

# Health and Safety Management Plan

Maurie Kjar Aquatics  
Centre

Prepared by

Name

Email

Date

## Event Overview

The hireage of the Maurie Kjar Aquatics Centre is great for a range of events but due to the nature of the venue containing two swimming pools, a spa and a BBQ there is a level of risk involved. It is important to understand the risks and implement appropriate processes to mitigate these.

### 1. Executive Summary

The purpose of this Health and Safety Management Plan is to identify reasonably foreseeable health and safety risks and how the Event Organiser aims to manage these risks to prevent injury harm by putting safety controls in place.

### 2. Objective

The objective of the plan is to achieve an incident free event, where everyone can safely socialise and enjoy the Maurie Kjar Aquatics Centre safely.

### 3. Scope

The Health and Safety Management Plan identifies potential risks that may arise while attending the event at Maurie Kjar Aquatics Centre. This plan aims to manage the potential and foreseeable risks and identify processes for their management in an emergency situation.

### 4. Event Contacts and Details

Event Details	
Event Organiser	
Contact Details	
Location	Corner of Plunket and Glasgow Street, Kawerau
Date of Event	
Event start and finish times	
Site Capacity	200
Expected Numbers	
Type of Event	

The event organiser has the ultimate responsibility for the event and the health and safety of participants.

Additional persons have been assigned specific roles to assist with monitoring the swimming pools (Pool Guards) and evacuation procedures (Safety Officers). Some individuals may have joint roles. Details are provided below:

Name	Role	Responsibility	Contact No.
Joe Smith	Pool Guard/Safety Officer	Supervising large pool	021 666 3334

All individuals assisting with the event have had their roles explained to them and understand their responsibilities.

A copy of the health and safety management plan will be available during the event for anyone who needs to review.

## 5. Accident and Emergency Services

Emergencies can occur unexpectedly, and we have prepared ourselves for such an event. Initial processes have been outlined for emergencies, however specific direction should be sought from the different services when required.

All involved in the event know how to contact emergency services. When an emergency occurs, it is the role of the Event Organiser to ensure the site is safe and emergency services have been called. The Event Organiser does not have to be the one to take these steps but must ensure they are undertaken.

Below is the contact information for emergency services and basic procedures to be taken in the different types of emergencies.

Emergency	Response
Medical	<ul style="list-style-type: none"> <li>- Check the immediate area for signs of danger and remove.</li> <li>- First Aider to provide assistance</li> <li>- Contact ambulance by calling 111</li> <li>- Remove all swimmers from the pool until situation is resolved. Swimmers can return to the water when sufficient pool guards are available.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>- Check immediate area and evacuate all people to the evacuation site.</li> <li>- Contact the fire service by calling 111</li> <li>- Contact Kawerau District Council's Duty Supervisor by calling 027 295 9212 or 07-306-9009 and follow the prompt to Duty Supervisor.</li> </ul>
General Emergency	<ul style="list-style-type: none"> <li>- Check the immediate area for signs of danger and remove.</li> <li>- Contact Police by calling 111</li> <li>- Isolate any potential hazard.</li> </ul>

Any swimming incidents (e.g. near drowning) are required to be notified to the Kawerau District Council the following day.

A first aid kit will be available during the event, along with a first aider. Their details are set out below:

First Aid Kit provided by	
First Aider	

## 6. General Safety

- (a) All practical safety measures and precautions will be undertaken to minimise the risk of harm and help to ensure the safety of others.
- (b) All attendees must follow any direction from the NZ Police, Fire Service and Ambulance for the benefit of their health and safety.
- (c) Safety Officers must be appointed and be on site for the duration of the hire (refer *Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018*)
- (d) In the event of an emergency, the Safety Officers are responsible for the evacuation of the premises as discussed further below. The nominated safety officers have been outlined above.

**In the event of an emergency, the Assembly Point is located in the carpark at the front of the pool complex.**

## 7. Amusement Devices

- (a) Amusement devices (bouncy castle, train etc.) where approved, will only be used in the area shown on the attached plan.
  - ii) All amusement devices will be supervised by a responsible adult. The Event Organiser and the hirer of the amusement device has the overall responsibility for the safety and supervision of these devices.
- (b) No vehicles are permitted within the complex unless by prior arrangement.

Device	Person Responsible
Bouncy castle	John Doe

## 8. Pools Guards – Supervision Policy

8.1 All Pool Guards guide all attendees to comply with the pools rules as set out on the signs within the pool complex. This is for the health and safety of all attending.

8.2 All Pool Guards must be aware of any of the participant's **medical conditions** and how to contact their family or caregiver quickly where necessary.

8.3 All pool Guards must be aware of your **participant's swimming abilities**.

8.4 Pool Guards are required to **ACTIVELY** supervise all participants. Consider age of your participants, range of abilities and total number of participants.

8.5 Pool Guards must know their RESPONSIBILITIES:

- **Active Supervision** (whether you are required to be in the water or not) means eyes on the participants at all times, and able to provide assistance if required.
- **Be able to respond quickly** to participants who need assistance.

8.6 All Pool Guards must know the signs of an individual needing assistance as set out below. Every situation will be different and if in doubt, help.

<b>Signs which may indicate someone is in trouble in the water</b>	
Fearful facial expressions	Going under & popping up
Gasping and gurgling noises	Using hands as if climbing a ladder
Inability to call out (drowning can be very quiet)	Clawing the water, thrashing arms
Grabbing onto other people or floatation aids	Inability to move forward

## 9. Risk Assessments and Management

The following table outlines the identified risk in the hireage of the Maurie Kjar Aquatics Centre and how these will be managed.

- **E,M:** Eliminate or Minimise. Ideally you will eliminate (remove) the hazard, otherwise minimise.
- **Risk Rating:** Estimated likelihood of the hazard occurring during your event rating it low, moderate, high, critical and Catastrophic

Risk Assessment					
Risks (What could go wrong)	Hazards (What could cause it to go wrong)	Controls (What is in place to prevent/minimise)	E.M	Risk Rating	Who is Responsible During Event?
Accidents – manual handling, slip, trips and falls	Constant slippery wet floors Dry areas (changing rooms) are also slippery when wet Slippery surfaces due to build-up of algae Overheating in spa – light-headed, dehydrated Deep water Trip hazards caused by bags & gear on poolside Failure to follow instructions Failure to follow pool rules Inappropriate use of facility	Risky behaviours identified and dealt with promptly Be mindful of time spent in Spa and remain hydrated Follow pool rules Keep poolside tidy – good housekeeping  Nominated first Aider First Aid Kit/s are readily available	M	Moderate	
Medical Incident	Medical event – heart attack, seizure, asthma attack	Know medical conditions and have any required medications Monitor length on time in spa – ensure people have access to drinking water. Apply Emergency First Aid	M	Moderate	
Swimming Accident – Near/Drowning	Supervisor/Pool guard ratio to low Medical conditions, existing injuries Unknown swimming abilities Inability to understand signs of distress Behaviours of other Swimming to soon after eating Inappropriate swim wear	Pool Guards – actively monitor pool users Know swimmers' abilities Ensure pool guard can identify sign of stress and can help immediately Identify swimmers that need extra monitoring and assign someone to supervise Do regular head count of those in the pools	M	Moderate	
Adverse Weather	Adverse Weather	Thunder and Lightning or Hail – remove all swimmers from pool	M	Low	

Fire	Incorrect use of BBQ or Faulty equipment	Operate as per instruction provided by the BBQ or have experienced operator turn off BBQ. Smother flames If it gets out of hand, evacuate premises. Follow Emergency process outlined above	M	Low	
Bodily waste	Children in pools Inappropriate nappies used	Remind children to use toilets prior to swimming Evacuate pools if occurs and report to KDC Duty Supervisor	M	Low	
Person left behind	Inattention Person getting changed and not aware everyone left Attendees not accounted for	Attendance count completed on departure Full sweep of venue completed prior to the last person leaving	M	Low	
Earthquake	Earthquake	Emergency procedures in place – stop, drop, cover and hold, evacuate when safe to do so following procedures, report damage to Kawerau DC Duty Supervisor	N/A	Moderate	

## Risk Matrix Chart

		Likelihood				
		1	2	3	4	5
Consequence		Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost Certain The event is expected to occur most circumstances
1	Insignificant No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	Minor First aid treatment	LOW	LOW	MODERATE	MODERATE	HIGH
3	Moderate Medical treatment, potential LTI	LOW	MODERATE	HIGH	HIGH	CRITICAL
4	Major Permanent disability or disease	LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
5	Extreme Death	MODERATE	HIGH	CRITICAL	CATASTROPHIC	CATASTROPHIC

### Risk rating:

**Low risk:** Acceptable risk and no further action required as long as the risk has been minimised as far as possible. Risk needs to be reviewed periodically.

**Moderate risk:** Tolerable with further action required to minimise risk. Risk needs to be reviewed periodically.

**High risk:** Tolerable with further action required to minimise risk. Risk needs to be reviewed continuously.

**Critical risk:** Unacceptable risk and further action required immediately to minimise risk.

**Catastrophic:** Unacceptable risk and urgent action required to minimise risk.

### Risk Rating for this incident

<input type="checkbox"/> LOW RISK	<input type="checkbox"/> MODERATE RISK	<input type="checkbox"/> HIGH RISK	<input type="checkbox"/> CRITICAL RISK	<input type="checkbox"/> CATASTROPHIC
Acceptable with periodic review	Tolerable with periodic review	Tolerable with continuous review	Intolerable	Intolerable

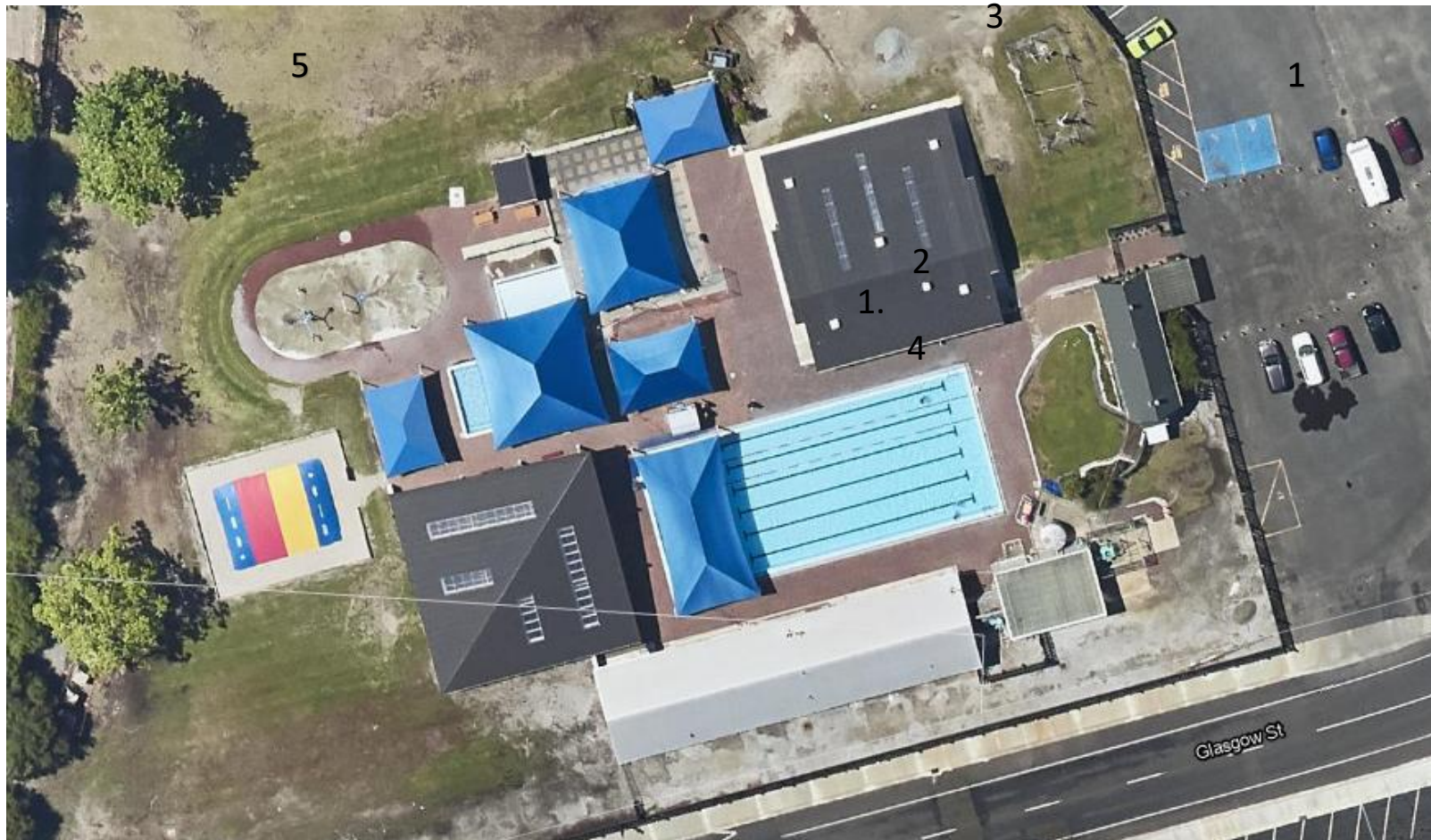


## 10. Site Plan

A site plan is shown below for the event. Items shown on the site plan include:

1. Carpark
2. Toilets and Changing Rooms
3. Emergency Exit
4. Lockers
5. Amusement Device Designation Area

First Aid Kit will be located at \_\_\_\_\_



## 11. Emergency Evacuation Procedures

In an emergency the Event Organiser and the Safety Officers will work together to efficiently evacuate the premises. The evacuation assembly point is located in the carpark in front of the Maurie Kjar Aquatics Centre as shown in the below site plan marked with an E.

All rooms and areas are to be cleared.

The Event Organiser is responsible for ensuring all people have left the site, everyone is accounted for, and the appropriate emergency organisations have been contacted as set out above.

### Site Plan



I have read and understood the Health and Safety Management Plan template and completed the areas required. I understand my responsibility is to manage the identified risks in a manner to protect the health and safety of those attending the event.

Name \_\_\_\_\_ Signature \_\_\_\_\_