

PCA Risk Assessment Matrix

Likelihood	Almost certain 71-100% 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
	Likely 41-70% The risk will probably occur once within the next 12 months	Medium 7	High 12	Very High 17	Very High 21	Extreme 24
	Possible 16-40% The risk could occur at least once in the next 3 years	Low 4	Medium 8	High 13	Very High 18	Very High 22
	Unlikely 6-15% Not expected to occur more than once in 10 years	Low 2	Low 5	Medium 9	High 14	Very High 19
	Rare 0-5% May occur only in exceptional circumstances less than once per 10 years	Low 1	Low 3	Low 6	Medium 10	High 15
		Negligible	Minor	Moderate	Major	Catastrophic
Consequence						
	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	

The PCA Risk Assessment Matrix is used to assess both unmitigated and residual risks that are associated with identified hazards



Proud

Positive and encouraging
Focused and committed
Passionate for swimming



Community

Our Whanau
Working together
Caring for each other



Attitude

Respectful of all
Achieve our goals
Celebrate all successes

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 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. PCA will also work with other facility providers such as Hutt Council and Wellington City Council where it hosts or attends swimming meets and with the authorities responsible for pools where PCA swimmers are competing.

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 the Arena Aquatic Centre with identified risks assessed against the 'PCA Risk Assessment Matrix' to determine unmitigated and residual risk levels.

Related Policies and Procedures

This policy should be read in conjunction with the Learn to Swim Levels Framework, the Club Swimming Learning Pathway and the Squad Development Pathway. The PCA Away Meet risk assessment form in relation to transporting and accommodating members attending away meets under the management of PCA, also forms part of the Health and Safety controls.

Policy Owner

This policy is owned by the PCA Committee. The Committee has appointed an H&S Subcommittee 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 11 March 2021. The policy will be reviewed annually by the PCA Committee. The next review date is by 28 February 2022.

Issued by:

Viv Morton
President – PCA, 7 December 2023

PCA and Local Authorities – 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.

Local authorities, including Porirua City Council (PCC), Hutt Council and Wellington City Council provide, operate, maintain and staff the swimming pool facilities used by PCA for its activities (primarily PCC).

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

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

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
- Bi-monthly meeting for PCA H&S committee 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
 - Reassessment of risk register
 - Update and republication of Health and Safety Plan
- Team Management seeking health and safety guidance at pools visited by PCA competitors

Incident response and Health and Safety Plan modification

- In the event of any injury, first aid is to be administered immediately and a Life Guard is to be informed immediately. The responding Life Guard will take control of the incident.
- All injuries and near misses are to be reported to the PCA President and the Local Authority's Pool Manager as soon as reasonably practicable.
- Injuries or incidents considered serious by the PCA President or the Pool Manager (whether or not notifiable to Worksafe New Zealand) may be subject to a formal investigation by the Local Authority 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 Local Authorities are responsible for the health and safety of PCA participants in the use of pool facilities. PCA's closest relationship is with PCC

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 regardless of the Local Authority involved.

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.

Health and Safety Plan December 2023

Approved by PCA Committee: 7 December 2023
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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
- Other Local Authorities who provide pools hired by PCA or where PCA club members compete
- 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 Local Authorities 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.

Communicating Health and Safety

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, 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	E – CCP – Diving is not permitted M – AAC – 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	E – CCP – Diving is not permitted 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 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 and tested for faults Race starting equipment electrical supply cable elevated to well above head height. Fault testing carried out annually.	✓	✓			Pool Staff PCA Committee	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 Mgers	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/ PCA Coaches	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
COVID19 Level 3-4	High 13	E - No swimming activity permitted	✓	✓			PCC Policy	PCA Committee	Low 3
COVID19 Level 2	High 13	E – No Learn to Swim or Club swimming permitted M – Squad swimming with enhanced hygiene practices, contact tracing maintained social distancing required and reduced lane capacity as necessary	✓	✓			PCC Policy	PCA Coaches	Low 3
COVID19 Level 1	Med 11	M – Enhanced hygiene practices and contact tracing available	✓	✓			PCC Policy		Low 1

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