

**PCA Risk Assessment Matrix**

<b>Likelihood</b>	<b>Almost certain 71-100%</b> The risk is expected to occur in most circumstances and at least 3 times in 12 months	Medium 11	High 16	Very High 20	Extreme 23	Extreme 25
	<b>Likely 41-70%</b> The risk will probably occur once within the next 12 months	Medium 7	High 12	Very High 17	Very High 21	Extreme 24
	<b>Possible 16-40%</b> The risk could occur at least once in the next 3 years	Low 4	Medium 8	High 13	Very High 18	Very High 22
	<b>Unlikely 6-15%</b> Not expected to occur more than once in 10 years	Low 2	Low 5	Medium 9	High 14	Very High 19
	<b>Rare 0-5%</b> May occur only in exceptional circumstances less than once per 10 years	Low 1	Low 3	Low 6	Medium 10	High 15
		<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Consequence</b>						
The PCA Risk Assessment Matrix is used to assess both unmitigated and residual risks that are associated with identified hazards	Any injury not requiring treatment by a medical professional	Lost time / home recovery injury directly attributable to organisational, mechanical or infrastructural failure	Serious harm / hospital recovery injury directly attributable to organisational, mechanical or infrastructural failure	Single fatality directly attributable to organisational, mechanical or infrastructural failure	Multiple fatality and/or multiple serious harm injuries directly attributable to organisational, mechanical or infrastructural failure	

# Health and Safety Policy

**Policy Statement**

The health and safety of all participants in swimming and its related activities is paramount to the success of the sport and as an enjoyable recreational activity. PCA has an important and legislatively mandated role to play in ensuring the health and safety of learn to swim children, swimmers, officials, coaches, and parents /caregivers participating in swimming activity.

**PCA will take all reasonably practicable measures to protect participants in its organised swimming activities from harm to their health and safety.**

PCA will cooperate, consult, and coordinate activities with all other organisations involved in swimming who have related health and safety obligations. In particular, PCA will work closely with the Porirua City Council as the provider of swimming pool facilities primarily used by the Club at Cannons Creek Pool and Arena Aquatic Centre.

**Health and Safety Plan**

PCA maintains a current Health and Safety Plan that sets out the following:

- The purpose of the Plan and the key participants affected by the Plan
- A **Critical Risks Analysis** that shows risks identified as being of significant concern:
  - Risk type
  - Associated hazards
  - Risk assessment and risk score (unmitigated)
  - Participants most at risk
  - Risk controls established to minimise or eliminate the risk
  - Primary and support responsibility for maintaining each risk control
  - Purpose of each risk control
  - Residual risk assessment and risk score (mitigated)
- How PCA will maintain focus on Health and Safety
- How incidents will be responded to and learnt from
- A description of the Health and Safety responsibilities of all participants
- How the plan will be communicated to participants
- The date of approval of the plan and its next review date
- An appended **Risk Register** in relation to Cannons Creek Pool and Arena Aquatic Centre with identified risks assessed against the 'PCA Risk Assessment Matrix' to determine unmitigated and residual risk levels.

**Related Policies**

This policy should be read in conjunction with the Learn to Swim Levels Framework, the Club Swimming Learning Pathway and the Junior Squad Development Pathway.

**Policy Owner**

This policy is owned by the PCA Committee. The Committee may appoint an H&S Subcommittee and/or a H&S Officer to ensure the Health and Safety Plan is maintained as current, to investigate incidents, and to report to the PCA Committee on matters relating to the Club's and its Officers' obligations under the Health and Safety at Work Act 2015.

**Policy Review**

This policy was reviewed and adopted by the PCA Committee on 12 July 2017. The policy will be reviewed annually by the PCA Committee. The next review date is by 31 July 2018.

**Issued by:**

Viv Morton  
President - PCA

## PCA and PCC – Working together for Swimming Health and Safety

Porirua City Aquatics (PCA) is a community focused competitive swimming club offering the public and members learn to swim, training, coaching and competitive swimming and officiating opportunities.

Porirua City Council (PCC) provides, maintains and staffs swimming pool facilities at Cannons Creek and Arena Aquatic Centre, making these two facilities available to PCA for its activities.

### Critical Risks Analysis

Risks	Hazards	Risk Assessment	Participants	Risk controls (primary responsibilities)	Purpose of control	Residual Risk
Drowning at Cannons Creek Pool	<ul style="list-style-type: none"> <li>Depth of pool 1.00m</li> <li>Body of water</li> </ul>	<ul style="list-style-type: none"> <li>Possible likelihood of drowning at pool</li> <li>Major consequences</li> <li><b>Very High</b> unmitigated risk</li> <li>Risk Score: 18</li> </ul>	<ul style="list-style-type: none"> <li>Learn to swim children (high risk)</li> <li>All other participants (low risk)</li> </ul>	<ul style="list-style-type: none"> <li>PCA – All children required to be tall enough to stand on the pool bottom with chin above water (minimum height 1.1m) and be at least 5 years old</li> <li>PCA – Teachers of beginner water skills/swimming lessons teach in the pool within arms reach of all supervised children at all times</li> <li>PCA – No more than six children per Teacher for beginner water skills/swimming lessons</li> <li>PCC – Life Guard active observation of whole pool</li> </ul>	<ul style="list-style-type: none"> <li>Eliminate risk for children assessed as too short or too young for pool depth</li> <li>Minimise risk for inexperienced non-confident children learning water skills by providing immediate supervision</li> <li>Minimise risk for inexperienced non-confident children learning water skills by ensuring immediate supervision is practicably achievable</li> <li>Minimise risk for all children and all participants by providing additional observation capacity to supplement all in water teachers, and poolside Coaches and Officials</li> </ul>	<ul style="list-style-type: none"> <li>Rare risk of drowning (major consequence)</li> <li><b>Medium</b> residual risk</li> <li>Risk Score: 10</li> </ul>
Injury following a diving entry to Cannons Creek Pool	<ul style="list-style-type: none"> <li>Depth of pool 1.00m</li> <li>Diving blocks 0.46m above water level</li> </ul>	<ul style="list-style-type: none"> <li>Likely likelihood of occurrence from diving in uncontrolled circumstances</li> <li>Moderate consequences from severe injury</li> <li><b>Very High</b> unmitigated risk</li> <li>Risk Score: 17</li> </ul>	<ul style="list-style-type: none"> <li>Learn to swim children</li> <li>Club swimmers</li> <li>Squad swimmers</li> <li>Competition swimmers</li> </ul>	<ul style="list-style-type: none"> <li>PCA - No diving at Learn to Swim lessons (diving taught at club and squad level only)</li> <li>PCA - All swimmers advised of pool depth, diving risk and to use the correct shallow race dive technique before commencing practice or competition dives</li> <li>PCA - All diving blocks to be checked by the Coach (training session) or Referee (or nominated person) prior to the start of diving to ensure that the blocks are securely attached to the pool deck and do not move</li> <li>PCA - Competition warm up diving under the control of Coaches / Team Managers and Life Guards</li> <li>PCA - Competition diving always under the control of race Referee and Starter</li> <li>PCA - Training diving practice and teaching always under the control of a Coach</li> </ul>	<ul style="list-style-type: none"> <li>Eliminate risk for inexperienced non-confident children learning water skills</li> <li>Minimise risk to confident swimmers by providing information about the hazard, the environment and how to mitigate the risk</li> <li>Minimise risk of distraction for injury to diving swimmers from unstable starting platform</li> <li>Minimise risk in competition dive situations by requiring concentration and discipline for race starts</li> <li>Minimise risk in dive training and competition warm up situations by close supervision of practice and the teaching of correct techniques that mitigate the risk (ie shallow race dives)</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely risk of serious injury from diving in controlled circumstances</li> <li><b>Medium</b> residual risk</li> <li>Risk score: 9</li> </ul>
Injury from falling on hard surfaces/ edges at pool	<ul style="list-style-type: none"> <li>Trip hazards</li> <li>Slippery surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Likely likelihood of injury from falling or slipping in uncontrolled circumstances</li> <li>Moderate consequences from falling or slipping</li> <li><b>Very High</b> unmitigated risk</li> <li>Risk Score: 17</li> </ul>	All participants	<ul style="list-style-type: none"> <li>PCA - All swimmers to be advised of no running</li> <li>PCA – In use swimming aids and training and competition equipment located beside the pool are tidy and obviously positioned but out of poolside circulation areas (supervised by the Teacher or Coach)</li> <li>PCA – Putting on and pool entry with flippers to be from sitting position. No walking/running with flippers.</li> <li>PCC – In use swimming aids and equipment beside the pool are tidy and obviously positioned but out of poolside circulation areas (supervised by the Teaching)</li> <li>PCC – Pool maintenance equipment stowed away and not in use during competition, coaching and teaching activities - except in relevant emergency situations such as cleaning bodily fluids (carried out by Pool Staff)</li> <li>PCC – Poolside and changing room surfaces kept clean and free from slime buildup and dry zones kept dry (carried out by Pool Staff)</li> </ul>	<ul style="list-style-type: none"> <li>Minimise risk by reducing the likelihood that trip hazards or slippery surfaces are overlooked</li> <li>Minimise risk by ensuring trip hazards are made obvious</li> <li>Minimise risk from flippers by restricting movement with flippers to being in pool only</li> <li>Minimise risk by not undertaking pool maintenance activity in the presence of participants moving around the complex</li> <li>Minimise risk by removing causes of slippery surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely risk of minor injury from tripping, falling, slipping</li> <li><b>Low</b> residual risk</li> <li>Risk score: 5</li> </ul>

Risk assessment and risk scores in accordance with PCA Risk Assessment Matrix  
 Critical Risks – unmitigated risk assessed as Very High where PCA has responsibility for critical control measures  
 Risk Register – as appended or available at [www.swimporirua.co.nz](http://www.swimporirua.co.nz)

### Maintaining Health and Safety Focus

It is important that H&S has consistent and sustained focus. PCA will achieve this through:

- Standing agenda item at monthly PCA Committee meetings
  - Review of incidents/investigations, prior action points
  - Review/update risk register
  - Update of Health and Safety Plan
  - Allocation of action tasks
- Quarterly meeting for PCA H&S Reps and PCC Pools Manager
  - Review of incident/investigations and prior action points
  - Review/update risk registers (PCA and PCC)
  - Update of Health and Safety Plans (PCA and PCC)
  - Allocation of action tasks
- Annual review of PCA Health and Safety Plan
  - Consultation with PCC Health and Safety Officers and Pool Managers
  - Review of current external standards/guidelines such as from Swim NZ and the Royal Life Saving Society of Australia
  - Review of PCC Health and Safety Plan
  - Reassessment of risk register
  - Update and republication of Health and Safety Plan

### Incident response and Health and Safety Plan modification

- In the event of any injury, first aid is to be administered immediately and a PCC Life Guard is to be informed immediately. The responding PCC Life Guard will take control of the incident.
- All injuries and near misses are to be reported to the PCA President and the PCC Pool Manager as soon as reasonably practicable.
- Injuries considered serious by the PCA President or the PCC Pool Manager (whether or not notifiable to Worksafe New Zealand) will be subject to a formal investigation by PCC with the active participation of PCA.
- Any recommendations for modification of this Health and Safety Plan arising from an investigation will be considered promptly by the PCA Committee.

## Responsibilities and Purpose

Together PCA and PCC are responsible for the health and safety of PCA participants in the use of the pools.

This plan sets out how these responsibilities are shared, risks are managed, how any incidents are responded to, and how this plan is communicated and maintained.

# Health and Safety Plan July 2017

Approved by PCA Committee: 12 July 2017  
 Provided to PCC: 9 July 2017  
 Published by PCA: 13 July 2017  
 Next review by: 31 July 2018

### All participants in swimming have responsibilities for Health and Safety

A wide range of people have responsibilities under this PCA Health and Safety Plan. They include:

- PCA staff and Officers, including the President, Club Captain, Secretary, Treasurer, Registrar, race Secretary and Committee members
- PCC staff and Officers, including the Chief Executive, Health and Safety Officers, Pool Managers, and Life Guards
- PCA Club members, including club and squad swimmers and their parents/caregivers
- Children taking learn to swim lessons and their parents/caregivers
- PCA volunteer and paid Coaches and Team Managers
- Team Managers, Coaches, swimmers and their parents/caregivers from visiting competitive swimming clubs and swim schools
- Competition Officials

Swimming teachers, coaches, team managers, competition officials, Life Guards and pool staff all need to understand this Health and Safety Plan so they know what risk controls they are obliged to implement.

Coaches and swimming teachers in particular need to be competent in what they are teaching/coaching in relation to the age and ability of the swimmers they are responsible for.

Other participants, including swimmers and their parents/caregivers, need to understand the intent of this Health and Safety Plan in order to support those implementing the risk controls and to take responsibility for their own health and safety with the knowledge of the risks involved in swimming.

PCA and PCC and their respective officers are obligated under the Health and Safety at Work Act 2015 to ensure health and safety, so far as is reasonably practicable, by protecting workers and other persons against harm to their health, safety and welfare, by eliminating or minimising risks arising from work.

## Health and Safety and Swimming

Swimming is both a recreational activity and sport which can involve injury - despite all reasonably practicable measures having been taken to eliminate or minimise the risk of injury. Recreational and sporting participants need to be aware of the risks involved.

Health and Safety is not about stopping work or an activity, it is about making the work or activity that a person or group of people choose to do as safe as possible.

### Communicating this Health and Safety Plan

Health and Safety needs to be front of mind and understood widely. PCA will achieve this by:

- Publishing this Health and Safety Plan on the PCA website [www.swimporirua.co.nz](http://www.swimporirua.co.nz), locating the plan on PCA poolside notice boards, and making the plan available at the Club swimmer registration desk
- Regular column covering topical Health and Safety information in PCA monthly newsletter:
  - distributed by email link to all PCA members
  - copied to PCC Pools Manager
  - Available in hard copy at Club night duty desk
  - Promoted on PCA Facebook page
- Learn to Swim parents provided with Health and Safety information flyer each term
- Paid and volunteer coaches advise each training group of relevant hazards prior to entering the pool at each session
- Team Manager(s) advise swimmers during land warm up / prior to pool warm up of critical hazards at all competition events and provided with a summary Health and Safety Plan in hard copy
- PCA hosted competition flyers include hazard identification and controls to be observed, including notice of pool depth, and pool and diving warm up procedures
- Regular meetings between PCA and PCC.



# Risk Register

Refer PCA Risk Assessment Matrix for Likelihood and Consequence narratives

RISK SCORES: Extreme 23-25 Very High 17-22 High 12-16 Medium 7-11 Low 1-6

CCP – Cannons Creek Pool AAC – Arena Aquatic Centre

Risk and Associated Hazard(s)	Risk Score	Risk Control Plan	E – Elimination	M – Minimisation	C C P	A A C	Primary responsibility	Supporting responsibility	Residual Risk Level
Drowning • Body of water • Depth of water	Very High 18	E – Proactive Lifeguarding. Pool Depth Signage. Limited class sizes and arms length proximity for in pool teachers of non-water confident children	✓	✓	✓	✓	Life Guards PCA Coaches/ teachers		Medium 10
Injury following unsupervised training dive • Depth of pool • Height and position of starting blocks	Very High 17	M – At training sessions diving is to be actively supervised at all times. Diving is not permitted at the start of a training session – swimmers must enter the pool feet first. When diving, swimmers must be stationary with at least one foot on the upstand surrounding the pool or the diving block. Running dives are not permitted		✓			PCA coaches are responsible for their lane/s	Life Guards	Medium 9
Injury following competition or supervised dive • Depth of pool • Height and position of starting blocks	Very High 17	M – Blocks in general warm up lanes are not to be used. Diving in the designated warm up sprint/dive lane/s as set out on the meet flyer is to be actively supervised. Feet first entry applies in all general warm up lanes. Once racing commences, the race start, including diving is under the control of a qualified referee and starter. Diving blocks when used are to be checked by the Coach (training session) or Referee (or nominated person) prior to the start of diving to ensure that the blocks are securely attached to the pool deck and do not move.	✓				Team Managers/ Coaches Qualified officials	Life Guards PCA event organiser	Medium 9
Tripping • Moving around and entering the pool with flippers	Very High 17	E – swimmers must not attempt to walk around the pool wearing flippers M – swimmers must enter the pool from a seated position	✓	✓			PCA coaches	Life Guards	Low 5
Tripping • Equipment in use during training	Very High 17	M – Equipment needs to be stored at the pool edge and positioned tidily and out of circulation areas	✓	✓			PCA coaches		Low 5
Tripping • Equipment stored on pool deck	Very High 17	M – Equipment stored in dedicated storage areas off pool deck. Cleaning hoses stowed and not in use during session times (except in emergency situation for cleaning bodily fluids). Circulation, changing areas and pool deck to be clear and tidy.	✓	✓			Pool Staff		Low 5
Cuts • Broken glass in or around the pool or in changing areas	Very High 17	E – prohibit glass containers in or near the pool or changing facilities	✓	✓			Pool Staff	PCA event organiser	Low 5
Electrocution • Electrical fittings and appliances.	Very High 17	M – Electrical appliances kept away from water Race starting equipment electrical supply cable elevated to well above head height.	✓	✓			Pool Staff	PCA event organiser	Low 5
Medical events • Individual medical issues	High 13	M – Life Guard vigilance to identify breathing, circulation, and similarly life critical issues	✓	✓			Life Guards	PCA Coaches / Team Manager	Low 5
Physical harm • Abusive or aggressive patrons	High 13	M – All PCC staff trained in customer service, trained in handling difficult person's situations.	✓	✓			Pool Staff		Low 3
Burns/Smoke inhalation • Fire	High 15	M – Fire alarms and fire doors installed Emergency plan detailing actions in the event of a fire. Fire evacuation training performed twice a year	✓	✓			Pool Staff		Low 3
Nausea, discomfort, poisoning • Chemical cleaning of pool surrounds	High 12	E – cleaning to occur outside of periods when public and Club members are present	✓	✓			Pool Staff		Low 2
Poisoning and explosion • Gas or chemical leak	High 15	M – Pool staff training in the use of handling all chemicals. Regular servicing by qualified personnel on all gas boilers. Chemicals stored appropriately.	✓	✓			Pool Staff		Low 3
Bacterial / viral infection • Transmittable Disease	High 12	E – Bodily fluids cleaned up as per procedure. M – All surfaces regularly cleaned to minimise risk of infection	✓	✓			Pool Staff		Low 2
Overcrowding • Excessive people in complex	High 12	E – Once maximum numbers has been reached then no more people are allowed into the complex. Consideration must be given to swimmers entering the complex before spectators	✓	✓			Pool Staff		Low 3
Breathing difficulty • Ozone in pool hall	High 12	M – Ensure correct operation of filtration plant Evacuate pool if breathing difficult	✓				Pool Staff		Low 2

Risk and Associated Hazard(s)	Risk Score	Control Plan	E – Elimination	M – Minimisation	C C P	A A C	Primary responsibility	Supporting responsibility	Residual Risk Level
Swimmer collisions • Unsupervised activity	Med 11	E – Swimmers are not to enter the water prior to designed start times and when the coach is present	✓	✓	✓	✓	PCA coaches Team Managers/ Managers/	Life Guards PCA event organiser	Low 2
Swimmer training collisions • Narrow lanes	Med 11	M – Swimmers taught chain swimming discipline and passing stroke techniques	✓				PCA coaches	Life Guards	Low 4
Tripping • Upstands surrounding pool	Med 8	M – Proactive lifeguarding	✓				Life Guards	PCA Coaches	Low 5
Tripping • Grandstand and other seating / tables	Med 8	M – Proactive lifeguarding. Running prohibited on pool side and enforced by lifeguards. No jumping allowed.	✓	✓			Life Guards	PCA event organiser	Low 5
Slipping and falling • Slippery surfaces on poolside floor	Med 8	M – Signage, Lifeguards, and the Event organiser/club officials/coaches to enforce no running rules. Non slip surfaces used. Floor cleaning regime in place to prevent build-up of slippery substances.	✓	✓			Pool Staff Life Guards	PCA Coaches/ Team Mger	Low 3
Slipping and falling • Slippery surfaces in dry zones of facility	Med 8	M – Non slip surfaces used. Water on dry area hard surfaces to be promptly dried. Caution signage displayed during drying period or area cordoned off with signage displayed.	✓	✓			Pool Staff		Low 3
Cuts • Cracked and broken tiles and guttering	Med 8	E – Replacement of all broken and cracked tiles. Aqua putty applied to eliminate sharp edges.	✓	✓			Pool Staff		Low 3
Exhaustion / heat stroke • High air temp in pool hall high	Med 8	M - ensure air handling equipment and settings maintained to acceptable industry standards	✓				Pool Staff		Low 1
Bruising / Abrasions • Pool equipment poorly installed • Damaged pool equipment	Med 7	E - ensure lanes ropes tightened correctly after being removed for other users and then put back. Replace or repair broken / worn / damaged lane ropes, starting blocks, backstroke indicator flags.	✓	✓			Pool Staff		Low 2
Impact from falling objects / building • Earthquake	Med 10	M – Emergency evacuation plan detailing actions in the event of an earthquake. Staff Training. Proactive staffing to discourage people from storing their belongings on top of cubbies	✓	✓			Pool Staff		Low 1
Swimmer collisions • Public mistakenly using training lanes	Med 7	M – lane usage signage displayed	✓	✓			Life Guards		Low 2
Injury from diving into shallow end • Depth of pool 1.2m	Med 8	M - sign on side of the pool Training programmes designed to not require diving from shallow end of pool	✓				Life Guards	PCA Coach	Low 3
Scalp injury from tangled hair in pool equipment/lane ropes or filtration systems	Med 8	M – Swimmers with long hair (past medium shoulder length) required to wear a cap or have their hair tied back	✓	✓			PCA Coaches		Low 1

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