



## **Event Safety Booklet**

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**Rotorua Aquatic Centre**

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**Updated 14 March 2018**

## **About**

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?

This booklet contains information on

1. Emergency contacts.
2. Hazard Register of current hazards.
3. Blank Hazard Register to record any hazards made apparent throughout the use of the facility.
4. List of risks we bring into the Rotorua Aquatic Centre Facility.
5. Incident report form.
6. Evacuation plans.

Before any meet is held at the Rotorua Aquatic Centre the Technical Director and Event Manager are to undertake an assessment of any new potential hazards and risks within the facility and add any new hazards to the hazard register below.

If there are any questions surrounding this booklet or any of the process contained in this booklet please contact the Swimming New Zealand Event Manager at [events@swimming.org.nz](mailto:events@swimming.org.nz)

## **Emergency Contacts**

### **Swimming New Zealand Event Manager**

Rachael Goodall PH: 021569436

Email: [events@swimming.org.nz](mailto:events@swimming.org.nz)

### **Swimming BOP**

Bronwen Radford PH: 027 668 8966

Email: [Bronwen.radford@xtra.co.nz](mailto:Bronwen.radford@xtra.co.nz)

### **Rotorua Aquatic Centre Manager**

Pier Holland

### **Technical Director**

Gavin Ion PH: 027 227 4273

Email: [Gavin.Ion@waidc.govt.nz](mailto:Gavin.Ion@waidc.govt.nz)

## **Emergency 111 (police, fire, ambulance)**

### **Local Police**

Rotorua Police: (07) 349 9400

### **Local Fire**

Rotorua Fire Service: (07) 348 3198

<b>Hazard</b>	<b>Significant</b>	<b>Proposed Control Plan E – Elimination I – Isolation M - Minimisation</b>	<b>Who is accountable/responsible for the hazard?</b>
Drowning	Yes	E – Proactive Lifeguarding. Pool Depth Signage.	Facility Staff
Poolside Floor – Slippery when wet	Yes	M – Signage, Lifeguards, Swimming New Zealand staff to enforce no running policies. Non- slip tiles used. Floor cleaning regime in place to prevent build-up of slippery substances.	Facility Staff SNZ/Event Staff
Stands and reception area - slippery when wet	Yes	M – Signage, Lifeguards, Swimming New Zealand staff to enforce no running policies. Swimmers advised to dry off before re-entering the stands Reception area to be kept dry – separate swimmer entrance	Facility Staff SNZ/Event 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
Cuts due to cracked and broken tiles	Yes	E – Replacement of all broken and cracked tiles. Aqua putty to eliminate sharp edges.	Facility Staff
Physical harm caused by abusive or aggressive patrons	Yes	M – All staff trained in customer service, trained in handling difficult persons situations.	Facility Staff SNZ/Event Staff
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 Team personnel made aware of EVAC plan at managers meeting	Facility Staff SNZ/Event Staff
Electrocution from electrical fittings and appliances.	Yes	M – electrical appliances kept away from water as much as possible.	Facility Staff SNZ/Event Staff
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
Tripping and falling over loose cables and cords	Yes	I – Cables covered with aquatic carpet Warning signage for when cables are in use Exposed cables tapped out of way All cables correctly stored away when not in use	Facility Staff SNZ/Event Staff
Scaffold Seating	No	M – Railings put around the outside of the scaffolding seating so as to prevent people from falling off.	Pool Staff SNZ/Event Staff
Transmittable Disease	Yes	E – Bodily fluids cleaned up as per procedure. M – All surfaces regularly cleaned to minimise risk of infection	Facility Staff

<b>Hazard</b>	<b>Significant?</b>	<b>Proposed Control Plan E – Elimination I – Isolation M – Minimisation</b>	<b>Who is accountable/responsible for the hazard?</b>
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 Signage placed on pool deck	SNZ/Event Staff Facility Staff
Warm up procedure not followed causing injury	Yes	M – signage in place differentiating lanes No fins/equipment to be worn, numbers monitored	SNZ/Event Staff Team coaches and managers
Pool depth – main pool	Yes	M – Lifeguards on duty. Signs. Team managers / coaches made aware at managers meeting	SNZ/Event Staff Facility Staff
Pool depth – warm down pool	Yes	M – Lifeguards on duty. Signs. Team managers / coaches made aware at managers meeting	SNZ/Event Staff Facility Staff
Amount of people in complex	Yes	E – Once maximum number of occupants has been reached then no more people are allowed into the complex Team numbers are limited according to participant numbers All officials to sign in on arrival. Separate entrance for events / public Fire exits kept clear, evac plan to teams at TM meeting	Facility Staff SNZ/Event Staff
High Noise level due to number of people on pool deck	Yes	M – Risk outlined in Officials meeting and ear plugs available for volunteers / workers on pool deck	Technical Director SNZ Staff
Movement of people (indoor/outdoor)	Yes	M – Signage, Team managers / coaches made aware at managers meeting	Facility Staff SNZ/Event Staff
Officials falling/tripping	Yes	M – bulk head clear of any tripping hazards/equipment Officials to monitor, rotated regularly (where possible), have regular breaks and keep hydrated	Technical Director SNZ Staff
First Aid Procedures	No	E – Pool staff and lifeguards have training. Any accidents to be reported to pool staff immediately	Facility Staff SNZ Staff
Molestation	No	M – Pool staff have training Coaches all police vetted, all team personnel SNZ members	Facility Staff SNZ Staff
Sexual Harassment	Yes	E – Pool staff have training Coaches all police vetted, all team personnel SNZ members	Facility Staff SNZ Staff
Harassment – verbal/physical	Yes	M – Pool staff have training Coaches all police vetted, all team personnel SNZ members	Facility Staff SNZ Staff
Unauthorised personnel on pool deck	No	E – all authorised personnel receive event tags, coaches to stay in coaches areas Anyone who is on pool deck without a tag will be escorted to spectator area	Facility Staff SNZ Staff Technical Director
Unauthorised photographer in complex	No	M – all photographers to register with event staff prior to event Anyone who has not sort permission will be removed Only official photographer is allowed on pool deck	Facility Staff SNZ Staff



# FACILITY EVACUATION

- In the event of a major emergency that requires evacuation such as:
  - Fire
  - Earthquake
  - Hydrothermal Eruption/ Volcanic Eruption
  - Chlorine Leak
- All Pool side staff are safety wardens. The shift supervisor will co-ordinate the evacuation. Management will assist the supervisor with the evacuation
- If you discover a serious or potentially serious emergency, inform the facility staff who will call emergency services on 1-111
- Staff will immediately start to evacuate patrons from their designated areas. The Receptionist will take the 'Evacuation Tag Board' to the assembly area.(see map next page). Staff will collect tags and from their area of responsibility once all clear and put it on the Evacuation Tag Board at the assembly area (if safe to do so).

If the facility is clear close the door on the way out. The shift supervisor will



## Emergency Equipment

- **Resuscitation Pack** – Containing the Defibrillator & Oxygen therapy equipment is located in Pool Control. A Defib is also located in Reception
- **First Aid Supplies** – Located in the first aid Room and at all lifeguard stations.
- **Radios** – Each Lifeguard is issued one at the start of their shift.
- **Spinal Board** – Located outside Pool Control
- **Spinal Collar** – Located on the spinal board and also spares in First aid Room
- **Reach Poles** – Located at intervals around each pool
- **Rescue Tube** – Located next to the cubby holes opposite Bulkhead



# ACCIDENT INVESTIGATION FORM

Name of organisation:		Department:	
<b>PARTICULARS OF ACCIDENT</b>			
Date:	Time:	Location:	Date reported:
<b>DETAILS OF INJURED PERSON</b>			
Name:	Age:	Date of accident:	Contact number:
Job title:	Address:		Length of employment:
Type of injury: Injured part of body:			
<b>DAMAGED PROPERTY</b>			
Property damaged:			
Nature of damage:			
<b>THE ACCIDENT</b>			
Describe what happened			
<b>WHAT WERE THE CAUSES OF THE ACCIDENT?</b>			
How bad could it have been?			
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	
What is the chance of it happening again?			
<input type="checkbox"/> Frequent	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare	
What has or will be done to prevent it occurring again in future?			
<b>TREATMENT AND INVESTIGATION OF ACCIDENT</b>			
Type of treatment given:	Name of first aider:	Doctor/hospital:	
Accident investigated by:	Date:	OSH advised?	Date