

Swimming Wellington
Pelorus Trust Sports House
93 Hutt Park Road, Seaview, Lower Hutt
PO Box 38245 Wellington Mail Centre
www.wellington.swimming.org.nz
+64-4-560-0381



respect – excellence - teamwork



Event Safety Booklet

Guidelines for all Wellington Regional facilities

Version 2.0 19/11/2020

Thanks to our supporters
we couldn't do it without you



Regional Event Health and Safety

Before any meet is held at a Wellington Regional facility, the Meet Director and Event host are to undertake an assessment of any new potential hazards and risks within the facility and add any new hazards to the hazard register.

Prior to a meet the organisers should make themselves familiar with the facility evacuation plan and ensure each facility has a first aid kit that is accessible and up to date.

Health and Safety is about the hazards that exist in the event environment. Is there a first aid kit available and are there people trained to use it? What will happen in the event of an accident or civil defence emergency?

Emergency Contacts

Swimming Wellington, Events Manager Angus Pashley PH: 027102971975 Email: Events@swimwn.co.nz	Swimming Wellington, General Manager Martyn Newman-Hall PH: 0272408199 Email: Martyn@swimwn.co.nz
WRAC, General Manager Trish Gruschow PH: 0212278651 Email: Trish.gruschow@wcc.govt.nz	WRAC, Operations Manager Reece Fraser PH: 0278030420 Email: reece.fraser@wcc.govt.nz
Fire/Ambulance/Police Emergency: 111 Wellington City Fire Service: (04) 801 2144 Wellington Free Ambulance: (04) 499 9909 Wellington Central Police: (04) 381 2000	

Hazard Register

last updated: 19/11/2020

Hazard	Significant	Proposed Control Plan E – Elimination I – Isolation M - Minimisation	Who is accountable/ or responsible for the hazard?
Drowning	Yes	E – Proactive Lifeguarding. Pool Depth Signage.	Facility Manager
Poolside Floor – Slippery when wet	Yes	M – Signage, Lifeguards, and the Event organiser to enforce no running policies. Non slip tiles used. Floor cleaning regime in place to prevent build-up of slippery substances.	Facility Staff Event organiser
Tripping on upstands surrounding main pool	Yes	M – Up-stands tiled in different colours from rest of pool surround. Proactive lifeguarding	Facility Staff
Tripping due to equipment stored on pool deck	Yes	M – Equipment stored in dedicated storage areas off pool deck. Pool staff to keep pool deck clear and tidy	Facility Staff
Impact from falling objects / building, trips/falls due to earthquake	Yes	M – Emergency evacuation plan detailing actions in the event of an earthquake. Staff Training	Facility Staff
Impact from falling equipment located on top of storage cubbies	No	M – Proactive staffing to discourage people from storing their belongings on top of the cubbies	Facility staff Event organiser
Fall/entrapment from handrail into shallow end of main pool	No	M – Proactive lifeguarding patrons not permitted to play on the handrail.	Facility Staff
Cuts due to cracked and broken tiles	Yes	E – Replacement of all broken and cracked tiles. Aqua putty to eliminate sharp edges.	Facility
Physical harm caused by abusive or aggressive patrons	Yes	M – All WRAC staff trained in customer service, trained in handling difficult person’s situations.	Facility Staff Event organiser
Burns/Smoke inhalation due to Fire	Yes	M – Fire alarms and fire doors installed Emergency plan detailing actions in the event of a fire Fire evacuation training performed twice a year	Facility Staff Event organiser

Hazard Register

last updated: 19/11/2020

Hazard	Significant?	Proposed Control Plan E – Elimination I – Isolation M - Minimisation	Who is accountable/ or responsible for the hazard?
Poisoning and explosion due to gas or chemical leak	Yes	M – Pool staff training in the use of handling all chemicals Regular servicing by qualified personnel on all gas boilers. Chemicals stored appropriately.	Facility Staff
Transmittable Disease	Yes	E – Bodily fluids cleaned up as per procedure. M – All surfaces regularly cleaned to minimise risk of infection	Facility Staff
Tripping and falling over loose cables and cords	Yes	I – Cables covered with aquatic carpet Warning signage for when cables are in use All cables correctly stored away when not in use	Facility Staff Event organiser
Falls from diving boards and diving platforms	Yes	I – Access to diving boards limited with access stairs chained off and signage in place.	Facility Staff
Trips/Falls from bleacher seating on eastern side of main pool	No	M – Proactive lifeguarding. Running prohibited on pool side and enforced by lifeguards. No jumping allowed.	Facility staff
Trip/Fall/Dive from starting blocks.	Yes	M – Blocks in general swimming lanes not to be used during warm-up. Designated sprint/dive lanes used in warm up	Event Host Pool Staff
Electrocution from electrical fittings and appliances.	Yes	M – Electrical appliances kept away from water as much as possible.	Pool Staff Event organiser
Chairs falling off bulkhead	Yes	E – Officials chair to be placed behind bulkhead to remove risk of falling off bulkhead or a non-slip mat to placed behind chairs	Event organiser Pool Staff
Shallow end – 1.0 - 1.2meters	Yes	E – No diving in warm-up into shallow end. E – All starts are down the deep end of the pool, where practical M – Access and identified all immediate risks, with the decision on the start end once all risks have been assessed and considered thoroughly	SW Staff Technical Officials Pool Staff
Amount of people in complex	Yes	E – Once maximum amount of occupants has been reached then no more people are allowed into the complex	Pool Staff

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Club and Regional Health & Safety protocols

1. If meets take place at the Shallow end of the pool then meet flyers should refer to the fact that care needs to be taken during warm-up and during the meet
2. A message regarding pool depth is included in the meet programme that is issued to members of the public (along with any other required health & safety and member protection messaging relevant to the meet)
3. safety messages are presented on the on the scoreboard prior to and during warm-up (to the extent this is possible with other scoreboard testing, etc. that needs to take place during warm up)
4. safety messages are placed at the end of the pool during warm-up and during the meet (e.g. POOL DEPTH 1.2m. CAUTION NEEDED)
5. there is a team manager's meeting PRIOR to the commencement of warm-up at the first session of meet to alert managers to the issue and remind them of the warm-up rules (i.e. feet first entry to the pool only during warm-up, except in assigned sprint lanes)

All Standard forms will be available from the Swimming Wellington website
wellington.swimming.org.nz

Health & Safety Safeguards for Clubs during training at WRAC

- ✓ Ensure you understand your facility Health & Safety and Evacuation procedures.
- ✓ Ensure all Coaches, Swimmers, Parents and members are aware of the meeting points in an evacuations or emergency
- ✓ Ensure all employed staff / or volunteer staff are trained to know what to do in an emergency
- ✓ Ensure safety instructions are visible during training
- ✓ Have a recording process in place for any incident whilst you are hiring the facility
- ✓ Ensure facility provide the Club with a hard copy or electronic copy of Incident Reports
- ✓ Ensure outcomes are recorded
- ✓ Keep a hard copy on file

Important Key

- T** Train those that need to know
- E** Ensure everyone understands the rules
- A** Advertise safety rules
- M** Monitor and record any incidents

Together Everyone Achieves More safely