at all times;
- e) First Aid, Eye Wash and Shower and additional Burns kits should be located at, in or near the Pool Plant Room;
- f) Pain Management (if applicable) should be stored in a locked and secure location in accordance with Licensing requirements;
- g) Lifeguard Bumbags should be carried by Lifeguards when on duty in an aquatic environment;
- h) Other equipment should be placed with consideration to local operational requirements.

SE1. 1.3.5. Safety Equipment for Pool plant room should be as follows:

- Personal Protection Equipment should be located at, in or near the Pool Plant Room;
- First Aid, Eye Wash and Shower and additional Burns kits (if applicable) should be located at, in or near the Pool Plant Room;
- Spill Kits should be located at, in or near the Pool Plant Room.

SE11. 11.2.1. State and Territory Regulations and Codes of Practice for the Storage and Handling of Dangerous Goods state that you must provide spill containment that will eliminate the risk or reduce the risk so far as practicable from any spill or leak of solid or liquid Dangerous Goods/Hazardous Chemicals.

GSP0 on a Page - Risk Management

RM1. 1.2.1. The owner or operator of an aquatic facility should develop, implement, monitor, and continually improve a risk management framework that includes each aquatic environment within their area of responsibility.

RM1. 1.2.2 The framework should be consistent with the AS/NZS ISO 31000:2009 Risk management- Principles and Guidelines and the Guidelines for Safe Pool Operations - Aquatic Risk Management and any of their amendments.

RM1. 1.3.1. The owner or operator of an aquatic facility should understand the legal and regulatory requirements, their relationship and how they influence and/or must be adhered to within the application of a risk management framework for the aquatic facility.

RM1. 1.5.1. The owner or operator of the aquatic facility should ensure that the risk management framework is embedded into the organisational processes and plans of the aquatic facility.

RM2. 2.2.1. The owner or operator of an aquatic facility should include a risk management policy relevant to the aquatic facility as part of its framework.

RM3. 3.2.1. The owner or operator of an aquatic facility should include a risk management strategy relevant to the aquatic facility as part of its framework.

RM3. 3.3.2. The owner or operator of an aquatic facility should develop resourcing plans consisting of the following three inter-related elements:

- Finances (Budgets and Forecasts);
- Assets or Physical Resources (Facilities, Plant and Equipment);
- Workforce (Staff, Contractors, and Volunteers).

RM3. 3.4.2. Workforce planning identifies accountabilities, responsibilities and capabilities that are critical to the aquatic facilities operations and outlines the training and performance needs for the individuals involved.

RM4. 4.2.1. Owners or operators of aquatic facilities should design their aquatic risk management framework to ensure that information about risks and their management are reported and used as a basis for decision making and accountability at all levels within your organisation.

RM5. 5.2.1. The owner or operator of an aquatic facility should develop a communications plan for all risk management processes of an aquatic facility.

RM6. 6.3.1. The owner or operator of an aquatic facility should ensure there is frequent and open communication with a broad group of internal and external stakeholders as part of its risk management framework.

RM8. 8.2.1. To achieve the greatest benefits from continuous improvement, the owner or operator of an aquatic facility should ensure that continual improvement activities span across all elements including process, capability, behaviours, tools, and templates used to manage risks.

GSPo on a Page - Emergency Planning

EM1. 1.2.1. The owner or operator of an Aquatic Facility should establish and ensure the appropriate resourcing of an Emergency Planning Committee.

EM1. 1.2.2. The Emergency Planning Committee should oversee the development, implementation, monitoring and continual improvement of an emergency plan, its response procedures and the training and exercise activities for the Aquatic Facility.

EM1. 1.2.6. The Emergency Planning committee should meet at least once every 12months (but preferably 4 times per year). Meetings should be minuted and action items of the meeting recorded and kept for at least 7 years from the date of the meeting.

EM1. 1.5.2. The owner or operator of an aquatic facility should provide training to Emergency Planning Committee members to enable them to competently execute their obligations.

EM2. 2.2.1. The development of an Emergency Plan for an aquatic facility should be undertaken through a structured process of identifying and analysing potential emergencies likely to impact the aquatic facility to determine the emergency events that would require consideration of an emergency response.

EM2. 2.4.1. The aim of an emergency plan should be expressed as a broad statement of intent. It should be based on the fundamental reasons for developing a plan.

EM2. 2.6.2 The structured process for defining the scope of an emergency plan for an aquatic facility should include:

- Defining an emergency;
- Background Information;
- Levels of Emergencies;
- Type of Emergencies;
- Defining the hazards and their potential impacts;
- Physical areas to be covered by the Emergency Plan;
- People to be covered by the Emergency plan;
- Assumptions affecting the emergency plan.

EM2. 2.7.1. The owner or operator of an aquatic facility should develop an emergency management system that is flexible, simple to implement and general in application. It should be tailored to meet the needs of the facility within constraints, such as the resources available.

EM2. 2.7.13. An emergency response procedure for each emergency identified by the Emergency Planning Committee should be developed for the aquatic facility.

EM2. 2.7.28. During testing, the system should be evaluated to detect problems (such as lack of direction, oversimplifications, poor understanding of the issues, inappropriate assumptions, etc.) that may affect the effectiveness of the emergency plan and to identify methods for improving the efficiency of the plan.

GSP0 on a Page - Incident Management

IM1. 1.2.1. In an Emergency the owner or operator of an Aquatic Facility should nominate an Incident Controller to establish an Incident Management Team (IMT) in accordance with the Emergency Plan.

IM1. 1.3.7. Incident Management procedures should be developed by the Emergency planning Committee for how an Incident Management Team will operate in the event of being activated for an emergency at the aquatic facility.

IM2. 2.2.1. All Incident Management Team members (including deputies) should be trained to develop the skills and knowledge necessary to undertake the duties set out in the Emergency Plan.

IM2. 2.2.2. The owner or operator of an Aquatic Facility should ensure there are sufficient personnel trained in all positions of the IMT to allow for absenteeism of staff.

IM2. 2.2.5. All IMT member (including deputies) should participate in a skills session as part of their induction into any communication systems within the aquatic facility including but not limited to PA Systems, Radios, Speakers, and Emergency Alarms.

IM2. 2.4.1. All staff, contractors and volunteers working at an Aquatic Facility should receive training to enable them to act in accordance with the emergency response procedures.

IM3. 3.2.1. The Emergency Planning Committee of an Aquatic Facility should ensure that within the Emergency Plan they consider procedures for site safety and scene preservation.

IM3. 3.3.1. The owner or operator of an aquatic facility at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

IM4. 4.2.1. Evacuation procedures should be developed that address the actions that are to be taken by members of the Incident Management Team, staff, and visitors to evacuate an aquatic location and an aquatic facility.

IM6. 6.3.3. Where the death of a person, a serious injury or illness to a person or a dangerous incident occurs within a workplace, the owner or operator of an Aquatic Facility must ensure that the relevant state/territory workplace health and safety regulator is notified.

IM8. 8.3.1. The Emergency Planning Committee of an Aquatic Facility should ensure that the Emergency Plan details post-event activity including preparing reports, undertaking organisational debriefs, reviewing plans and arrangements and documenting and implementing lessons.

IM9. 9.2.1. Upon receiving an incident, near miss or hazard report, the owner or operator of an Aquatic Facility should determine if an investigation is required.

IM9. 9.2.4 The investigation should be conducted by persons not involved with the incident and may be external to the organisation.

GSP0 on a Page - Aquatic Supervision

SV1. 1.2.1. Supervision should be in place for all swimming pools (both outdoor and indoor) that are situated, constructed, or installed, on any non-residential premises occupied by the Crown, public authority, or by a private body for public or commercial use.

SV2. 2.2.1. The key requirement for preparing a Supervision Plan is that the plan is tailored for the Aquatic Facility to which it applies.

SV2. 2.3.2. At a minimum, Supervision in an Aquatic Facility is a minimum of 1 person over the age of 18 (Lifeguards may be younger however must be supervised by a person over 18) who:

- Is directed by a set of arrangements within a Supervision Plan;
- Holds a current skill set equivalent to that of a Pool Lifeguard;
- Is in a position to maintain effective supervision of all persons on, below the surface and the bottom of a swimming pool (or their zone);
- Is able to respond to and reach a person in distress in the swimming pool within 30 seconds;
- Who has timely access to a rescue tube, a spinal board, a first aid kit, an oxygen resuscitator, and a defibrillator.

SV3. 3.2.1. The development of a Supervision Plan should be undertaken through a structured process of identifying and analysing potential aquatic risks in the aquatic environment to determine the supervision policies and procedures that should be prescribed.

SV6. 6.3.1. The Supervision Plan should clearly identify:

- The name of the Aquatic Facility and the owner and/or operators;
- The identity, scope, and status of the Supervision Plan;
- The location of the facility;
- Preparation details, including the date of preparation and other terms of reference;
- Authorisation details (person(s) responsible)
- Contact details;
- Document control information.

SV7. 7.4.1. All Aquatic Facility staff should be provided with induction, education, and ongoing training to ensure they have general awareness of the Supervision Plan and the capability to successfully undertake their roles and responsibilities.

SV14. 14.3.1. Children under ten (10) years must be constantly accompanied by an adult while in the aquatic area of the Facility. Children under five (5) years must be constantly supervised by an appropriate parent/guardian who is prepared to swim.

SV15. 15.4.1. The owner or operator of an aquatic facility should encourage older people to notify staff at the entrance if they have any pre-existing medical conditions or consume any medications that may increase their risk of drowning.

SV16. 16.5.1. The owner or operator of an aquatic facility should implement policies to encourage patrons with inexperience / vulnerabilities or who may be non-swimmers to inform a staff member of their inexperience / vulnerabilities at the point of entry to the aquatic facility.

GSP0 on a Page - Training and Qualifications

TQ1. 1.3.1. The Pool Lifeguard's primary role is to minimise risks within the aquatic environment and respond to actual or imminent threats to the safety of individuals within the aquatic facility.

TQ1. 1.4.1. To perform the duties of a Pool Lifeguard at an aquatic facility an individual should hold either: a) The current nationally recognised Pool Lifeguard skill set, or most recent superseded version, or successive replacement(s), regardless of whether deemed equivalent or non-equivalent; or, b) The below current nationally recognised units of competency that make up the Pool Lifeguard skill set, or most recent superseded version of those units, or current replacements, regardless of whether deemed equivalent or non-equivalent:

- HLTAID011 - Provide First Aid.
- SISCAQU019 - Supervise patron safety in aquatic locations.
- SISCAQU020 - Perform water rescues.
- SISCAQU021 - Perform complex water rescues.
- SISCAQU022 - Provide oxygen resuscitation and therapy in an aquatic environment, and

A "Working with Children Check" or equivalent as required by relevant State or Territory legislation.

TQ2. 2.2.1. A Swimming and Water Safety Teacher is someone employed (voluntary or paid) by an owner or operator of an aquatic facility to teach swimming lessons and deliver swimming and water safety programs.

TQ2. 2.4.1. To perform the duties of a Swimming and Water Safety Teacher an individual should hold at minimum: a) The below current nationally recognised unit of competency, or its most recent superseded version, or successive replacement(s), regardless of whether deemed equivalent or non-equivalent: HLTAID009 - Provide cardiopulmonary resuscitation, b) A "Working with Children Check" or equivalent as required by relevant State or Territory legislation; and, c) The current nationally recognised Swimming and Water Safety Teacher skill set, or most recent superseded version, regardless of whether deemed equivalent or non-equivalent; or d) the below current nationally recognised units of competency that make up the Swimming and Water Safety Teacher skill set, or most recent superseded version of those units, or current replacements, regardless of whether deemed equivalent or non-equivalent:

- SISCAQU020 - Perform water rescues.
- SISCAQU023 - Plan swimming lessons.
- SISCAQU024 - Teach water familiarisation, buoyancy, and mobility skills.
- SISCAQU025 - Teach water safety and survival skills.
- SISCAQU026 - Teach swimming strokes.

TQ2. 2.4.2. For those teaching infants and toddler's specialist groups, in addition to the requirements for all Swimming and Water Safety Teachers above, individuals should also hold the below nationally recognised unit of competency, or its most recent superseded version, or successive replacement(s), regardless of whether deemed equivalent or non-equivalent SISCAQU027 - Promote development of infants and toddlers in an aquatic environment.

Appendix 4. Policies and Procedures

Aquatic Facility	Classes of Building		Description
Residential This applies to swimming pools (both outdoor and indoor) that are situated, or proposed to be constructed or installed, on premises on which a residential building, a moveable dwelling or where tourist and visitor accommodation is located.	Class 1	Class 1a	One or more buildings which in association constitute a single dwelling or permanent residency being: <ul style="list-style-type: none"> • A detached house • One of a group of buildings separated by a firewall including terrace, townhouse, villa, or unit
		Class 1b	A boarding house, guest house, hostel, or the like with a total area of all floors not exceeding 300m ² , and where not more than 12 reside, and is not located above or below another dwelling or another Class of building other than a private garage.
	Class 2		A building containing two or more sole-occupancy units each being a separate dwelling. A Sole Occupancy Unit (commonly known as an SOU) is defined in the NCC. It is a part of a building for occupation by an owner/s, lessee, or tenant, to the exclusion of any other owner/s, lessee, or tenant.
	Class 3		A residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons. This includes: <ul style="list-style-type: none"> • A boarding house, guest house, hostel, lodging house or backpacker's accommodation. • A resort, hotel, motel, or caravan park. • A separate residential part of an education institute. • Accommodation for the aged, children or people with a disability. • A residential part of a Health Care Building which accommodates members of staff. • A residential part of a detention centre .
	Class 4		A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.
		Class 9c	An aged Care Building* * Class 9c buildings are 'aged care buildings', which are defined by the Building Code of Australia as being a 'building for residential accommodation of aged persons', who generally require personalised care.
Public or Commercial This applies to swimming pools that are situated, or proposed to be constructed or installed, on any non-residential premises occupied by the Crown, public authority, or by a Private body.	Class 5		An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.
	Class 6		A shop or other building for the sale of good by retail or the supply of services direct to the public. Example: café, restaurant, kiosk, pub, hairdressers, showroom, or service station.
	Class 9	Class 9a	A health care building, including those parts of the building set aside as a laboratory.
		Class 9b	An assembly building in which people may gather for social, theatrical, political, religious, or civil purposes. They include schools, universities, childcare centres, pre-schools, sporting facilities, aquatic facilities, health and fitness clubs, water parks, night clubs, or public transport buildings.
Workplace			A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Any swimming pool where swimming lessons are being conducted will be considered a public pool for the duration of the lesson/s, regardless of building class.

Any swimming pool offering access on a pay-per-usage basis will be considered a public pool for the duration of the pay-per-access usage, regardless of building class.





FOR MORE INFORMATION
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