Version 1.0

Safer Public Pools

Code of Practice

Safer Pools, Safer Communities

Version 1.0

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 Industry plays a key 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.

With an estimated 70 million visits to Victorian public swimming pools each year, there is a known risk exposure to accidents and injury to pool patrons, facility staff, contractors and volunteers alike.

It is the responsibility and obligation of the Victorian Aquatic Industry to drive improvements across all aspects of facility operation to ensure that these risks are identified, analysed, evaluated and treated to an acceptable level to meet community expectation.

Following a Coronial inquest into a fatal drowning death at a Victorian public pool in 2014, Coroner Audrey Jamieson delivered findings on 18 August 2016. One of three recommendations stated that;

"*With the aim of promoting public health and safety and preventing like deaths in public swimming pools, I recommended that Chris Eccles, Secretary of 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*." (http://www.coronerscourt.vic.gov.au/resources/9fc29ea2-b5bd-499e-8b6b-9b0af1b1c6ad/pauldanielrayudu_076114.pdf).

Coroner Jamieson also stated in the findings that "No one should drown at a public pool".

This Safer Public Pools - Code of Practice (the Code) provides practical guidance to those persons who have duties under the Occupational Health and Safety Act 2004 (the OHS Act) and the Occupational Health and Safety Regulations 2017 (the Regulations).

This Code is a component of the joint Government and Industry response to the recommendation. Employers, employees, self-employed persons and those with ownership or management and control of workplaces are encouraged to use the Code in conjunction with the OHS Act and Regulations.

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 method used also fulfils the requirements of the OHS Act and Regulations respectively.

If conditions at the workplace or the way work is done raise different or additional risks not covered by the Code, appropriate health and safety standards needs to be achieved by another means.

The Code was developed by Life Saving Victoria. Representatives of employers, employees, aquatic industry and government agencies were consulted during its preparation.

Introduction

Purpose

The purpose of the Code is to provide practical guidance about the operation and management at Victorian public swimming pools (public pools), and ways owners, operators and duty holders can 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 of practice covers the operation and management of safety standards at Victorian public pools. It is intended to support the provision of safe aquatic venues for Victorian communities, visitors, staff and associated stakeholders. 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, the guidance in the Code or in publications recommended by the Code, needs to consider the individual characteristics, context and circumstances of the swimming pool / aquatic facility using the recognised risk management framework (ISO31000 Risk Management - 2018).

You're encouraged to read the Code if you are involved in the operation or management of a Victorian public pool as defined in the 'Pool Classifications' section. Additionally, if you have ownership responsibilities for a Victorian public pool or are an active stakeholder of a Victorian public pool as a user, hirer, contractor or third-party affiliate.

Background

Victorian public pool owners and operators have a legal and / or community 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 will benefit public pools 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 and risk minimisation strategies.

The Code is not intended to rewrite existing Industry documents, but instead identify gaps in the current provisions. The gaps are not limited to the minimum recommendations for public pool management and will additionally address systematic gaps including but not limited to i) roles and responsibilities in public pool safety, ii) pool classifications, iii) stakeholder engagement, iv) industry communications, v) industry support and, vi) reporting on safety standards.

Additionally, the application of the Code, incorporating appropriate legislation, standards and guidelines will support owners and operators in meeting their regulatory duties.

Definitions

- 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 issues based working group - A stakeholder group engaged to address a particular challenge or situation.
- Guidelines - A voluntary principle, piece of advice or general rule.
- Guidelines for Safe Pool Operation - Recommended minimum safety standard for swimming pools.
- Induction - The action or process of introducing someone to a post or organisation.
- In-service training - The completion of role and industry specific ongoing 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.
- Pool safety assessment – The auditing of a swimming pools operational performance, against known Industry standards, behaviours and expectations specific to safety.
- Qualification - An official record of a demonstrated skill or competency by an authorised Registered Training Organisation.
- 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.
- State of industry report - Industry report analysing the performance of assessed facilities against the requirements of the pool safety assessment.
- Training - The action of teaching a particular skill or type of behaviour.

Safer Public Pools Project

Regulations

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

Legislation

- Operational Health and Safety Act 2004
- Operational Health and Safety Regulations 2017
- Public Health and Wellbeing Regulations 2009
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2012
- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) Regulations 2007
- Consumer Affairs Legislation Amendment Act 2014
- Emergency Management Act 2013

Standards and Guidelines

- Australian Standards Handbook
- Disability (Access to Premises - Building) Standards 2012
- Royal Life Saving Society Australia - Guidelines for Safe Pool Operation
- Department of Health and Human Services - Water Quality Guidelines for Public Aquatic Facilities
- First Aid in the Workplace - Compliance Code

Roles and Responsibilities

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 and operators. Specific responsibilities associated with the delivery measures of the Code are detailed below.

Emergency Management Victoria (EMV)

- 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 (LSV)

- Development and maintenance of the Victorian public pools register
- Continuous development and delivery of Pool Safety Assessment services
- Delivery of the annual 'State of Industry' report on pool safety standards
- Provision of data to partner agencies supporting project deliverables
- Engagement and management of associated Community Issue Based Working Groups (CIBWG)

Worksafe

- Promote public awareness and discussion about occupational health, safety and welfare
- Monitor and enforce compliance with the OHS Act
- Make recommendations to the Minister regarding the OHS Act, Regulations and Compliance Codes

Department of Environment, Water, Land and Planning (DEWLP)

- Inclusion of water safety measures as a component of the Local Government Performance Reporting Framework
- Public facing platform detailing Local Government owned facility safety performance

Department of Health and Human Services (DHHS) / Sport and Recreation Victoria (SRV)

- Provision and sharing of data on public swimming pools to other agencies
- Provision of guidance to support training to manage public health risks

Department of Education and Training (DET)

- Communication of Code of Practice provisions to Victorian Government schools
- Communication of public pools register to Victorian Government schools

Pool Owners / Operators

- Fulfilling health and safety obligations under the OHS Act and Regulations
- Adhering to the recommendations of the Code and the Guidelines for Safe Pool Operation
- Practical application of risk management principles and safe systems of operation

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 home 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 would be considered as public pools, under the National Aquatic Facility Classification and Definition System.

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

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

Pool Registration

From July 1st 2018, LSV will host and manage the Victorian public swimming pools register. This is intended to be a comprehensive list of pool facilities in Victoria, which can be accessed by the public. To register a pool an authorised representative should visit http://lsv.com.au/pool-safety and follow the prescribed registration steps. Any changes to existing registrations can be communicated by an authorised person visiting the same website and following the instructions provided. All initial registrations and changes to existing registration details will be validated prior to being displayed on the public register. All owners and operators are encouraged to check the register on a regular basis to ensure their pool is included and that the facility specific information is accurate.

The Victorian public swimming pool register is hosted at http://lsv.com.au/pool-safety. The register will be displayed using the five ownership model classification types identified above. Information displayed will include summary content on:

- Facility location and contact details
- Facility ownership and management details
- Facility features and services
- Safety Assessment completion details

Guidelines and Safety Pool Operations

The Royal Life Saving Society Australia (RLSSA) have maintained and developed the Guidelines for Safe Pool Operation (the GSPO) since 1992. The GSPOs are a set of detailed operational recommendations specific to the aquatics industry in Australia.

Although published by the RLSSA, the GSPO represents the collective opinion of the aquatics industry across Australia, through the development process and oversight of the National Aquatic Industry Advisory Committee (NAIAC). Multiple stakeholders currently represent Victorian interests on this Committee.

The Guidelines are systematically reviewed by NAIAC under the guidance of RLSSA. The following documents constitute the current sections of the Guidelines. The applicable 'planned' date is included for sections currently under review.

- Safe Design (01.01.18)
- Facility Design (01.01.2018)
- Swimming Pool Design (01.01.2018)
- Asset Management (01.01.2018)
- Aquatic Signage (01.01.2018)
- Safety Equipment (01.01.18)
- Risk Management (01.01.18)
- Emergency Planning (01.01.18)
- Incident Management (01.01.18)
- Aquatic Supervision (Planned 01.11.18)

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

Community Issue Based Working Groups

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

One CIBWG will consist of i) Council owned pool, ii) industry peak body and iii) Government agency representatives. This group will represent 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 second CIBWG will consist of i) learn to swim pools, ii) early childhood care, tertiary education and higher education owned pools, iii) hotel, motel, camping and caravan ground pools and iv) sports, resort and club pool representatives. These pool types are often exposed to a high risk through traditionally failing to provide qualified lifeguard supervision to patrons.

The two groups will address the safety challenges associated with the operation of their given pool classification types to inform the ongoing development of the Code and future support requirements of the industry.

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. The Assessment measures the facilities performance against a range of industry, state and national standards, guidelines and legislative provisions.

The Assessment should contain questions developed by an appropriate Technical Committee in consultation with the Victorian aquatic industry, government and non-government agencies. All questions are reference based and continually reviewed in line with changing industry standards and community expectations. As a result, the Assessment is considered best practice within the aquatic industry. Assessments are organised by swimming pool owners / operators at times which suit their operating needs.

A Pool Safety Assessment is different to a Workplace Inspection, undertaken by an authorised WorkSafe Inspectors. "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 the pool safety and compliance levels achieved as well as information on strategies to further improve safety, using risk management principles. The Assessment provides the detailed information of the safety standards demonstrated against the assessment criteria and the Risk Treatment Plan provides practical improvement opportunities / solutions to identified risks.

Assessment Frequency

Swimming pools are recommended to undertake Assessments on a regular and systematic basis. The appropriate frequency should consider risk exposure (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 has been developed as a component of the Assessment. These different scores have distinctly different objectives and are explained below.

Level One - Compliance Score

Definition: The score achieved by the public pool from all compliance components of the Assessments identified as high risk and able to be treated / rectified. Compliance items exclude items requiring substantial capital investment to treat.

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.

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. This provides the opportunity to consider and apply broader risk management principles when immediate treatment options may not be reasonable or practical.

Assessment Endorsements

Public pools may be awarded a pool safety endorsement, based on their performance and subsequent Assessment score following an Assessment. Endorsements will only be issued if all Assessment criteria are met simultaneously and able to be demonstrated through the Assessment process. Higher endorsement levels (silver / gold) will only be provided to facilities offering professional lifeguard supervision to its patrons, given the importance of active supervision in public pool facilities. The performance standards required to achieve the three levels of 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 will run from the day of the Assessment for the period recommended in the 'Assessment Frequency' (one year, two years or three years) section above.

Endorsement requirements will be reviewed and revised by the associated CIBWG and will be adjusted as a component of the annual review process. Once issued, endorsements will not be revoked without due cause. Simultaneously they will also 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 the swimming pool
- Supporting the training and educational needs of key facility representatives
- Ensuring access to updated information and advice
- Enabling facility benchmarking against the aquatics industry
- Maintaining a working relationship with the peak body for water safety
- Demonstrating the use of appropriate risk management process

- Encouraging attendance by schools / community groups, through a commitment to safety

Assessment Limitations

Neither the completion of an Assessment nor the issuance of an endorsement makes any facility inherently safe from aquatic based risks. Instead, Assessments can demonstrate that risk management principles have been applied and systems developed, which if maintained will contribute to a sound platform for safe facility operation. Simultaneously this platform can contribute to the reduction of risk likelihood and / or consequence, making for an overall safer environment.

Public pools will only ever be a safe as the people supervising them at any given time. It is recommended that qualified lifeguard supervision is in place when this is reasonable and practical, in line with the provisions set out in the GSPO. It is also recommended that parental supervision programs are developed and implemented at facilities where young children recreate, learn and play. The programs are encouraged to include: policies, public education, roles and responsibilities and a multi-faceted approach to support and communication materials such as posters, stickers, PA announcements, brochures and mail outs.

Assessment Support

To assist swimming pools in preparing for Assessments, support information should be provided to the Assessment organiser, prior to the Assessment. This should include details on the question set / Assessment scope and information on which documentation is required for the Assessment. Information should also be provided setting out the terms and conditions of the Assessment. Appropriate contact details for the Assessing agency should also 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). The following recommendations are the recommended minimum qualifications for Assessors.

- BSBAUD501 Initiate a Quality Audit
- BSBAUD503 Lead a Quality Audit
- BSBAUD504 Report on a Quality Audit

or

- BSBWHS606 Conduct a WHS Audit
- BSBWHS604 Evaluate the WHS performance of organisations

or equivalent.

In addition, Assessors should maintain currency in the skills required to perform their roles and responsibilities. Assessors should ensure that a record of their Assessment history and professional

development currency training is maintained. The records are recommended to include the following details;

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

Minimum Standards of Training

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

This section detailed the recommended minimum qualifications and in-service professional development training for Pool Lifeguards, Aquatic Supervisors, Swimming Teachers and Plant Room Operators / Technicians. It is predominantly based on the qualification recommendations detailed in the GSPO. These recommendations cover staff, contractors and volunteers.

Management 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 sectors. To find an organisation authorised to deliver aquatic industry qualifications visit www.training.gov.au and enter the skill set or unit of competency code, as detailed in the table below.

Role / Position	Minimum Accredited Training	Minimum Training / Endorsement
Pool Lifeguard including: • Inflatable Supervisor • Party Supervisor • Slide / Flume Attendant	Pool Lifeguard Skills Set (SISSS00111) - HLTAID003 Provide first aid - PUAEME001B Provide emergency care - PUAEME003C Administer oxygen in an emergency situation - SISCAQU002 Perform basic water rescues - SISCAQU006 Supervise clients in aquatic locations - SISCAQU007 Perform advanced water rescues	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Aquatic Supervisor including: • Duty Managers • Aquatic Team Leader • Operations Coordinators • Operations Managers	Pool Lifeguard Skills Set (SISSS00111) - HLTAID003 Provide first aid - PUAEME001B Provide emergency care - PUAEME003C Administer oxygen in an emergency situation - SISCAQU002 Perform basic water rescues - SISCAQU006 Supervise clients in aquatic locations - SISCAQU007 Perform advanced water rescues	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Teacher of Swimming and Water Safety	Teacher of Swimming and Water Safety SISSS00112 - SISCAQU002 Perform basic water rescues - SISCAQU008 Instruct water familiarisation, buoyancy and mobility skills - SISCAQU009 Instruct water safety and survival skills - SISCAQU010 Instruct swimming strokes <u>Infant and Pre-school</u> - SISCAQU011 Promote development of infants and toddlers in an aquatic environment <u>Access and Inclusion</u> - SISCAQU012 Assist participants with a disability during aquatic activities - SISXDIS001 Facilitate inclusion for people with a disability	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training

Any person who may be required to use oxygen equipment N.B: All facilities must provide oxygen equipment for use*	- HLTAID006 Provide advanced first aid or - HLTAID007 Provide advanced resuscitation or - PUAEME003 Administer Oxygen in an Emergency Situation (included in Pool Lifeguard Skills Set)	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Any person who may be required to use spinal care equipment N.B. All facilities must provide spinal management equipment for use*	- PUAEME004 Provide Emergency Care for Suspected Spinal Injury or - SISCAQU318 Perform Advanced Water Rescues (included in Pool Lifeguard Skills Set) or - HLTAID006 Provide Advanced First Aid	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Any person who may be required to provide first aid care N.B. All facilities must provide first aid equipment*	- HLTAID003 Provide first aid or - HLTAID006 Provide advanced first aid	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Any person who may be required to automated external defibrillator N.B. All facilities must provide an automated external defibrillator*	- HLTAID003 Provide first aid or - HLTAID006 Provide advanced first aid -	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training
Aquatic Technical Operators including: • Duty Managers • Team Leaders • Operations Coordinators • Operations Managers	Aquatic Technical Operators Skills Set (SISSS00110) - BSBRSK401 Identify risk and apply risk management processes - SISCAQU001 Test pool water quality - SISCAQU003 Maintain aquatic facility plant and equipment - SISCAQU004 Develop and implement pool water maintenance procedures - SISCAQU005 Develop and implement aquatic facility maintenance procedures	Working with children's check Induction - Organisational Induction - Facility specific Induction - Role specific In-service training

*Reference - RLSSA Guidelines for Safe Pool Operation - Safety Equipment (2017)

The above recommendations should be read in conjunction with the Supervision section of the GSPO, where information on establishing suitable staff levels are prescribed in further detail.

When considering the minimum staffing levels at a swimming pool (in addition to the Supervision guidelines), 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

The performance reporting on the standards demonstrated at public pools will be intended to support a holistic approach to safety and enables analysis, review and continuous improvement. The Code will take a multifaceted approach to performance reporting through a combination of strategic Government and Industry partnerships' which will provide a cohesive and consistent platform and inform future decisions and strategies associated with Industry future development.

Pool Safety Assessments

A completed Assessment will result in a swimming pool owner / operator being provided with results and / or scores which will be a direct reflection of the level of safety demonstrated during the Assessment and more broadly an indication of the level of compliance against the applicable regulation, standards and industry guidelines. The content of the Pool Safety Assessment should be provided to the organising Pool representative in a timely manner following the completion and any follow up consultation associated with the Assessment. Information on whether a facility has been assessed or not will be displayed as a component of the register.

State of Industry Report

The State of Industry reports are annual reports providing an insight into the aquatic and leisure industry. The Victorian report is produced by LSV and the National report is produced by the RLSSA. The Victorian report will analyse a range of Assessment outcomes and compares a range of variables providing input into areas of suitable performance and areas requiring attention specific to facility safety. It will also include information to enable broader Government benchmarking and evaluation, by providing qualitative and quantitative insight into Industry specific research projects, programs / projects, challenges and opportunities and performance standards.

Victorian Drowning Report

The Victorian Drowning report is a detailed summary of unintentional drowning deaths in Victoria. The reports provide information and statistics about the people who drowned in Victorian waterways each year and the activities that they were undertaking at the time. The report is produced each year by LSV and based on information collected from the State Coroner's Office of Victoria and the National Coroner's Information System.

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework is a mandatory system of performance reporting for all 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. It is complemented by a Governance and Management checklist of 24 items, which shows the policies, plans and procedures in place at each council. Together, a comprehensive picture of council performance is demonstrated, including information on public pool safety.

Notifiable Incidents

WorkSafe Victoria is committed to preventing work-related deaths, injuries and risks to the public arising out of work related activities. Notifying WorkSafe of fatalities, serious injuries or incidents which expose persons to risks to their health or safety allows identification of the cause of the incident. The information can be used to help prevent similar incidents at that workplace as well as other workplaces.

The requirement to notify WorkSafe of serious incidents in various circumstances is set out in:

1. Part 5 of the Occupational Health and Safety Act 2004; and
2. Part 9 of the Equipment (Public Safety) Regulations 2007.

Feedback

As a component of the stakeholder engagement strategy and continuous improvement objective, feedback can be provided on any aspects of the 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 an online feedback form which will be publicly available. All feedback will be considered through the CIBWG structure and formal responses will be provided directly to feedback recipients. A summary log of feedback will also be maintained to enable any trends or patterns associated with specific concerns or opportunities to be identified.

Review

To ensure currency and as a component of continuous improvement, a formal review process will be undertaken on the Code each year. This review will include, but will not be limited to;

- A secondary review of feedback provided in the previous 12 months
- A literature review of new and existing references for consideration
- A review through the associated CIBWG
- Correspondence with the National Aquatic Industry Advisory Committee

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

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Appendices

Policies and Procedures

Below are the minimum policy / procedure provisions which are recommended to be developed for a swimming pool / aquatic facility. Once developed these policies and procedures are recommended to be appropriately maintained and contextualised to the swimming pool. 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	Overcrowding
Recruitment	Emergency management
Induction	Lost property
Performance management	Incident management
Uniforms	Risk management
Appraisals	Hire agreements
In-service training	Safe work method statements
Evacuation training	Dangerous goods storage and handling
Workplace violence / bullying	Chemical storage and handling
Equal opportunities	Water quality
Grievances	Faecal incident
Employee assistance programs	Occupational health and safety
Fatigue management	Complaints handling
	Contractor management
	Essential services
	Manual handling
	Child supervision
	Sun protection
	Repairs and maintenance
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	Operational health and safety
Theft	Plant room / chemical handling
Explosion	
Threat / antisocial disorder	
First aid	
Natural disaster	
Lost child / person	
Water quality	

Operational Checklists

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

Checklist Type	Checklist	Minimum Frequency
	Chemical storage	Weekly
	Chemical spills kit	Weekly
	Cleaning	Daily
	Repair and maintenance	Weekly
	Patron headcounts	30-60 minutes
	PPE	Weekly
	Emergency eye wash	Weekly
	Emergency shower	Weekly
	Rescue equipment	Daily
	Radio equipment	Daily
	Tannoy / PA	Weekly
	Safety data sheets	Monthly
	Maintenance	Weekly
Facility / Features	Changing room	30-60 minutes
	Pool / spa alarms	Weekly
	Feature alarms	Weekly
	Disabled facility alarms	Weekly
	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	Quarterly
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

Swimming Pool Terms and Conditions of Use

Below are the minimum provisions which are recommended to be covered through a swimming pools terms and conditions of entry / use. These safety related rules / conditions will ensure the communication of a clear and consistent set of rules to support a safe approach to facility operation. Additional signage is strongly recommended for specific communication and safety equipment / features in line with the RLSSA 'Aquatic Signage' guidelines, Dangerous Goods Act and applicable Australian Standards.

- Facility rules
- Prohibited activities
- Child supervision
- Photography
- Weak / non-swimmers
- Bather behaviour
- Bather dress code
- Hygiene expectations
- Key hazards
- Medical conditions
- Entry restrictions
- Usage restrictions
- Medical warning
- Drugs and alcohol
- Food and drink
- Diving
- Adherence to instruction
- Emergency response

GSPO 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 reasonable 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.

SD5. 5.2.2. Control measures for common hazards should be chosen from known solutions contained within the Guidelines for Safe Pool Operations (GSPO).

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.

GSPO 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. See Guideline Glass Balustrades

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. 5.3.3. For recreational use a minimum illuminance level of 120 lux is adequate, however at least 600 lux should be provided for competition purposes.

FD5. 5.4.1. 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.

FD6. 6.2.6. Air-conditioning and other ventilation systems should be regularly serviced and maintained in accordance with manufacturer's instructions. Cooling towers that form part of many air-conditioning systems may be a favourable environment for Legionella bacteria if they are not properly designed and maintained.

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.

GSPO 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 over lap 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
Access to water slides and Toddler pools: 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.

SP11. 11.2.1. The dimensions for the design and construction of diving pools, platforms and springboards for competition purposes are maintained in the FINA Handbook, Part IX, FINA Facilities Rules 2015 - 2017.

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 AS2610.1 - 2007.

GSPO 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.

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. 3.2.3. 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. 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.

GSPO 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 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.

GSPO 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 risks management process 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 that may affect the effectiveness of the emergency plan and to identify methods for improving the efficiency of the plan.

EM4. 4.2.3. Documentation should contain sufficient detail to describe the core elements of the emergency plan.

GSPO on a Page – Incident Management

IM1. 1.3.1. 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. 1.4.7. 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. 1.7.1. 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. 1.7.2. 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. 1.7.5. 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. 1.9.1. 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. 1.12.1. 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. 1.13.1. 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. 1.16.1. 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. 1.23.3. 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. 1.38.1. 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. 1.47.1. 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. 1.47.4 The investigation should be conducted by persons not involved with the incident and may be external to the organisation.

GSPO on a Page (or Two) – 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 applied.

SV2.2.5. The Supervision Plan should be properly integrated with an Aquatic Facility's safety management system (SMS). It is important that all aspects of the Supervision Plan are realistic, workable and agreed to by the relevant parties.

SV2. 2.2.7. The Supervision Plan should take into account the 'worst case scenario' tat may prevail in an aquatic environment and understand the difficulty in preventing and responding to such an event.

SV2. 2.3.2. At a minimum, Supervision in an Aquatic Facility is a minimum of one person over the age of 18 (Lifeguards may be 17 years old however must be supervised) 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 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.

SV3. 3.2.3. The development of the Supervision Plan should be a cyclical process and should be continually evaluated and revised as appropriate.

SV5. 5.3.8. Levels of Supervision can vary from day to day. The Duty Manager or Facility Manager should define different levels of aquatic supervision for the Aquatic Facility.

SV5. 5.3.5. A Supervision Plan should describe and map out scanning zones which refer to which part of a Swimming Pool or the Aquatic Facility each Lifeguard is supervising at any given time.

SV5. 5.3.7. Trouble zones or higher risk areas should be taken into account when designing the size and shape of zones, and when panning Lifeguard rotation cycles. Zones should overlap so the boundaries between them have double coverage. This makes sure every area is scanned.

SV5. 5.3.9. The Supervision Plan should include the defined roles and responsibilities of different staff (i.e. Lifeguards, Instructors etc) with regards to aquatic supervision.

SV5. 5.5.3. Rescue, first aid equipment and first aid facilities should be located at convenient points and in areas where there is a higher risk of an injury or illness occurring.

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.

SV6. 6.13.3. The owner or operator of an Aquatic Facility should include within the Supervision Plan a map detailing significant aquatic facility and supervision information.

SV6. 6.15.1. The Supervision Plan shall be distributed / available to all staff / contractors / volunteers working within the Aquatic Facility.

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.

SV9. 9.3.1. A Pool Lifeguard is someone employed (voluntary or paid) by an owner or operator of an Aquatic Facility to prevent drowning and reduce the impact of injury.

SV9. 9.3.1. The primary objective of a Pool Lifeguard at an aquatic location is to supervise patrons within the aquatic environment to assist in preventing drowning.

SV9. 9.4.1. To perform the duties of a Pool Lifeguard at an Aquatic Facility an individual should hold a current (issued within the past 12 months);

- Statement of Attainment with the SISSS00111 - Pool Lifeguard skill set.
- Statement of Attainment with the following competencies as delivered by a Registered Training Organisation (RTO), HLTAID003 - Provide first aid, PUAEME001B - Provide emergency care, PUAEME003 - Administer oxygen in an emergency situation, SISCAQU002 - Perform basic water rescues, SISCAQU006 - Supervise clients in aquatic locations, SISCAQU007 - Perform advanced water rescues.

SV14. 14.4.1. 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 adult. Adequate supervision requires the parent / guardian to accompany the child in the water and remain within arm's reach of the child at all times.

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.

RLSSA – National Aquatic Facility Classifications

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: • 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 300m2, 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: • A boarding house, guest house, hostel, lodging house or backpackers 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.
Aquatic Facility	**Classes of Building**		**Description**
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.
Aquatic Facility	**Classes of Building**		**Description**
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.