



# Macksville Memorial Aquatic & Fitness Centre (MMAFC)

## School Aquatic Activities Booking Form

*“For Schools Only”*

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## Acknowledgement of Country

*Community Aquatics and our employees wish to acknowledge the traditional custodians of the land on which we work.*

*We pay our respects to Aboriginal and Torres Strait Islander elders, both past and present, and celebrate their cultural contribution to society.*



## Special Notes

*Only completed applications will be accepted*

### **What page needs to be returned?**

You must complete **Page 3** of this booklet and return it to [macksville@communityaquatics.com.au](mailto:macksville@communityaquatics.com.au)

The Facility will only accept completed 'in-full' application forms - presented clearly and legibly. Schools are invited to supply additional information to clarify their requests.

The Facility Manager will respond to your application by using Page 4 of this booklet.

You will receive your booking confirmation within 14 days of submitting your application.

### **What equipment is available for School use?**

#### **Swimming Activities**

Generally, the facility has the following equipment freely available for school use:

- ✓ Lane ropes: please indicate your desired set-up when booking
- ✓ Lane dividers: go across lanes to define teaching areas or pods
- ✓ Kickboards: up to 30
- ✓ Noodles: up to 12
- ✓ Starting hooter
- ✓ Timekeeper and officiating chairs and tables

Schools are to liaise directly with the facilitating Swimming Club should they wish to use automatic timing equipment. Use of any Swimming Club equipment is at the sole discretion of the Swimming Club.

Community Aquatics staff are not permitted to facilitate and/or provide advice about the use of any third-party equipment. Community Aquatics is not responsible for Swimming Club equipment, its access/stow-away or use.

### Aquatic Program/ Activities Booking: Information Form

<b>Hirer</b>	Name of School:					
	School Email:					
<b>Hirer Contacts</b>	Contact Person Name:					
	Position					
	Email					
	Phone					
<b>Hire Dates &amp; Times</b>	Date/s Required	/	/ 20	to	/	/ 20
	Time/s Required					
	Back-Up Date/s		(request only)			
	Please circle day of week for intended hire					
	Mon	Tues	Wed	Thurs	Fri	
<b>Participant Information</b>	Expected # of Participants				# of School Supplied Supervisors	
	Age Range of Participants					
	Participant Ability (estimation)					
	___% Non-Swimmers		___% Swimmers		___% Not Known	
<b>Type of Pool Activity</b>	Swimming Carnival Yes / No			School Water Safety Program Yes / No		
	School / Sport Program Yes / No			Pool / Lane Hire Only Yes / No		
	Other (please specify):					
<b>Facility Requirements</b>	Specify Pool Space Required:					
	Club Room: Yes / No		Tables & Chairs: Yes / No		Lane Ropes: Yes / No	
	Kiosk Required: Yes / No			Time Required:		Starter: Yes / No
	Other (please specify):					
<b>Medical Conditions</b>	Do any persons who are participating in this activity have a condition that may put themselves or others at risk in the water?					Yes / No
	If yes, please provide details below, including type of conditions and precautions that you plan to take.					
<b>Payment</b>	OPTION 1: Pay upon Entry Yes / NO			OPTION 2: Tax Invoice Yes / NO		
<b>Additional Details</b>						

**Essential Declaration:** I have received, reviewed and understand the attached Community Aquatics documents that relate to this hire; a) Conditions of Hire / Terms & Conditions, and b) CA Aquatic Facility Risk Assessment.

Prior to commencement of my booking, I will conduct my own risk management assessment specific to my activity.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 20\_\_\_

## FACILITY MANAGER USE ONLY

### Booking Hire Application: Reply Form

School Booking Request Received	Date	/ / 20
	Via	Email    In-Person
Facility Manager Details	Facility Name	
	Manager Name	
	Facility Phone	
	Manager Email	

Your booking request is **NOT CONFIRMED** due to the below reason (please tick):

Pool Not Available: "Please resubmit a new booking request with new dates".

Insufficient Supervision Numbers: \_\_\_\_\_

Your Planned Activities Are Not Permitted: \_\_\_\_\_

Insufficient or Partially Completed Application: Please supply information about \_\_\_\_\_

Other: \_\_\_\_\_

Your booking is **CONFIRMED**, as per the below overview:

<b>POOL LOCATION:</b>	
School Name:	
Date/s:	
Pool Space Allocated:	
Payment Method:	
Cost Summary:	Entry Fees: Hire Fees: Other:
As per your Booking Request	
As per your Booking Request <i>with</i> these alterations	
Confirmation Emailed to School	/ / 20

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: / / 20

## Conditions of Hire / Terms & Conditions

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### Definitions

**'Facility'** - refers to the Macksville Memorial Aquatic and Fitness Centre (MMAFC)

**'Hirer'** - refers to the School hiring the facility, as well as any other representatives' groups or persons (including P&C Committee's and other groups or individuals) seconded by the School to assist with the delivery of their services and programs at the Facility.

**'Facility Management'** - refers to the Pool Facility Manager or other employees of Community Aquatics authorised to act on its behalf.

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### Bookings

1. Enquires are to be made in writing via email, post or in-person
2. The Facility requests a minimum of 4 weeks' notice for all school bookings. Bookings can be made with less notice, but pool space allocations may not be available.
3. Timeframes and actions regarding School Sports and One-Off events/ Activities will be confirmed by the Facility within 14 days of receipt.
4. Upon receiving a booking request, the Facility will review the details of the booking and check availability against existing bookings. If dates and times are available, the Facility will email the Hirer Confirmation of Booking - with costs.
5. If the Hirer wishes to alter an agreed booking, then a request must be made in writing.
6. If the details on the Confirmation are incorrect, or the Hirer wishes to change them, then alterations should be made in writing and returned for Facility consideration.
7. The booking will be considered confirmed; i) 14 days after the confirmation has been sent by the Facility to the Hirer, and / or, ii) upon receipt of a deposit should it be required.
8. All booking requests & confirmations must be made using the appropriate Facility Booking Form; and submitted via email or in person.
9. PHONE OR VERBAL REQUESTS WILL NOT BE ACCEPTED.

**Note:** The Facility reserves the right to decline or cancel a booking, if;

- it impinges on existing facility programs
  - it is inappropriate for a community family-orientated environment
  - it significantly or adversely impacts on public access to the facility
  - it is deemed unsuitable for the activity or event, and/or
  - the Risk Assessment protocols are not arranged and/or not followed by the Hirer.
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### Cancellation

1. Cancellations must be provided via email
  2. A 30% cancellation fee will be charged if less than 7 days' written notice is provided prior to cancellation (*email is preferred*). A full refund will be provided to all booking where cancellation has been requested with more than 7 days' notice before the event.
  3. Cancellation charges do not apply for activities cancelled due to weather or facility break-down.
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### Damage/ Cleanliness of the Centre

1. The Hirer agrees to leave the Facility in the same condition that it was found
  2. The Hirer is responsible for any damage to the facility by, or any person belonging to the Hirer Group
  3. If at any time the Facility is left in a damaged condition; the Hirer will be responsible for the payment of the repairs charge. This fee is payable within 7 working days from issue of invoice
  4. Sticky tape, rope, string or any other type of fixing/ adhesive is not be used on painted surfaces
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### Management/ Staff Instructions and Pool Rules

Facility Conditions of Entry and staff instructions must be adhered to in a respectful manner. Failure to comply with this clause may result in the offender being removed from the facility and ineligibility for subsequent hire.

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### Pool & Lane Allowance

The Hirer will have exclusive use of pool space that is confirmed as part of their booking

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### First Aid

1. In addition to Facility Staff, the Hirer may be requested to have one First Aid qualified person per 100 guests (including; swimmers, officials and spectators) present during the time of the booking.
  2. Copies of qualifications may be requested.
  3. The Facility has an equipped first aid room and will grant access the Hirers' First Aid officer(s)
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*Conditions of Hire / Terms & Conditions - Continued*

**Cleaning Charge**

1. The Facility understands that small amounts of cleaning will be required following a booking, therefore the Facility accepts the following;
  - Rubbish bins will be provided, and they will be emptied by the Facility as required
  - Plastic bags will be provided to the User Group upon request
  - General cleaning of grandstand, change rooms and concourse (max 90minutes)
2. The Hirer agrees to remove any rubbish that is caused by them to a reasonable standard
3. If the Facility is left in an unsatisfactory state and additional cleaning fee will be charged
  - Cleaning will be charged to the Hirer at \$45 per hour, minimum of 2 hours
  - The fee will be forwarded to the Hirer and is net 14 days

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**Catering**

Sale, or the organised supply of own food and drinks during an event or activity within the Facility is prohibited, without prior permission from Facility Management.

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**Fees & Charges - Pools**

*School Events / Department of Education*

1. Admission definitions are as follows;
  - Swimmer/ Competitor / Participant; is any person attending the activity that enters the water
  - Spectator/ Parent; is any person attending the activity that does not enter the water
  - Teacher/ Official/ Parent Helper; is any person attending the activity for the purpose of assisting the operations of the day. This may include; instructors, time keepers, recorders, starters and other volunteers that form part of the activity coordination and structure. This does not include a swimmer/ spectator that provides assistance randomly or without an on-going responsibility throughout the activity. The names of Teachers / Officials/ Parent Helpers must be provided to the Facility prior to the activity.
2. Admission fees must be paid upon entry unless the Hirer has requested an invoice.
3. A minimum charge of 50% of the total students indicated on the booking form will be charged if the actual number of children attending is less than this amount. E.G. a Hirer books for 200 students, although only 90 actually attend, the cost of the program will be calculated using 100 students (50%)
4. Schools must provide Participants numbers daily, before the activities commence.

*Swimming Carnivals and Large Events*

1. Where the Facility does not receive admission fees, the pool hire fee is \$900 for half a day (4hrs) and \$175 per additional hour afterwards. This fee includes the provision of 2 Life Guards. Additional Life Guards will be required at some events; at a cost of \$66per hour (minimum 3hrs).
2. Where participants are charged full entry fees, lane hire or facility hire will be discounted, or not charged.

*Lane Hire for Structured Activities and/or Events (excluding Participant Entries)*

1. \$41per hour / per lane (no half-hour hire)
2. Note: Typical activities that might fall under this category are time-trial events and/or teacher training. Lane hire is reserved for ah-hoc and/ or irregular activities.

*Inflatable Hire*

1. Legislation requires a minimum of supervisory 2 Life Guards at all times
2. Minimum hire period- 2hrs (e.g. 50mins activity+20mins rest+50mins activity)
3. \$250 first 2 hours and \$125 per subsequent hour (costs include set-up and pack-away)

*General Costing*

1. Due to the diverse range of possible activities; event costings will be provided once all aspects of the intended hire usage and participant numbers are confirmed. Final costs will take into account facility staff requirements, size & duration of the event, day of event and services required.
2. Bulk School Entry fees are as per Facility Concession entry fee.

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**Glass & Glass Containers**

Because of the danger of broken glass, bottles and breakable glass containers are not permitted inside the Facility.

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**Parking**

Vehicles are not permitted to park in areas other than designated parking areas.

*Conditions of Hire / Terms & Conditions - Continued*

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**Theft**

The Facility nor its employees shall be liable for any loss or damage sustained by the Hirer or activity participants, by reason of things being lost, damaged, or stolen.

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**Swimming Attire**

1. All swimmers must wear approved swimming attire;
  - This includes nylon and lycra materials
  - This excludes cotton, denim and polyester
2. A swimmer found not to be wearing approved swim wear may be asked to exit the water.

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**Noise Control**

1. The Noise Pollution Act regulates activities at the Facility, under this Act anyone not abiding by it may be removed from the Facility.
2. Failure to comply with these conditions may result in the exclusion of that Hirer from future bookings

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**Alcohol**

1. No alcohol is to be brought into the facility at any time. Management reserves the right to remove or refuse entry to any person with alcohol, is intoxicated, perceived to be intoxicated or behaving in an intoxicated manner.
2. Breach of this clause may result in ineligibility for subsequent hire.

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**Smoking**

1. Facilities are non-smoking environments. The Hirer is responsible for ensuring that all persons associated to their event are informed about this policy and enforce a non-smoking environment.
2. Persons wishing to smoke may do so outside the facility and will be permitted free entry upon returning into the facility.

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**Public Liability**

1. The Hirer shall have professional indemnity/ public liability insurance to a minimum value of \$10,000,000.
2. The Hirer shall indemnify the Facility against all actions, suits, claims and demands that may result from the Hirer's direction of activities at the facility. In particular, the Facility is indemnified from all actions, suits, claims and demands that may result from activities related to diving at the facility under the direct instruction/ supervision of the Hirer.
3. The Hirer shall provide the facility with a copy of their insurance certificate of currency prior to the event being undertaken. If proof of insurances not be supplied, management reserves the right to refuse hire
4. Where the Hirer is an educational or governmental organisation and has public indemnity or liability cover; all actions, suits or claims that occur during the booking will be made against that organisations indemnity or cover.
5. The Hirer is responsible for ensuring all Staff and other performing direction and/or governance over the Hirer participants have the qualifications, skills and competencies for that task.

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**Persons/ Participants with Medical Conditions**

1. The Hirer will be provided with a copy of the Community Aquatics Medical Conditions Information Policy.
2. With consideration towards Australian Privacy legislation, Community Aquatics does not require the Hirer to supply private details regarding students, staff or volunteers they engage to assist with program delivery at the Facility.
3. To support persons with Medical Conditions, the Hirer will either adopt and assume Community Aquatics responsibilities as identified within the Community Aquatics Medical Conditions Information Policy as the minimum standard of care for the persons they engage under their control, and/ or apply their own policy.
4. With consideration towards Australian Privacy legislation, the Hirer may liaise with and seek additional support and/ or define customised procedures with the Facility Manager to enable the Hirer and Facility Staff to best respond to any potential or actual emergency. Additional procedures must be mutually agreed upon and in writing.

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**Electrical Storms**

1. All pools are closed during electrical storms (ie. lightning) - Swimming is not permitted.
2. Attempts will be made to accommodate all swimmers and spectators indoors.
3. All pools will remain closed when the time between Lightning to Thunder is 30 seconds or less.
4. Pools will re-open no less than 30minutes after the last calculated Lightning and Thunder



*Conditions of Hire / Terms & Conditions - Continued***Video and Photography**

1. As a rule, photography and video is not permitted inside the Facility. However, the Hirer is permitted to record video and /or create photos within the facility where only the Hirers participants are captured.
2. No video or pictures of Staff or Public are permitted.
3. The Hirer must always have a copy of their own Video and/ or Photography Policy (or similar) available for Facility Staff to sight. No Policy - No Pictures/Video.
4. The Facility may refuse permission to use Video or Cameras whilst in the Facility.
5. Only persons authorized by the Hirer may use video or camera equipment whilst inside the Facility.
6. The Hirer has final decision regarding any pictures or video taken of their participants.

**Emergency Procedures & Evacuation Points**

1. It is the responsibility of the Hirer to make users aware of evacuation assembly points in the event of an emergency & that all patrons are to proceed to the designated assembly point and conduct a roll call to determine that all persons are accounted for.
2. A Lifeguard will be available always to assist with, and guide emergency procedures.
3. Facility Staff will provide the Hirer with emergency procedures and exit point details prior to event.
4. The Hirer must ensure that they assist Facility Staff with appropriate communication to all persons participating within their event. Facility PA, loudspeakers and/or documents will be available for use.
5. A copy of the Facility Emergency Evacuation Procedure is available at the facility frontcounter.
6. In a major emergency, the Facility Staff will direct all actions and the Hirer will assist with gathering and accounting for their own participants, and to follow staff directions.

**Emergency Action Procedures**

*This is a brief overview of the MMAFC Emergency Action Plan. A complete copy can be obtained by contacting the Facility Manager.*

**1. Minor Incidents**

- Any minor incident, such as general first aid shall be attended to by the lifeguard whilst 'on deck'.
- Incidents where the lifeguard is not able to supervise the pool while attending to first aid or report writing may require another facility staff member to supervise the pool.
- School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.

**2. Major Incidents**

- Incidents considered as life threatening for any and all individuals including: suspected drowning, suspected spinal injury, cardiac incident or similar may require the immediate cessation of the event and for all persons to leave the water while the lifeguards attend to the incident.
- School staff may be required to assist as deemed necessary by the lifeguards and/or duty manager.

**3. Staff Response (eg. Supervisor or Lifeguard)**

- Minor incident - when not attended to by school staff should be directed to the lifeguards
- Major incident - any major incident will take precedent over other activities and as such the carnival or event may need to be suspended while staff are attending to the emergency. A general description of staff duties during a major emergency is:
  - Lifeguard 1 is to attend to the patient
  - Lifeguard 2 is to alert Reception by whatever means appropriate
  - Reception (Lifeguard 3) to contact the emergency services (000) and inform Lifeguard 2
  - Lifeguard 2 is to clear the pools before assisting Lifeguard 1
  - All other staff and/or school staff are required to assist as necessary

**4. Rescue and First Aid Equipment**

- The first aid room is located inside the entry area adjacent to front counter.
- Spinal board and rescue tubes are located adjacent to the main pool.
- Defibrillator and oxygen resuscitation equipment is located in the First aid room.

**5. Emergency Services**

- In the event of a major emergency - Phone 000
- For minor emergencies, facility staff will consult with the school staff to ascertain the most appropriate course of action. Facility staff may contact emergency services without consulting school staff if deemed appropriate.

**6. Evacuation**

In the event of an incident requiring evacuation of the centre (such as fire, chemical spill or leak, bomb threat, power failure, structural failure etc), school staff are to follow the directions of the facility staff and assist in evacuating the students.



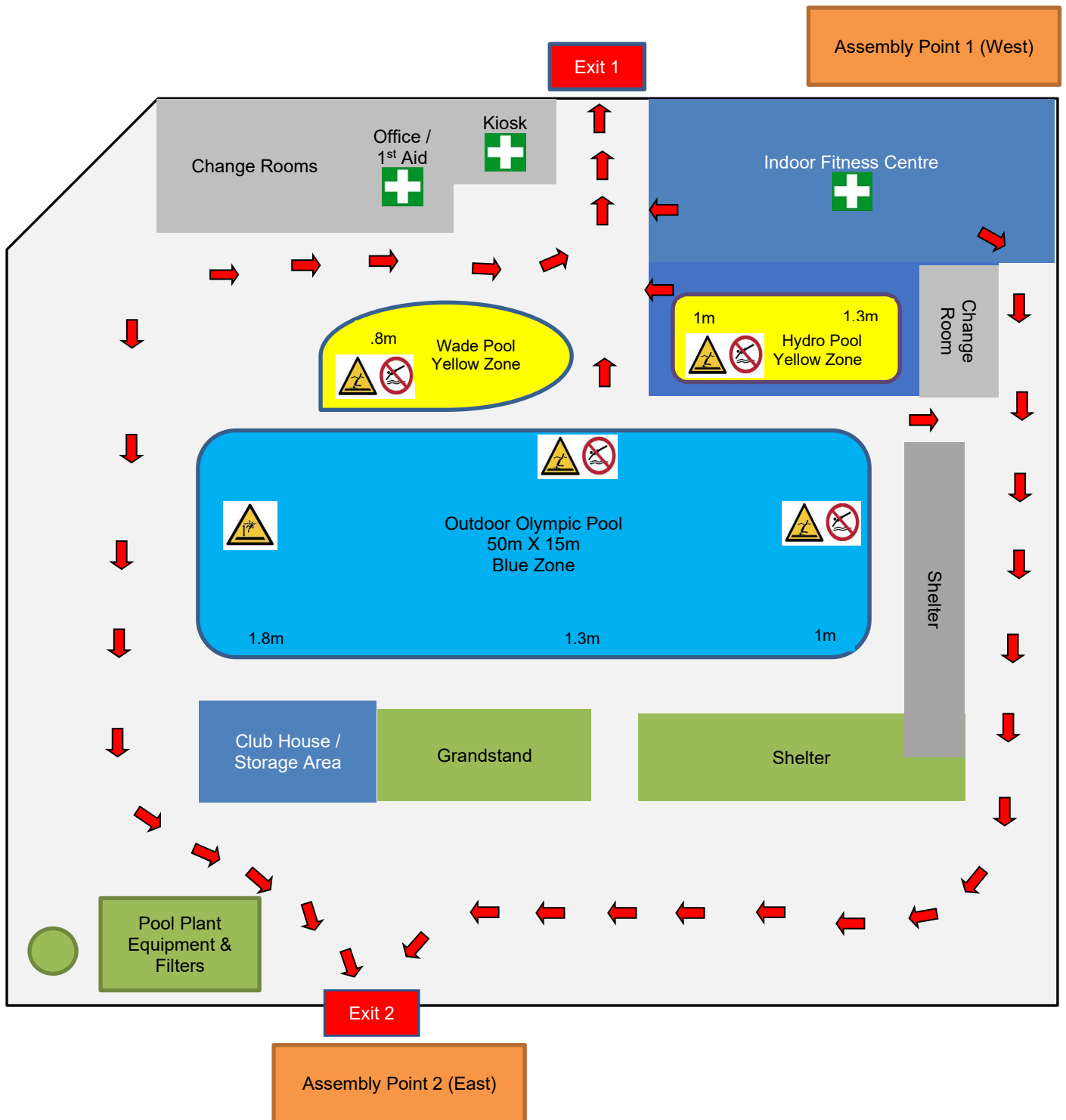
Conditions of Hire / Terms & Conditions - Continued

Site Plan and Evacuation Routes

Key	
	Exit Pathways
	First Aid
	Blue Zone Competent Swimmers
	Yellow Zone Weak Swimmers
	Non-Swimmers

Emergency Contact Details
<b>Emergency Phone:</b> 000
<b>Address:</b> 23a Cooper St. Macksville NSW 2447
<b>Nearest Cross Street:</b> Corner Pacific Hwy and Cooper Street
<b>Directional Comments:</b>
<ul style="list-style-type: none"> <li>&gt; Opposite Holden Dealership</li> <li>&gt; Public Toilet and Bus Stop in front of facility</li> </ul>

**Exit 1:** Main Entry    **Exit 2:** South West Rear Gates



### Conditions of Hire / Terms & Conditions - Continued

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#### Supervision Expectations

MMAFC requests that all teachers and volunteers are familiar with the below before arriving at the Facility.

1. Facility Staff are rostered at these facilities according to bookings, group visits and expected attendance. At all times, staff are rostered to comply with the Royal Lifesaving Society Guidelines for Safe Pool Operations (GSPO). Dedicated staff are not provided to school groups unless arranged prior to the visit and the additional cost is accepted by the hirer.

*“The department’s duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations”*

*(NSW DET Excursions Policy).*

Schools are responsible for ensuring that any respective Dept of Education “supervisor : student ratio” guidelines associated to their pool use is maintained during their visit. Teachers retain the ultimate responsibility for supervision

Schools are responsible for ensuring that co-educational groups are provided with both male and female supervision (*NSW DET Excursions Policy*). Teachers are responsible for the supervision of students within change rooms for the duration of their visit.

2. The facility provides trained staff to supervise patron safety and behaviour standards. They do not replace the supervisory responsibility of schools. The presence of a lifeguard does not diminish the Schools responsibility as a supervisor.
3. Supervision responsibilities include;
  - At a minimum a child under 10 years of age is actively supervised by a person 16 years or older.
  - Supervisory staff are dressed ready for action, including unexpected entry into the water.
  - Children 0-5 years to be actively supervised at all times, within arms’ reach in the water.
  - Children aged 6-10 under constant supervision, with supervisor prepared to get wet.
  - Children aged 11yrs & over - Supervisors regularly check on the students by physically going to where they are in, or around the water.
  - Careers of people with disabilities must notify staff when entering the Facility.
  - Do not allow persons under your responsibility to use facilities beyond their level of competency.
  - Nomination of number of non-swimmers or weak swimmers and means in which they are to be supervised.

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#### Behaviour Expectations

1. Abusive, disruptive or offensive behaviour and language are not permitted. Offenders will be removed from the Facility.
2. All patrons must behave in an appropriate manner with respect to children and around children.
3. Any patrons under the influence of alcohol or drugs will not be permitted into the Centre.
4. Patrons are not to take photos of children, other than their own children, without the consent of the parental / guardian of the child.
5. Cameras and mobile phones are not permitted in change rooms.
6. All patrons must behave in a manner that keeps children safe from physical, sexual or emotion abuse or neglect, or the fear or apprehension of such abuse and neglect.

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#### COVID-19 Considerations

Any facility under the responsibility of Community Aquatics must fulfil its Covid19 responsibilities as per relevant NSW State (or Federal) Legislation in the first instance, and this responsibility cannot be outsourced nor diluted in any manner. Furthermore, these responsibilities flow-onto any person or organization using the facility, including those paying a fee to use/ hire the facility.

Persons/ Schools/ Organisations using a facility, and where required by legislation to have a Covid19 Safety Plan, must provide this plan to Community Aquatics at the time of booking.

Persons/ Schools/ Organisations may apply their own Covid19 safety procedures to their own activities, and this is only permitted where such procedures do not breach the Community Aquatics Covid19 Safety Plan for the facility and does not impinge on facility use by others, and/or impact the ability of Community Aquatics to provide safe environment.

### Conditions of Hire / Terms & Conditions - Continued

#### General Rules of Entry

Facility Conditions of Entry include, but are not limited to the below:

- No glass/ breakables into the complex
- Persons believed to be under the influence of drugs or alcohol are not permitted into the facility
- All Swimmers are required to leave the water 15 minutes prior to close
- No admittance 30minutes prior to close
- Correct & recognised swimwear only - artificial fibre; e.g. nylon, polyester, lycra materials
- Proper and decent swimming attire and dress must be worn at all times - e.g. no topless swimming or sunbathing anywhere within the facility / underwear is not to be worn as swimming attire
- Children under the age of 18 will ONLY be admitted when accompanied by a responsible adult. The supervisor must be ready to enter the water at any time whilst in the facility.
- Children under 10 years of age must be supervised at all times by an adult, 18 years or older
- Children under 5 years of age must be within arms' reach of an adult, 18 years or older, at all times
- Photography (including mobile phones) is not permitted within the facility unless with prior approval from Facility Management
- Persons with infectious or contagious disease should not be allowed in the water or change rooms. Individuals with skin rash, pink eye, boils, athlete's foot or colds should be advised not to swim.
- Mermaid fins and tails are not permitted
- No professional coaching or training is permitted, without prior approval from Facility Management
- No balls or ball games of any kind allowed in the facility
- It is recommended that you shower before entering the water
- No abusive, offensive behaviour, bad language or spitting.
- No pushing or rough conduct in or around the pool.
- Patrons must not damage pool property or facility equipment.
- You enter the facility at your own risk
- Starting Blocks
  - The starting blocks must only be used under the supervision of qualified coach or instructor
  - Under no circumstances can the blocks be used without a qualified person in attendance

#### Available Documents & Suggested Reference Materials for Hirer

Pool Information	Online location
Facility Opening Hours and Fees / Charges	mmafc.com.au
Schools Booking Request Form (this document)	
<b>Community Aquatics Policies and Forms</b>	
CA Child Protection Policy	communityaquatics.com.au
CA Patron Medication Policy	
CA Customer Service Charter	
CA Private Event Supervision	
CA Independent Professional Services Policy	
<b>Industry Guidelines / Policies</b>	
NSW DET Aquatic Guidelines: Safe Water Entry for Competitions	mmafc.com.au
NSW DET Water Safety Guidelines: Unstructured Aquatic Activity	
NSW DET Guidelines for Principals and Carnival Coordinators	
NSW Swimming Safe Diving Policy	
Various - NSW DET Swimming and Aquatics Policies	education.nsw.gov.au
RLSSA Guidelines for Safe Pool Operation	royallifesaving.com.au

## Conditions of Hire / Terms &amp; Conditions - Continued

**Rules & Guidelines about Diving – MMAFC**

**Part 1:** MMAFC advises the following information regarding shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

Carnivals with Diving Only Permitted in the 50m Competition Pool			
Deep End Depth	Metres: 1.80	Shallow End Depth	Metres: 1.00
Starting Block Height Above Water	mm: 500	Concourse height above water	mm: 150
Other Information: School activity coordinators must inform Facility Management before using either; i) dive blocks (deep-end), or ii) if they wish to dive from pool concourse at shallow-end.			

Suggested safe water entry technique: Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline and NSW DET Aquatic Guidelines: Safe Water Entry For Competitions – Competitive Dives.

Deep End	Competitive Dive Start Permissible	Shallow End	Competitive Dive Start Permissible
Other Information: If you undertake Competitive Dive starts please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET or Industry requirements.			













**Part 2:** Risk Identification / Assessment / Control

<b>Date:</b> February 2021	<b>Location:</b> 50m pool
<b>Identification</b>	
Assessor	Facility Manager / Brad Paterson
Work Area	50m pool
Hazard Description	Risk of steep dive into shallow end of pool causing possible head/neck injury.

Assessment			
Current Controls	Non-elite swimmers require clearance from Hirer		
Likelihood Details	Very likely – could happen at anytime		
Consequence Details	Permanent disability or ill health (possible death) Level of Risk: A1 Extreme		
Proposed Controls			
Elimination	Diving blocks are not provided at shallow end		
Substitution	Water starts at shallow end		
Engineering	N/A		
Administration	Basic carnivals are a deep-end start only. Relays are able to have competitive dives at shallow end. Hirer to provide prior instruction in safe diving techniques.		
Likelihood Details (After Proposed Controls Implementation)	Very unlikely – could happen but probably will not Level of Risk: D1 Moderate		
Consequence Details (After proposed controls implementation)	Permanent disability or ill health (possible death)		
Approval to Implement Controls & Responsible Person			
Responsible Person	Name	By Date	Status
Manager	Rhys Noonan	On-Going	Implemented
CA Director	Brad Paterson	On-Going	Implemented

Additional Actions to be Taken: All School are advised to only permit diving under strict supervision – by qualified swimming coaches, sport officials and/ or swimming instructors

**Summary about Diving - MMAFC**

	Outdoor 50m Pool		Indoor Hydro Pool	
	Deep End	Shallow End	Deep End	Shallow End
Pool Depth	1.8m	1.05m	1.0m	1.6m
<b>Trained Competitors</b> <i>and those under instruction by a qualified person</i>	Dive starts Permitted	Dive starts Permitted	Not Permitted <i>In-water starts recommended</i>	Dive starts Permitted
				
<b>Un-Trained Competitors</b> <i>Recommended for all School based activities</i>	Dive starts Permitted	Not Permitted <i>In-water starts recommended</i>	Not Permitted <i>In-water starts recommended</i>	Not Permitted <i>In-water starts recommended</i>
				
<b>Recreational Swimmers</b>	Not Permitted	Not Permitted	Not Permitted	Not Permitted
				


**Announcements about Diving - MMAFC**

It is important that competitors and officials are provided with important information concerning the carnival facility or venue prior to the first carnival event. This announcement, developed in collaboration with the facility management, should focus on risk management or control procedures relevant to the performance of a shallow water dive. Announcements may be completed during pre-event roll-call or assembly.

The following information is suggested only. Principals and Carnival Coordinators should ensure all appropriate induction information is provided to competitors, officials and staff. This information is only relevant to shallow water diving.

**Outdoor 50m Pool**

*"The water depth in the outdoor pool is 1.8 metres at the deep end and 1.05 metres at the shallow end. All competitors – please ensure you enter the water appropriately and only when instructed. The water you are diving into at this end is \_\_\_\_\_ metres deep. Remember lock hands, lock head, steer your dive outwards, and upwards once you enter the water"*

<i>This document is a Generic activity Risk Assessment</i>		Community Aquatics Aquatic Facilities Risk Assessment: School Programs				
<b>Approved By</b>	Brad Paterson- CA Company Director	<b>Date for Review</b>	October 2023	<b>Audience</b>	Schools and CA Facility Staff	

WHS Aspects	Possible WHS Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to <b>Eliminate, Substitute, Isolate or Engineer out</b> the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Students fail to follow correct procedures and ignore warning signs and instructions	Slips, trips or falls injuries to students	C3 = L	<ul style="list-style-type: none"> <li>Install suitable warning signs within facility</li> <li>Toolbox talk upon commencement of activity between pool staff and supervising teachers</li> <li>Pool staff to verbally reinforce safety messages as required</li> </ul>	In place Ongoing	Facility Staff Supervising School Staff	D3 = VL
Students coming into contact with unsafe or faulty equipment/facilities	Injury to students	C3 = L	<ul style="list-style-type: none"> <li>Check all equipment is available and operational</li> <li>Regular patrols by staff as specified in Daily Check sheets</li> <li>Program staff must not use faulty equipment, and should report issues to supervisor and place equipment out of service</li> </ul>	Ongoing	Facility Staff Program Staff	D3 = VL
Provide surveillance during program	Inadequate surveillance may result in injury or death to patrons while in water, delay in responding to patron in difficulty	C1 = H	<ul style="list-style-type: none"> <li>Ensure sufficient program staff rostered on duty according to program ratio guidelines</li> <li>Ensure supervising teacher from school present and in constant observation of program participants</li> <li>Regular patrols by lifeguard staff during program activities</li> </ul>	Ongoing	Facility Manager Program Staff	D1 = M
Students diving from starting blocks	Serious injury to students	C2 = M	<ul style="list-style-type: none"> <li>Restrict diving if water depth is shallow</li> <li>If students are being taught diving skills as part of the program, ensure correct procedure are followed</li> </ul>	Ongoing	Facility Staff Program Staff	D2 = L
Student ratios exceeded for supervising staff	Injury to patrons or distraction for supervising school teachers	C2 = M	<ul style="list-style-type: none"> <li>School to ensure that correct ratios of students to supervising adults are in place, as per NSW Department of Education and Training guidelines Ratio for excursions 1:20</li> <li>Facility staff to ensure that ratios are appropriate</li> </ul>	Ongoing	School Staff Facility Staff	D2 = L

Likelihood

Consequence

Risk Rating

Timeframe \*

Consequence

Likelihood

- A** = Almost Certain (Expected to occur )
- B** = Likely (Will probably occur)
- C** = Possible (Might occur at sometime)
- D** = Unlikely (Not likely to occur)

- 1 = Catastrophic** = Extreme pollution; Death or permanent disability; > \$500,000
- 2 = Major** = Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000
- 3 = Moderate** = Significant pollution; Medical attention & off work; \$10,000 to \$50,000
- 4 = Minor** = Low level pollution, First aid treatment; \$0.00 to \$10,000

- E** = Extreme - Immed. - <24hr *if hazard occurs*
- H** = High - < 7 days
- M** = Moderate - < 30 days
- L** = Low - < 6 mths
- VL** = Very Low - <12 mths

<u>Likelihood</u>			
A	B	C	D
E	E	H	M
E	H	M	L
H	M	L	VL
M	L	VL	VL

Community Aquatics Aquatic Facilities Risk Assessment: School Programs (at CA Aquatic Facilities) - CONTINUED

In water ratios exceeded for program	Injury to patrons	C2 = M	<ul style="list-style-type: none"> <li>Facility to ensure that the correct ratios of supervising and coaching staff are maintained as per Guidelines for Safe Pool Operations</li> <li>Ratios are 1:10 weak swimmer, 1:12 moderate ability, 1:15 competent (swim distances greater than 50m)</li> </ul>	Ongoing	Program Staff	D2 = L
Staff required to lift, move or push equipment	Manual handling injury	C3 = L	<p>When transporting equipment, facility staff should:</p> <ul style="list-style-type: none"> <li>Use trolleys where possible</li> <li>Request assistance as required</li> <li>Facility staff should use SPLAT principles at all times during manual handling</li> </ul> <p>S - Stance, Widen your base                      P - Posture, Keep your head and chest up                      L - Leverage, Get close and stay close                      A - Adaptation to the task you are performing                      T - Turn, Twist by turning your feet</p>	Ongoing	Facility Staff	D3 = VL
Removal of patron from water whilst teacher is instructing in water	Manual handling injury	C3 = L	<ul style="list-style-type: none"> <li>Instructors should promote students to remove from the water independently</li> <li>Students to be encouraged to move to steps, stairs or shallow water to exit pool</li> <li>Program staff should use SPLAT principles at all times during manual handling</li> </ul> <p>S - Stance, Widen your base                      P - Posture, Keep your head and chest up                      L - Leverage, Get close and stay close                      A - Adaptation to the task you are performing                      T - Turn, Twist by turning your feet</p>	Ongoing	Program Staff	D3 = VL
Inappropriate behaviour of participants during program	Incident or injury affecting patrons or staff	C3 = L	<ul style="list-style-type: none"> <li>School staff to remind participants of expected behaviour and consequences in the event of inappropriate behaviour</li> <li>Supervising teachers present to control student/ participant behaviour during program</li> <li>If situation escalates, program staff to evict children from lesson (Hiring conditions and responsibilities point 19)</li> </ul>	At commencement of program	Supervising School Staff Program Staff	D3 = VL

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**D** = Unlikely (Not likely to occur)

**Consequence**  
**1 = Catastrophic** = Extreme pollution; Death or permanent disability; > \$500,000  
**2 = Major** = Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000  
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**Risk Rating**      **Timeframe \***      **Consequence**  
**E** = Extreme      - Immed. - <24hr **if hazard occurs**  
**H** = High          - < 7 days          1=Catastrophic  
**M** = Moderate     - < 30 days        2=Major  
**L** = Low            - < 6 mths         3=Moderate  
**VL** = Very Low    - <12 mths        4=Minor

Likelihood			
A	B	C	D
E	E	H	M
E	H	M	L
H	M	L	VL
M	L	VL	VL



*Community Aquatics Aquatic Facilities Risk Assessment: School Programs (at CA Aquatic Facilities) - CONTINUED*

Quality Aspects	Possible Quality Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to <b>Eliminate, Substitute, Isolate or Engineer out</b> the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Book school in for swimming program	Incorrect date/double booking may result in customer dissatisfaction	C3 = L	<ul style="list-style-type: none"> <li>Maintain a record of facility bookings</li> <li>Ensure school completes and returns booking forms</li> </ul>	In Place, Ongoing	Facility Manager Supervising School Staff	D3 = VL
Ratios exceeded for program	Customer dissatisfaction, lower lesson quality	C3 = L	<ul style="list-style-type: none"> <li>Ensure accurate numbers received from school for program</li> <li>Ensure adequate number of teachers present to accommodate booking in relation to ratios</li> </ul>	In Place, Ongoing	Facility Manager Swim Centre staff Supervising School Staff	D3 = VL
Inappropriate behaviour of participants during program	Behaviour may lead to participant dissatisfaction Behaviour may affect public experience during use of the centre whilst program is being delivered	C3 = L	<ul style="list-style-type: none"> <li>Staff to remind participants of expected behaviour</li> <li>Supervising teachers present to control student/ participant behaviour during program</li> <li>Staff to abide by eviction from lesson (Hiring conditions and responsibilities point 19)</li> </ul>	In Place, Ongoing	Facility Staff Supervising School Staff	D3 = VL
Excessive noise in change rooms or during lessons	Behaviour may lead to participant dissatisfaction Behaviour may affect public experience during use of the centre whilst program is being delivered	C3 = L	<ul style="list-style-type: none"> <li>Staff to remind participants of expected behaviour</li> <li>Supervising teachers present to control student/ participant behaviour during program or whilst participants are in changing areas</li> </ul>	In Place, Ongoing	Facility Staff Supervising School Staff	D3 = VL

Likelihood

Consequence

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Risk Rating

Timeframe \*

Consequence

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- H** = High - < 7 days 1=Catastrophic
- M** = Moderate - < 30 days 2=Major
- L** = Low - < 6 mths 3=Moderate
- VL** = Very Low - <12 mths 4=Minor

Likelihood

A	B	C	D
E	E	H	M
E	H	M	L
H	M	L	VL
M	L	VL	VL

*Community Aquatics Aquatic Facilities Risk Assessment: School Programs (at CA Aquatic Facilities) - CONTINUED*

List all **Hazardous Chemicals** to be used in this process.

**Note:** All Hazardous Chemicals must be accompanied by a **SDS and Risk Assessment**

N/A

The following people were consulted in the development of this risk assessment

Team Members	Team Name and / or Position
Brad Paterson	CA Company Director / Owner
Terryn Truscott	Manager - MMAFC
Brandon Creighton	Pool Operations - MMAFC
Ben Jenkinson	Independent Industry Expert Reviewer

Document References (Acts, Regulation, Codes of Practices, Related Risk Assessments – including Hazardous Chemical, Manual Handling etc)

Royal Lifesaving Society of Australia Guidelines for Safe Pool Operations	NSW DET Excursions Policy
Previous CA Pool Hire Agreement Forms	NSW DET School Sport Policies
NSW DET Aquatic Guidelines: Safe Water Entry For Competitions – Competitive Dives	CA Policies - as listed under Conditions of Hire / Terms & Conditions

Dissemination and Acknowledgement (How is this Risk Assessment to be communicated to ALL staff undertaking this task)

Method eg: Site Specific Induction or Staff Training, Deputy, Team meeting etc	Evidence of dissemination eg: saved to TRIM, &/OR details recorded in Daily Diary or Worker Training Passport.
Program Staff Meeting	Minutes of meeting and attendance recorded and saved
School Sport Hire agreement	Schools to read and return signed copy of hire agreement with RA attached
Onsite induction	Pre start induction on day activity commences, coordinated by Program Leader, Lifeguard or Facility Manager

<u>Likelihood</u>	<u>Consequence</u>	<u>Risk Rating</u>	<u>Timeframe</u> *	<u>Consequence</u>	<u>Likelihood</u>			
					<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>A</b> = Almost Certain (Expected to occur )	<b>1 = Catastrophic</b> = Extreme pollution; Death or permanent disability; > \$500,000	<b>E</b> = Extreme	- Immed. - <24hr <b>if hazard occurs</b>	1=Catastrophic	E	E	H	M
<b>B</b> = Likely (Will probably occur)	<b>2 = Major</b> = Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000	<b>H</b> = High	- < 7 days	2=Major	E	H	M	L
<b>C</b> = Possible (Might occur at sometime)	<b>3 = Moderate</b> = Significant pollution; Medical attention & off work; \$10,000 to \$50,000	<b>M</b> = Moderate	- < 30 days	3=Moderate	H	M	L	VL
<b>D</b> = Unlikely (Not likely to occur)	<b>4 = Minor</b> = Low level pollution, First aid treatment; \$0.00 to \$10,000	<b>L</b> = Low	- < 6 mths	4=Minor	M	L	VL	VL
		<b>VL</b> = Very Low	- <12 mths					