



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**held on**  
**Thursday, 16 April 2020**



WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council or Committee Meetings. The Shire of Morawa disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council or Committee Meetings.*

*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council or Committee Meeting does so at their own risk. The Shire of Morawa advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.*

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**Item 1 Opening of Meeting**

The Presiding Member declared the meeting open at 5.18pm.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The Presiding Member acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.

*'This meeting was recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.*

**Item 3 Recording of Attendance**

**3.1 Attendance (by teleconference)**

**Committee Members**

President Councillor Karen Chappel (Presiding Member)

Deputy President Councillor Dean Carslake

Councillor Debbie Collins

Councillor Yvette Harris

Councillor Shirley Katona

Councillor Ken Stokes

**Staff**

Acting Chief Executive Officer

Executive Manager Corporate & Community Services

Executive Manager Works and Assets

Executive Assistant

Rob Paull

John van der Meer

Paul Buist

Rondah Toms

**3.2 Attendance by Telephone / Instantaneous Communications**

In accordance with section 14 of the *Local Government (Administration) Regulations 1996* "Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))", the President to declare that this Special Meeting shall take place via instantaneous communication. All Councillors and staff are available via telephone (teleconference).

**3.3 Apologies**

Councillor Jane Coaker

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

<b>Item 4 Applications for Leave of Absence</b>
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Nil

<b>Item 5 Response to Previous Questions</b>
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Nil

<b>Item 6 Questions from Members without Notice</b>
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Nil

<b>Item 7 Announcements by Presiding Member without Discussion</b>
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Nil

<b>Item 8 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting</b>
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The Elected Members declared that they had given due consideration to all matters contained in the agenda.

- President Councillor Karen Chappel
- Deputy President Councillor Dean Carslake
- Councillor Debbie Collins
- Councillor Yvette Harris
- Councillor Shirley Katona
- Councillor Ken Stokes

<b>Item 9      Confirmation of Minutes of Previous Meeting</b>
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**OFFICER’S RECOMMENDATION/RESOLUTION/RESOLUTION**

**200403      Moved: Cr Stokes              Seconded: Cr Collins**

**That the Audit Committee Meeting Minutes held on Thursday, 19 March 2020 are confirmed to be a true and correct record.**

***CARRIED BY SIMPLE MAJORITY 6/0***

*Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.*

<b>Item 10</b>	<b>Reports of Officers</b>
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<b>10.1</b>	<b>Regulation 17 - Risk Audit Report March 2020</b>
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**Author:** Acting Chief Executive Officer

**Authorising Officer:** Acting Chief Executive Officer

**Disclosure of Interest:** The Author/Authorising Officer declares that he does not have any conflicts of interest in relation to this item.

#### OFFICER'S RECOMMENDATION/RESOLUTION

**200404** Moved: Cr Collins          Seconded: Cr Stokes

That with respect to the Regulation 17 - Risk Audit Report March 2020, the Audit Committee recommends to Council as follows:

1. That Council notes the Regulation 17 Risk Audit prepared by the Town of Victoria Park (as per Attachment 10.1A) and its suggested improvements/opportunities, and forwards a copy to the Minister for Local Government as required;
2. That Council notes the *Outstanding Actions from Regulation 17 of the Local Government (Audit) Regulations 1996 Review* along with the CEO's response (as per Attachment 10.1 B) which describes how the suggested improvements/opportunities will be implemented, including actions completed, progressing items and those requiring further consideration; and
3. That Council notes further reports will be provided to the Audit Committee for its consideration, outlining recommended positions on those improvement opportunities offered in the Risk Audit, but yet to be actioned.

**CARRIED BY SIMPLE MAJORITY 6/0**

#### PURPOSE

This Risk Audit and review process is to occur at least once every three calendar years. To ensure an independent review of the areas of Shire risk, the Shire contracted the Town of Victoria Park to conduct the latest review in March 2020. The report findings are provided as Attachment 10.1 A and contains a list of improvements/opportunities along with the Chief Executive Officer's (CEO) response. There were no critical (i.e. legislative compliance) issues identified in the Regulation 17 Audit report.

#### DETAIL

*Local Government (Audit) Regulations 1996* includes *Local Government Operational Guideline – 9 – Audit in Local Governments*. Regulation 17 of the above Regulations prescribes a number of matters that are to be reviewed by local government Audit Committees.

These functions include reviewing the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance; and reporting the results of the Audit Committee's consideration of that review to the Council.

The latest review / audit was conducted onsite between 18-20 March 2020 by governance staff from the Town of Victoria Park.

## **LEVEL OF SIGNIFICANCE**

Medium – requirement under *Local Government (Audit) Regulations 1996*.

## **CONSULTATION**

Shire President

## **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government (Rules of Conduct) Regulations 2007*

*Local Government (Audit) Regulations 1996*

14. *Compliance audits by local governments*
  - (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
  - (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
  - (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
  - (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
    - (a) presented to the council at a meeting of the council; and*
    - (b) adopted by the council; and*
    - (c) recorded in the minutes of the meeting at which it is adopted.*

*[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]*

*Local Government Operational Guidelines Number 09 - Audit in Local Government – Revised September 2013*

## **FINANCIAL AND RESOURCES IMPLICATIONS**

Related audit fees are incorporated into the Shire's Annual Budget. Implementing the recommendations of the Report that have financial impacts will be processed through normal budgetary processes.



## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

*Shire of Morawa Community Strategic Plan 2018-2028*

**Outcome 4.3** A local government that is respected, professional and accountable.

**Outcome 4.5** Long term financial viability.

## RISK MANAGEMENT CONSIDERATIONS

*Shire of Morawa Risk Management Governance Framework*

Appropriate governance of risk management within the Shire of Morawa provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

## CONCLUSION

Attachment 10.1B contains the *Outstanding Actions from Regulation 17 of The Local Government (Audit) Regulations 1996 Review* along with the CEO's response to the recommendations of the Regulation 17 Audit for Committee/Council's consideration - addressing the areas covered by the Audit, being:

1. Risk Management;
2. Internal Controls; and
3. Legislative Compliance.

The CEO's response describes how the suggested improvements/opportunities will be implemented, including actions completed, progressing items and those requiring further consideration.

It is anticipated that all suggested improvements will be considered and addressed over the next several months. The intent that this will be a standing item for the Audit Committee until all matters raised in the Audit are addressed.

## ATTACHMENTS

*Attachment 10.1A* – Regulation 17 Risk Audit prepared by the Town of Victoria Park

*Attachment 10.1B* – Outstanding Actions from Regulation 17 of The Local Government (Audit) Regulations 1996 Review along with the CEO's response

**10.2 Morawa Swimming Pool Risk Assessment Report - RLSWA**

**Author:** Executive Manager Corporate and Community Services

**Authorising Officer:** Acting Chief Executive Officer

**Disclosure of Interest:** The Author and the Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION**

That with respect to the updated Risk Assessment conducted by Royal LifeSaving WA the Audit Committee recommends to Council as follows:

1. That Council notes the receipt of the revised Risk Assessment from Royal LifeSaving WA on 3 April 2020 with a score of 98.37%; and
2. Request the Chief Executive Officer to prepare an External Party and Location Hire Policy to be brought to Council for consideration.

**RESOLUTION**

200405 Moved: Cr Stokes Seconded: Cr Carslake

That with respect to the updated Risk Assessment conducted by Royal LifeSaving WA the Audit Committee recommends to Council as follows:

1. That Council notes the receipt of the revised Risk Assessment from Royal LifeSaving WA on 3 April 2020 with a score of 98.37%;
2. Request the Chief Executive Officer to prepare an External Party and Location Hire Policy to be brought to Council for consideration; and
3. Request the Chief Executive Officer to seek written confirmation from by Royal LifeSaving WA to ensure that the Morawa Swim Club can continue to access the use of diving blocks for training and competition purposes.

***CARRIED BY SIMPLE MAJORITY 6/0***

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***Reason for Change:***

***Committee sought clarification in relation the Morawa Swim Club being permitted to continue using diving blocks for training and competition purposes.***

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**PURPOSE**

To inform the Audit Committee of the outcome of the annual Risk Assessment conducted by Royal LifeSaving WA (RLSWA) for the Morawa Public Swimming Pool. The outcome of the revised report is an overall score of 98.37% (up from 94.35% in January 2020) and two scheduled recommendations to be undertaken in financial year 2019/20, which could increase the score to 100% compliance.

**DETAIL**

Annually, RLSWA assesses swimming pools with regards to a broad range of safety and risk issues. In January 2020 an initial Morawa Public Swimming Pool Risk Assessment led to a score of 94.35%. RLSWA made several essential recommendations to be implemented as soon as possible, which were actioned by the Shire. On 2 April 2020 Shire staff provided proof of the actioned items to RLSWA for re-assessment. On 3 April 2020 RLSWA notified the Shire of a revised Risk Assessment report which has a score of 98.37% (note Attachment 10.2A).

**LEVEL OF SIGNIFICANCE**

High – compliance with standards is mandatory, however public safety at the Pool is paramount.

**CONSULTATION**

Acting Chief Executive Officer  
Pool Manager

**LEGISLATION AND POLICY CONSIDERATIONS**

*Health (Aquatic Facilities) Regulations 2007*

*Department of Health (WA) – Code of Practice for the operation of Aquatic Facilities*

*RLSSA Pool Safety Guidelines*

There is no Council Policy that applies to the Public Swimming Pool in Morawa.

**FINANCIAL AND RESOURCES IMPLICATIONS**

Limited - as many of the recommendations have been funded by the operational budget of the pool.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

*Shire of Morawa Community Strategic Plan 2018-2028*

**Outcome 4.3** A local government that is respected, professional and accountable.

**Outcome 4.5** Long term financial viability.

## **RISK MANAGEMENT CONSIDERATIONS**

### *Shire of Morawa Risk Management Governance Framework*

Appropriate governance of risk management within the Shire of Morawa provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Compliance with the standards ensures efficient, effective and low risk operations of the swimming pool regarding staff and visitor safety.

## **CONCLUSION**

The Risk Assessment undertaken by RLSWA on 15 January 2020 indicated 8 necessary updates to be implemented by the Shire. The revised Report shows an increased score from 94% to 98%. RLSWA recommend that an External Party Hire Policy be prepared for Council's consideration and when completed, will be provided to RLSWA.

## **ATTACHMENTS**

*Attachment 10.2.A* – Updated Risk Assessment Report 3 April 2020

**Item 11 Motions of Which Previous Notice Has Been Given**

Nil

**Item 12 New Business of an Urgent Nature**

Nil

**Item 13 Closure**

There being no further business, the Presiding Member to declared the meeting closed at 5.21pm



..... Presiding Member

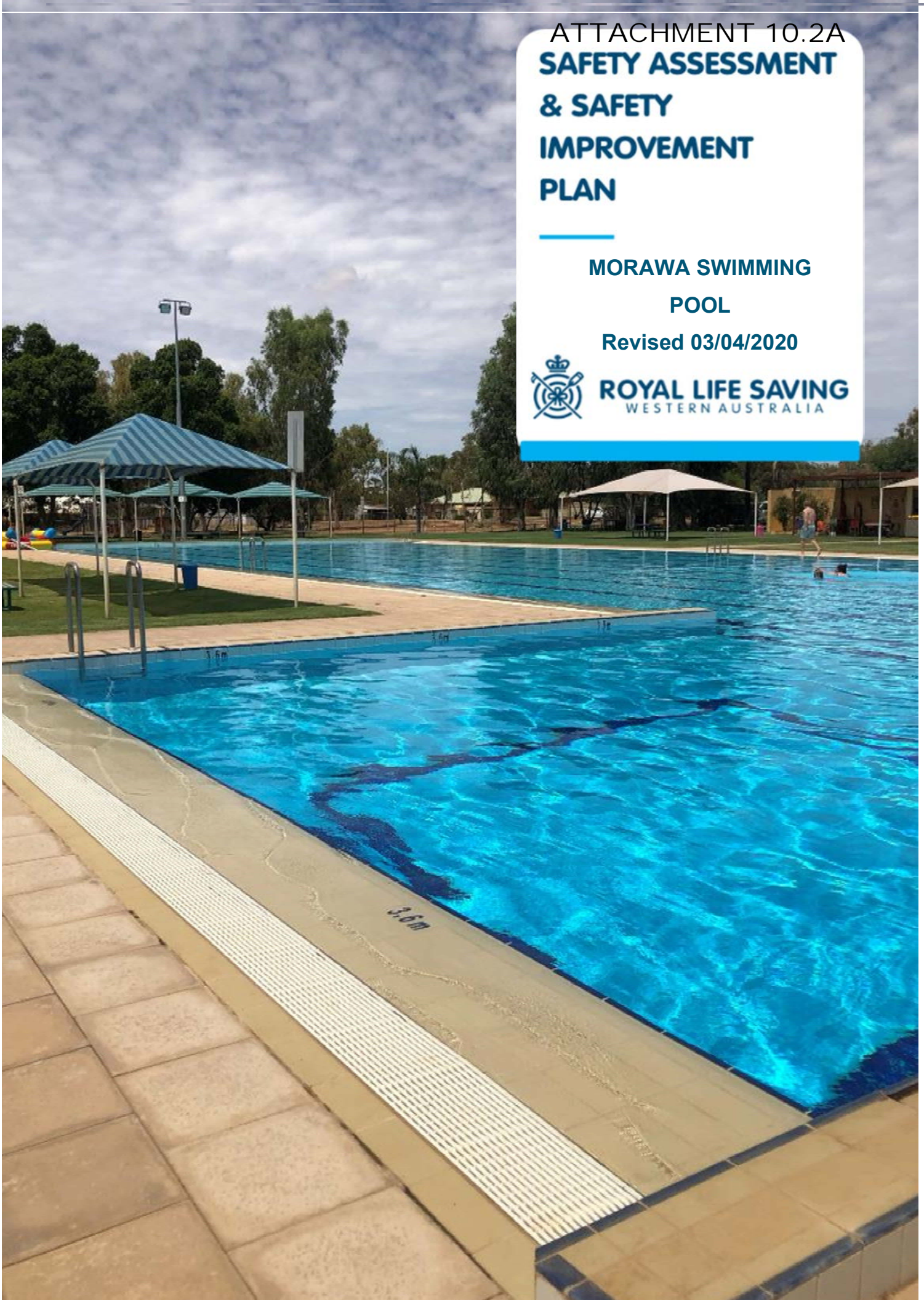
ATTACHMENT 10.2A  
**SAFETY ASSESSMENT  
& SAFETY  
IMPROVEMENT  
PLAN**

**MORAWA SWIMMING  
POOL**

Revised 03/04/2020



**ROYAL LIFE SAVING**  
WESTERN AUSTRALIA



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END OF REPORT

# FOREWORD

In Western Australia there are over 129 public aquatic centres that provide benefit in terms of community development, sport, recreation, health and fitness. In profile:

- Annual patronage is in excess of 10 million
- Over 3,000 full time, part-time and casual staff directly employed
- Annual recurrent expenditure in excess of \$65 million
- Capital replacement value in excess of \$500 million

Royal Life Saving provides an independent assessment of safety and risk based on the Department of Health – Code of Practice for the Operation of Aquatic Facilities, RLSSA Pool Safety Guidelines and relevant Australian Standards.

It is a comprehensive assessment that covers.

1. General Administrative Requirements
2. Design and Construction Requirements
3. Circulation and Water Treatment Requirements
4. Chemical Safety Requirements
5. Water Quality and Testing Requirements
6. Qualification Requirements for Aquatic Facility Operators, Supervisors and Emergency Care Personnel
7. General Sanitation and Operational Requirements
8. Special Feature Pool Requirements
9. Spa Pool Requirements
10. Water Slide Requirements
11. Hydrotherapy Pool Requirements
12. Water Spray Grounds



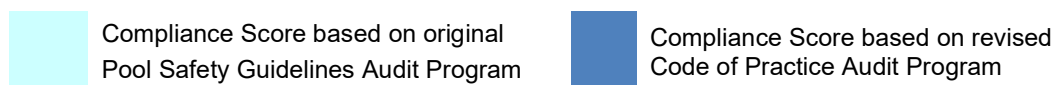
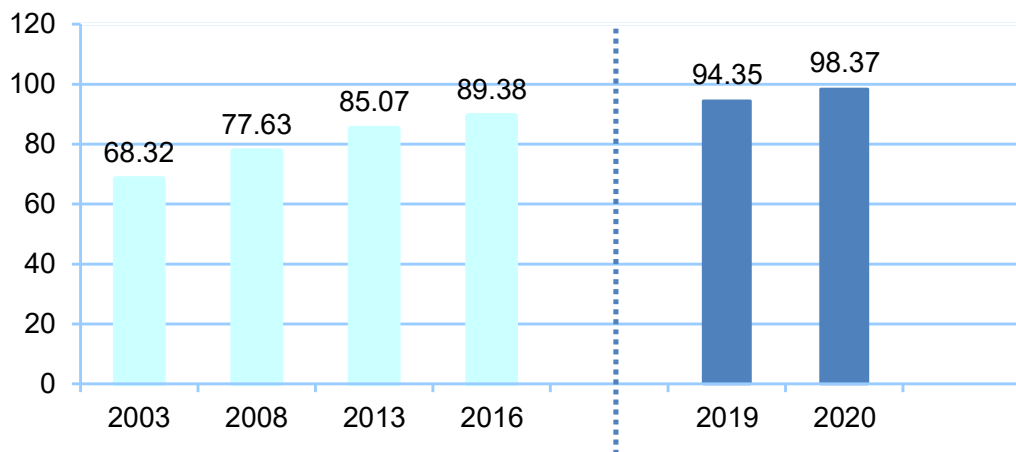
## PART 1: SAFETY SCORE SUMMARY

- The Swimming Pool Safety Assessment was conducted at the Morawa Swimming Pool on the 15<sup>th</sup> January 2020 with a revised safety score dated 3<sup>rd</sup> April 2020 based on additional safety improvement information, a revised checklist was completed.
- The Checklist contains questions that, in the experience of Royal Life Saving, are relevant.
- A score is assigned to each question, indicating the degree of compliance.  
(0 = non-compliant, 1 = compliant)
- Observed improvement opportunity (Observation)
- The score is based on observations and information available at the time of the assessment.
- Only those items, which were deemed applicable to your venue, have been included in the Safety Score Summary and Safety Improvement Plan.

Item	Score Achieved	Score Possible	Safety Score
General Administration	10	11	90.91%
Design and Construction	41	41	100.00%
Circulation and Water Treatment	15	15	100.00%
Chemical Safety	13	13	100.00%
Water Quality and Testing	9	9	100.00%
Qualification for Aquatic Facility Personnel	3	3	100.00%
General Sanitation and Operation	21	22	95.45%
Special Feature Pool	9	9	100.00%
<b>Overall Rating</b>	<b>121</b>	<b>123</b>	<b>98.37%</b>

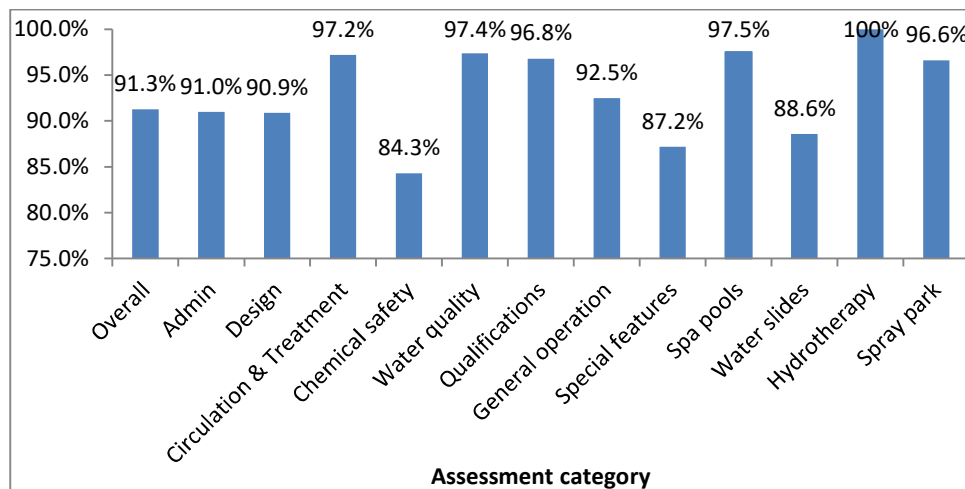
## PART 2: BENCHMARK DATA

### Morawa Swimming Pool Audit History



### Aquatic Industry Data

Based on most recent assessments for all pools, the average ratings for every section of the safety assessment are tabled below.



## PART 3: IMPROVEMENT PLAN SUMMARY

### PART 3: IMPROVEMENT PLAN SUMMARY RECCOMENDATIONS

<b>1. Elimination</b>	Measures to eliminate the associated risk.
• N/A	
<b>2. Substitution</b>	Supervision to Control activity and prevent accidents.
• N/A	
<b>3. Engineering</b>	Safeguards that modify the facility or aquatic activity.
• N/A	
<b>4. Administrative</b>	Management systems or procedures that address a risk.
• <b>Item 1.11:</b> Is there an appropriate agreement/ contract for all hirers of all or parts of the facility, Specific facility Hire agreement procedural documentation. <b>(Recommendation)</b>	
• <b>Item 7.27:</b> Is a suitable hire agreement in place for external program organisers. <b>(Recommendation)</b>	
•	
<b>5. Personal Protection</b>	Measures to raise awareness and support self-protection.
• N/A	

## PART 3B: IMPROVEMENT PLAN SUMMARY

### OBSERVATIONS

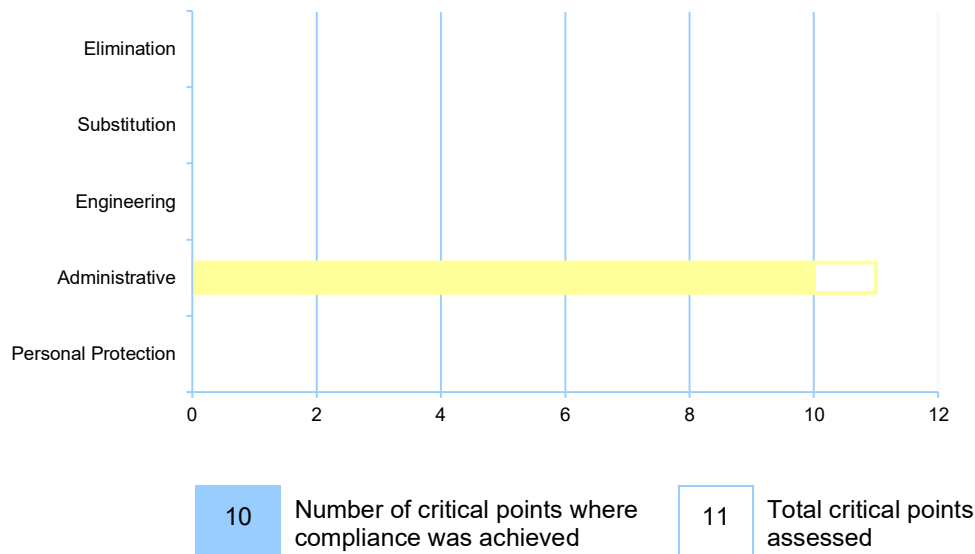
#### (Opportunities for Improvement)

<b>6. Elimination</b>	Measures to eliminate the associated risk.
	<ul style="list-style-type: none"> <li>• <b>Item 2.23:</b> Are starting blocks whether permanent or removable installed over water 1.35m or deeper. <b>(Observation)</b></li> </ul>
<b>7. Substitution</b>	Supervision to Control activity and prevent accidents.
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>8. Engineering</b>	Safeguards that modify the facility or aquatic activity.
	<ul style="list-style-type: none"> <li>• <b>Item 2.05:</b> Are backstroke flags present when lap swimming areas is being conducted. <b>(Observation)</b></li> <li>• <b>Item 2.38:</b> Does the main First Aid room contain a minimum of infrastructure (COP Table 2) to facilitate immediate and after care of an injured or ill use. <b>(Observation)</b></li> <li>• <b>Item 8.32:</b> Is specific attention/paddling provided at the entry point of stepping onto the inflatable. <b>(Observation)</b></li> <li>•</li> </ul>
<b>9. Administrative</b>	Management systems or procedures that address a risk.
	<ul style="list-style-type: none"> <li>• <b>Item 4.05:</b> Are up to date Safety Data Sheets (SDS) available for each stored chemical. <b>(Observation)</b></li> <li>• <b>Item 4.10:</b> Have operators been appropriately trained within the last 3 years. <b>(Observation)</b></li> <li>• <b>Item 4.25:</b> Does management use a Permit to Work system to access the chlorine installation <b>(Observation)</b></li> <li>• <b>Item 4.35:</b> Depending on the type of chemical stored (package goods or bulk) is the facility correctly placarded. <b>(Observation)</b></li> <li>• <b>Item 4.36:</b> Are staff that perform chemical handling and storage trained in correct procedures appropriate to those duties. <b>(Observation)</b></li> <li>• <b>Item 4.43:</b> Does the site have an emergency plan, covering chlorine gas, with detailed site layout lodged with the emergency services. <b>(Observation)</b></li> <li>• <b>Item 4.44:</b> Has the emergency response plan been tested through an incident scenario either as a desktop review or a field exercise. <b>(Observation)</b></li> <li>• <b>Item 7.18:</b> Is the Operations Manual regularly reviewed. <b>(Observation)</b></li> <li>• <b>Item 7.19:</b> Has an Emergency Action Plan (EAP,) that includes sections for different scenarios and locations been developed. <b>(Observation)</b></li> <li>• <b>Item 7.21:</b> Has an evacuation kit been prepared. <b>(Observation)</b></li> <li>• <b>Item 8.26:</b> Has the manufacturer provided a User Manual and Certification regarding the design and use of the inflatable device. Particularly in respect to staff training/induction and occupational health and safety. <b>(Observation)</b></li> <li>• <b>Item 8.30:</b> Are inflatables kept under direct supervision when in use and in the water. <b>(Observation)</b></li> </ul>
<b>10. Personal Protection</b>	Measures to raise awareness and support self-protection.
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

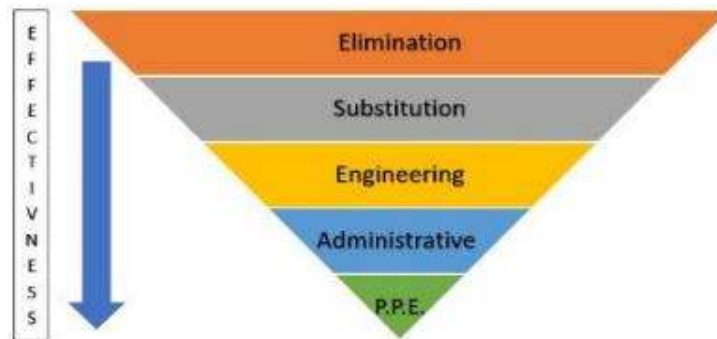
## Section 1: Administrative Requirements

- A total of 11 critical points was assessed in Section 1.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

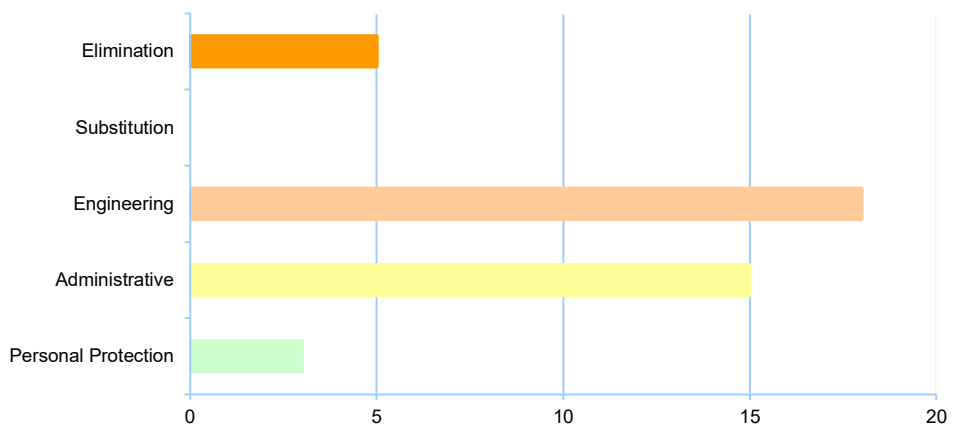
Ref #	Critical Point	Compliance
1.01	Does the centre have a Dept of Health 'permit to operate' as a Group 1 facility?	<input checked="" type="checkbox"/>
1.02	Does the centre have a documented site plan?	<input checked="" type="checkbox"/>
1.03	Does the centre have an organisational chart with authority matrix?	<input checked="" type="checkbox"/>
1.04	Does the centre have a daily opening/closing procedure & checklist?	<input checked="" type="checkbox"/>
1.05	Does the centre have a start of season opening protocol?	<input checked="" type="checkbox"/>
1.06	Does the centre have an end of season closing protocol?	<input checked="" type="checkbox"/>
1.07	Does management service, test and record the following equipment: Oxygen Resuscitation Equipment Breathing Apparatus Emergency Lighting Electrical Equipment Fire Extinguishers/Hoses?	<input checked="" type="checkbox"/>
1.08	Is there a procedure to ensure sufficient stock of first aid equipment?	<input checked="" type="checkbox"/>
1.09	Are reports made and appropriately stored for every incident involving life-threatening hazards and First Aid?	<input checked="" type="checkbox"/>
1.10	Is the lifeguard uniform suited to the performance of lifeguard duties, including aquatic rescue, easily recognised by customers and staff, and distinguishable from other staff?	<input checked="" type="checkbox"/>
1.11	Is there an appropriate agreement/ contract for all hirers of all or parts of the facility?	<input type="checkbox"/>

<b>Item 1.11:</b>	<b>Is there an appropriate agreement/ contract for all hirers of all or parts of the facility?</b>		
<b>Observations:</b>	<p>For Morawa Swimming Pool management considerations when reviewing the use and implementation of specific "Hire/User Agreement" documentation.</p> <p>No specific hire agreement documentation sighted at time of assessment.</p> <p>Due for completion May 2020</p>		
<b>References:</b>	<ul style="list-style-type: none"> <li>GO 1.04 – Pool Safety Guidelines</li> </ul>		
<b>Treatment Options:</b>	<p>Those who hire a facility, or part thereof, should receive from the management a letter of agreement or contract which clearly establishes the responsibility of the management and the hirer. This letter should be countersigned by the hirer to indicate that the terms and conditions have been accepted.</p> <p>The letter of agreement should clearly establish:</p> <ul style="list-style-type: none"> <li>information regarding the likely number of persons using the facility, and if appropriate their skills</li> <li>the name of the hirer's representative who will be personally present and in charge of the group</li> <li>the age of hirer and hirer's representative</li> <li>the number of lifeguards to be present during the session</li> <li>Respective responsibilities of the facility management and the hirer in an emergency. A distinction should be drawn between generated emergencies and facility emergencies (e.g. structural problems)</li> <li>who is responsible for insuring the activity?</li> <li>any local laws which must be enforced</li> <li>rules of behaviour to be followed, if different to the normal rules</li> <li>any specific advice to be given to users</li> <li>responsibility for the provision of First Aid Services</li> <li>access to First Aid equipment, or otherwise</li> </ul> <p>The hiring group should be provided with a copy of the emergency action plan and procedures and should be requested to sign to the effect these have been read and understood.</p> <p>A hirer should be a minimum of 18 years of age, proof of which should be provided where doubt may exist.</p>		
<b>Type of Measure:</b>	Administrative	Best Practice	
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>	

## Section 2: Design and Administrative Requirements

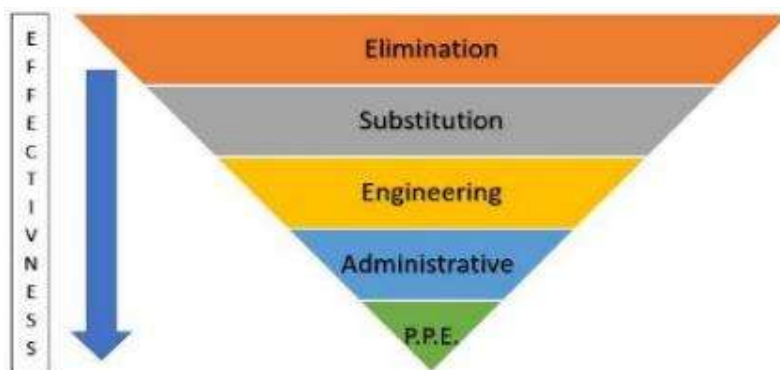
- A total of 41 critical points was assessed in Section 2.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



41 Number of critical points where compliance was achieved      41 Total critical points assessed

The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.



Ref #	Critical Point	Compliance
2.01	Is the pool design, fittings and fixtures free of obstructions that could cause a patron to become entrapped or injured?	<input checked="" type="checkbox"/>
2.02	Are gradients less than 1:15 in depths under 1.75m?	<input checked="" type="checkbox"/>
2.03	Are gutters whether wet decks or integrated with the pool wall sufficiently protected to prevent injury through obstruction, entrapment or tripping?	<input checked="" type="checkbox"/>
2.04	Are toddlers and learner's pools located away from deep-water pools or are sufficient and appropriate barriers between adjacent shallow and deep-water areas?	<input checked="" type="checkbox"/>
2.05	Are backstroke flags present when lap swimming areas is being conducted?	Observation
2.06	Is there Type A slip resistance or greater on surfaces in 1.6m of water or more?	<input checked="" type="checkbox"/>
2.07	Is there Type B slip resistance or greater on surfaces in 1.6m of water less?	<input checked="" type="checkbox"/>
2.08	Is there Type C slip resistance on surfaces in beach entry's?	NA
2.09	Are there sufficient depth markers (max & min depth + 7.5m apart)?	<input checked="" type="checkbox"/>
2.10	Are depth markers clearly visible from the concourse and a minimum of 90mm high?	<input checked="" type="checkbox"/>
2.11	Are depth markers clearly visible from within the pool (where sides are >125mm)?	<input checked="" type="checkbox"/>
2.12	Is there sufficient signage identifying deep water (>1.8m), shallow water particularly at pool entry points?	<input checked="" type="checkbox"/>
2.13	In water under 1.8m in depth is "Do Not Dive" signage visible when entering the water body?	<input checked="" type="checkbox"/>
2.14	Does the facility have an entry sign in accordance with Code of Practice Appendix 2?	<input checked="" type="checkbox"/>
2.15	Is signage present at the entrance to the facility that specifies the conditions of use of the facility?	<input checked="" type="checkbox"/>
2.16	Is signage present that encourages responsible behaviour?	<input checked="" type="checkbox"/>
2.17	Is signage present that encourages parental supervision in appropriate areas?	<input checked="" type="checkbox"/>
2.18	Are aquatic facilities without lighting provided with signage at all access points stating, 'No use of facility allowed after dark'?	<input checked="" type="checkbox"/>
2.19	Are entry and exits points provided on both sides of the pool at each end?	<input checked="" type="checkbox"/>
2.20	Do steps provided for entry/exit to pools have handrails that conform to access standards?	<input checked="" type="checkbox"/>
2.21	Is egress provided in water bodies in excess of 0.6m and at deep end where water is greater than 1.8m?	<input checked="" type="checkbox"/>
2.22	Is a means of egress provided at the deepest point on both sides of the pool when it is greater than 9m?	<input checked="" type="checkbox"/>
2.23	Are starting blocks whether permanent or removable installed over water 1.2m or deeper?	Observation
2.24	When installed over water less than 2.0m in depth, are starting blocks, isolated when not in use for competition/coaching?	<input checked="" type="checkbox"/>
2.25	Are the pool and its surrounds sufficiently lit?	<input checked="" type="checkbox"/>

Ref #	Critical Point	Compliance
2.26	Is there a functioning emergency lighting system inside buildings?	NA
2.27	Is the concourse (including bulkheads, passages and shower rooms) maintained to be slip-resistant?	<input checked="" type="checkbox"/>
2.28	Is there sufficient drainage of the concourse?	<input checked="" type="checkbox"/>
2.29	Is equipment stored on the pool concourse positioned to allow safe traffic flow?	<input checked="" type="checkbox"/>
2.30	Is the concourse width 1m or greater and free of trip hazards?	<input checked="" type="checkbox"/>
2.31	Does any equipment stored on the concourse affect lifeguard sight lines?	<input checked="" type="checkbox"/>
2.32	Is there rescue equipment located on the concourse in reasonable reach of lifeguards?	<input checked="" type="checkbox"/>
2.33	Are emergency exit signs clear in any lighting conditions?	<input checked="" type="checkbox"/>
2.34	Do emergency exits conform to current building regulations?	<input checked="" type="checkbox"/>
2.35	Are the rooms or compounds in which the pools are located secured outside opening hours to deter unauthorised entry of persons?	<input checked="" type="checkbox"/>
2.36	Is the disposal of backwash in accordance with and approved by the Local Government?	<input checked="" type="checkbox"/>
2.37	Is there a designated First Aid room or area of appropriate size and configuration?	<input checked="" type="checkbox"/>
2.38	Does the main First Aid room contain a minimum of infrastructure (COP Table 2) to facilitate immediate and after care of an injured or ill user?	Observation
2.39	Is the first aid equipment (COP Table 3) stored safely ready for use?	<input checked="" type="checkbox"/>
2.40	Is the First Aid room or area easily identified with standard signage?	<input checked="" type="checkbox"/>
2.41	Are General Power Outlets located away from the pool and 1.2m above the floor?	<input checked="" type="checkbox"/>
2.42	Are GPO's and electrical equipment located in dry grooming areas of change rooms?	<input checked="" type="checkbox"/>
2.43	Are metallic objects greater than 100mm in size earthed?	<input checked="" type="checkbox"/>
2.44	Is there appropriate earth leakage protection used on all electrical equipment (including in the plant room)?	<input checked="" type="checkbox"/>
2.45	Is shading (sun protection) provided?	<input checked="" type="checkbox"/>
2.46	Is the facility provided with lightning protection systems in accordance with AS 1768?	<input checked="" type="checkbox"/>

**Item 2.05: Are backstroke flags present when lap swimming is being conducted?**

**Observations:**

For Morawa Swimming Pool management considerations.

Back stroke flags only used for swim club training and carnivals.

Observation.



**References:** • FD 1.06 – Pool Safety Guidelines








**Treatment Options:**

It is recommended that backstroke turn flags be installed at a standard distance (5.0 metres) from the ends of lap lanes and at height 1.8 metres above the water.



**Type of Measure:** Administrative **Best Practice**

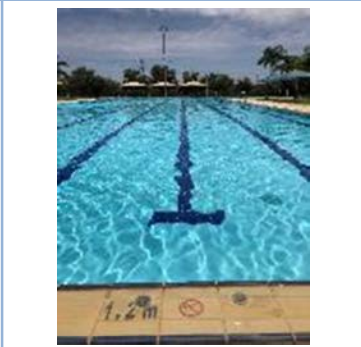
**Actions:** **Date:** **Signed Off:**

<b>Item 2.12:</b>		<b>Is there sufficient signage identifying deep water (&gt;1.8m), shallow water particularly at pool entry points?</b>	
<b>Observations:</b>			
For Morawa Swimming Pool management review Minimal specific "Shallow Water", signage in place around 1.2M end shallow water areas of the facility.  Completed 3/04/2020			
<b>References:</b>	<ul style="list-style-type: none"> <li>• Section 2.25.2 – Code of Practice</li> <li>• Section 2.25.2.2 – Code of Practice</li> <li>• Section 2.25.2.3 – Code of Practice</li> <li>• RLSSA Guidelines Safe Pool Operations – Aquatic Signage 2016</li> <li>• AS/NZS 2416.1:2010 Part 1, Part 2 and Part 3 Water Safety Signs</li> </ul>		
<b>Treatment Options:</b>			
It is recommended that Australian Standard signage notifying swimmers of shallow and deep water be positioned in relevant areas to where these hazards exist.  If regulatory signage is used (i.e. prohibition symbols) these may be legally ineffective if it can be shown that there was no effort made to enforce them. In these situations where enforcement is not practical a warning sign depicting the nature of the hazard may be a better alternative.			
 <p>"Deep Water Drop Off" Warning Signage</p>		 <p>"Shallow Water" Warning Signage</p>	
 <p>"Shallow Water" Warning Signage</p>		 <p>Deep Water Drop Off" Warning Signage</p>	
<b>Type of Measure:</b>	Administrative		Regulation
<b>Actions:</b>	Completed		Signed Off:
	3/04/2020		

**Item 2.23: Are starting blocks whether permanent or removable installed over water 1.35m or deeper?**

**Observations:**

For facility management and swim club / group considerations minimum depths that dive blocks can be used is now 1.35M  
 Dive blocks can no longer be used at the 1.2M end of the Morawa Swimming Pool.  
 Observation.



- References:**
- Section 2.14 – Code of Practice
  - Generic Operations Manual Section 2.2c
  - FINA Facilities Rules 2017-2021
  - Guidelines Safe Pool Operations – Swimming Pool Design
  - 2.3 – Water Depths

**Treatment Options:**

**Starting Blocks (Starting Platforms)**

FR 2.3 Depth: **A minimum depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres** from the end wall is required for pools **with starting blocks**. A minimum depth of 1.0 metre is required elsewhere.

Starting blocks should be removed or isolated for recreational swimming.

**Starting Block Design**

Starting block steps and tops should have slip resistant surfaces.

The top surface of starting blocks should:

- be no greater than 750mm above the water surface; (front edge of starting block)
- be at least 500mm x 500mm in area.
- not be sloped more than 10 degrees toward the water.
- handgrips should not protrude beyond the pool wall.

Recessed pool concourse mountings (sleeves) for removable (portable) starting blocks should:

- not be hollow.
- be flush with the pool concourse.
- not have sharp edges.
- Starting blocks should be stable when:
  - in situ.
  - mounted by a person preparing to enter the water.
  - gripped from the water.

<b>Type of Measure:</b>	<b>Elimination</b>	<b>Regulation</b>
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<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>

**Item 2.38: Does the main First Aid room contain a minimum of infrastructure (COP Table 2) to facilitate immediate and after care of an injured or ill user?**

**Observations:**

For Morawa Swimming Pool management considerations when setting up onsite first aid room.



Observation.

- References:**
- Section 2.22 – Code of Practice
  - Generic Operations Manual Section 2.1 a – j and Appendix 2d
  - RLSSA Guidelines for Safe Pool Operations-Aquatic – Facility Design FD 11.3 c

**Treatment Options:**

First Aid Rooms should be located in a position no further than 80m from any location within the facility and should provide easy access to emergency services and/or disabled patients.

Aquatic facilities must provide the following items:

- Resuscitation Notice.
- Examination couch.
- Hand wash basin with reticulated potable water.
- Communication System.
- (Ready access to a telephone with emergency number posted close by)
- One GPO outlet.
- Work bench for the preparation or the cleaning and sterilisation of items used in first aid treatment.
- Storage for first aid supplies and equipment.
- Washable flooring



**Type of Measure:**                      **Engineering**                      **Regulation**

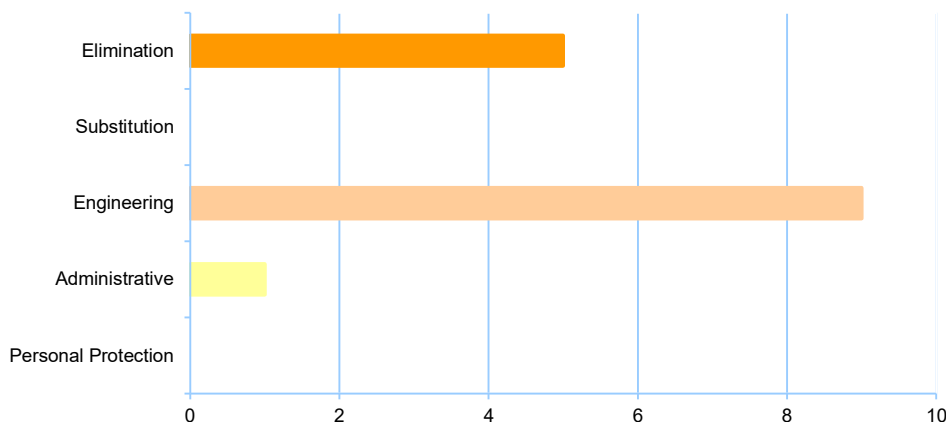
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### Section 3: Circulation and Water Treatment Requirements

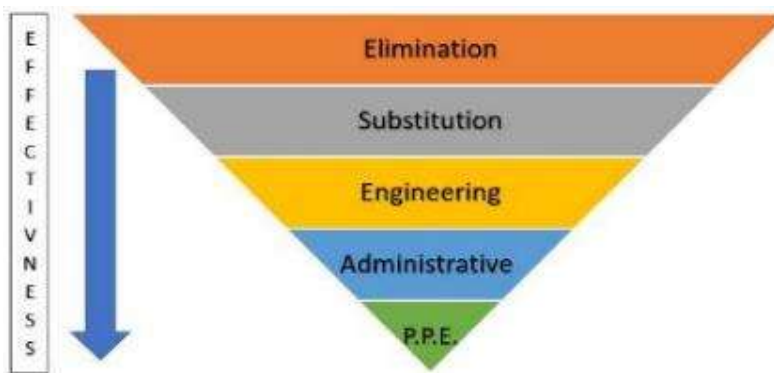
- A total of 15 critical points was assessed in Section 3.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

#### Compliance Summary



15 Number of critical points where compliance was achieved
 15 Total critical points assessed

The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

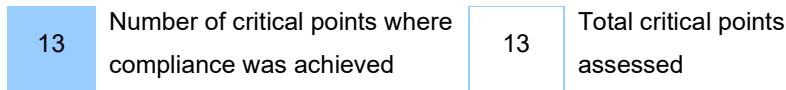
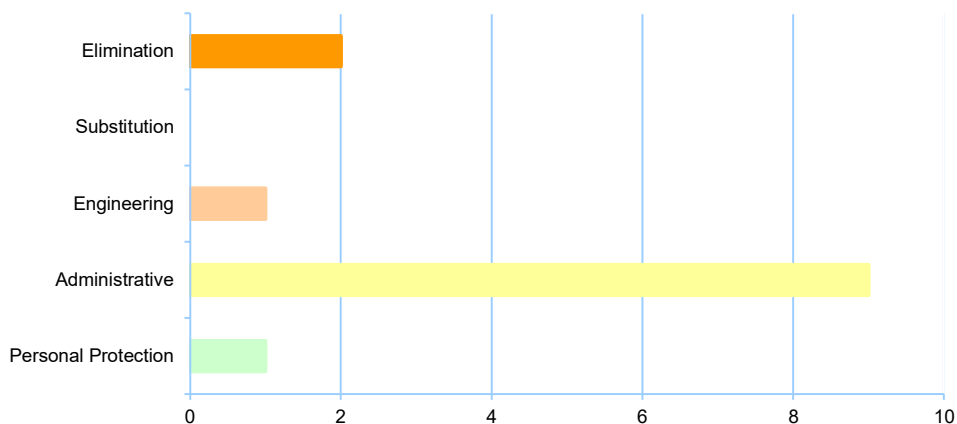
Ref #	Critical Point	Compliance
03.01	Is the filtration system fitted for disinfection satisfactory to the Health Regulations?	<input checked="" type="checkbox"/>
03.02	Is the plant and water treatment system operational whenever the facility is open to the public?	<input checked="" type="checkbox"/>
03.03	Are there a minimum of two (2) return inlets for every pool and where pool is greater than 12m wide a combination of wall and floor inlets are used?	<input checked="" type="checkbox"/>
03.04	If skimmer boxes are used, are they installed no more than 13m apart?	NA
03.05	Are inlets rounded, smooth and do not extend more than 2.5cm from the wall?	<input checked="" type="checkbox"/>
03.06	Are floor inlets installed flush with the bottom of the pool and of tamper-proof design?	<input checked="" type="checkbox"/>
03.07	Are surface skimmers only used in pools where the surface area does not exceed 450m <sup>2</sup> ?	NA
03.08	Are skimmer covers securely seated, slip-resistant, of sufficient strength to withstand normal deck use and do not constitute a trip-hazard?	NA
03.09	Are main drains less than 300mm covered with an anti-vortex grate?	<input checked="" type="checkbox"/>
03.10	Are suction outlets designed so that they cannot be isolated?	<input checked="" type="checkbox"/>
03.11	Is the plant room locked to the public?	<input checked="" type="checkbox"/>
03.12	Is pipe work clearly identified to indicate flow direction and contents of pipe?	<input checked="" type="checkbox"/>
03.13	Are dosing pumps interlocked with the main pool pump or controlled by a flow switch?	<input checked="" type="checkbox"/>
03.14	Can the filters be isolated so that the recirculation system can be repaired or backwashed?	<input checked="" type="checkbox"/>
03.15	Are filters provided with a readily observable sight glass to identify backwash water?	<input checked="" type="checkbox"/>
03.16	Is the facility installed with an operational automatic dosing system?	<input checked="" type="checkbox"/>
03.17	Is the injection point located prior to filter on uncovered gravity sand filters?	NA
03.18	Are salt chlorinators installed downstream of pressure filters?	NA
03.19	Are salt chlorinators linked to the main pump to prevent the chlorinator operating when the main pump is off?	NA
03.20	Does the salt chlorinator system have a back-up chlorine system?	NA
03.21	Is the heating circuit installed so that it does not form a bypass to the filter?	NA
03.22	Does the water heating system ensure users are not exposed to water temperatures exceeding 38C?	NA
03.23	Is the solar heating system installed on a plumbing circuit separate and independent from the filtration system?	NA
03.24	Is make up water introduced prior to the filter?	<input checked="" type="checkbox"/>
03.25	Is the balance tank and surrounding access areas secure to prevent falling in or injury?	<input checked="" type="checkbox"/>
03.26	Are the staff who are involved in entering the balance tank trained in correct procedures appropriate for confined spaces?	NA



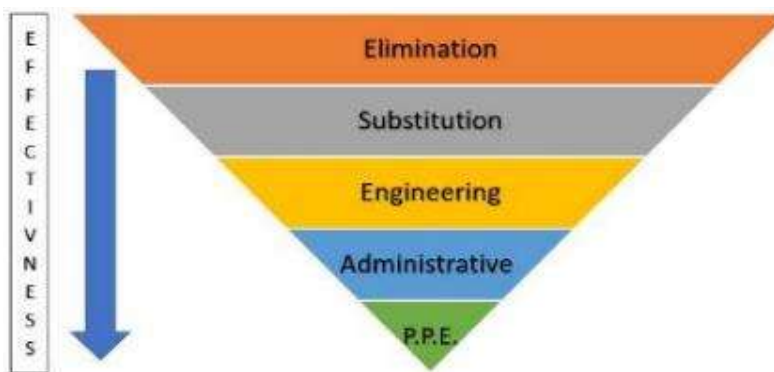
## Section 4: Chemical Safety Requirements / Chlorine Gas

- A total of 13 critical points was assessed in Section 4.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

Ref #	Critical Point	Compliance
04.01	What system is used to off-take Chlorine from the cylinder/drum?	NA
04.02	What size Chlorine Container is being used (75kg or 920kg)?	NA
04.03	Does the installation have a current Poisons license?	NA
04.04	Does the installation have a current Dangerous Goods License?	NA
04.05	Are up to date Safety Data Sheets (SDS) available for each stored chemical?	Observation
04.06	Does the installation have a HAZCHEM sign, as well as placarding and/or DG diamonds?	<input checked="" type="checkbox"/>
04.07	Does the site have chlorine leak detectors and are they regularly tested?	NA
04.08	Are weekly checks for leaks conducted using a 5% ammonia solution?	NA
04.09	Does the site have an emergency shutdown system?	NA
04.10	Have operators been appropriately trained within the last 3 years?	Observation
04.11	During connection/disconnection, is either (A) Two persons used to connect, with the second person acting as a standby, or (B) Single person using SCBA?	NA
04.12	Does the site have a windsock/wind direction indicator located near the installation?	NA
04.13	Are cylinders moved using a cylinder trolley or some other means to reduce manual handling injuries?	NA
04.14	Are cylinders restrained in an upright position?	NA
04.15	Are cylinders/drums not connected for use stored with the cap nut and protective covers on?	NA
04.16	Drums are delivered using either a forklift with lifting beam, overhead gantry and/or track & trolley?	NA
04.17	Does the site have Natural or Mechanical Ventilation?	NA
04.18	Is there pressure relief on the vacuum regulator?	NA
04.19	If the site uses vacuum regulators, are flexible plastic lines replaced annually?	NA
04.20	Are there any pits or sumps in areas where chlorine gas may be present?	NA
04.21	Is this installation maintained by qualified and trained personnel?	<input checked="" type="checkbox"/>
04.22	Can access doors be secured open to prevent them closing when room is occupied?	NA
04.23	Are the walls and floor made of non-combustible materials?	NA
04.24	Is the distance (m) of the chlorine gas lines from the drum to the chlorinator or ejector within the maximum allowable distance?	NA
04.25	Does management use a Permit to Work system to access the chlorine installation?	<input checked="" type="checkbox"/>
04.26	Are maintenance reports or logs kept by those doing the maintenance and are they available to Pool Management to review?	<input checked="" type="checkbox"/>
04.27	Is a dump shower and eyewash provided immediately outside the chemical handling and storage areas (and tested regularly)?	<input checked="" type="checkbox"/>
04.28	Does the site have a Site Manifest that contains the following information?	<input checked="" type="checkbox"/>

04.29	Based on the Storage Factor and quantities of Dangerous Goods stored on the premises has bunding been installed and is it sufficient to retain a spill or leak?	<input checked="" type="checkbox"/>
04.30	Is a functional self-contained breathing apparatus stored and ready for use?	NA
04.31	Are all pipes, valves and pumps, controlling water and chemical feeds, clearly labelled to promote correct operation?	<input checked="" type="checkbox"/>
04.32	Is signage, complying with Australian Standard AS1319, in plant rooms and chemical handling areas promoting the use of PPE displayed?	<input checked="" type="checkbox"/>
04.33	Is signage, complying with Australian Standard AS1319, indicating restricted access (e.g. "Staff Only") and prohibiting smoking displayed at entrances to, and inside, the plant room and chemical storage areas?	<input checked="" type="checkbox"/>
04.34	Are all chemical storage areas clearly labelled?	<input checked="" type="checkbox"/>
04.35	Depending on the type of chemical stored (package goods or bulk) is the facility correctly placard?	<input checked="" type="checkbox"/>
04.36	Are staffs that perform chemical handling and storage trained in correct procedures appropriate to those duties?	Observation
04.37	Is appropriate Personal Protective Equipment (PPE) provided and stored in plant rooms and chemical handling areas?	Observation
04.38	Does the plant room have storage and delivery procedures for hazardous substances stored on site?	<input checked="" type="checkbox"/>
04.39	Are hazardous substances stored in accordance with MSDS?	<input checked="" type="checkbox"/>
04.40	Are carbon dioxide gas cylinders secured to prevent their falling and sustaining damage to tanks for fittings?	NA
04.41	Are carbon dioxide gas cylinders and conduits clearly labelled and secured?	NA
04.42	Has a risk assessment been conducted on the storage and handling of the chlorine gas cylinders or drums?	NA
04.43	Does the site have an emergency plan, covering chlorine gas, with detailed site layout lodged with the emergency services?	Observation
04.44	Has the emergency response plan been tested through an incident scenario either as a desktop review or a field exercise	Observation
04.45	Is the distance to sensitive use locations (hospitals, childcare centre) greater than the minimum requirements?	NA
04.46	Is the distance to sensitive use locations (residential) greater than the minimum requirements?	NA
04.47	Is the distance to sensitive use locations (commercial/industrial/public use) greater than the minimum requirements?	NA
04.48	Is the distance to combustible or flammable liquid or gas greater than the minimum requirements?	NA
04.49	Is the distance to recreational areas greater than the minimum requirements?	NA
04.50	Is the distance from Chlorine Gas Cylinders to areas where users may find difficult to evacuate (e.g. childcare areas, hydrotherapy pools) greater than the minimum requirements?	NA
04.51	Is the distance from Chlorine Gas Drums to areas where users may find difficult to evacuate (e.g. childcare areas, hydrotherapy pools) greater than the minimum requirements?	NA

**Item 4.05: Are up to date Safety Data Sheets (SDS) available for each stored chemical?**

**Observations:**

Current SDS sheets sighted dated between 2010-2013.

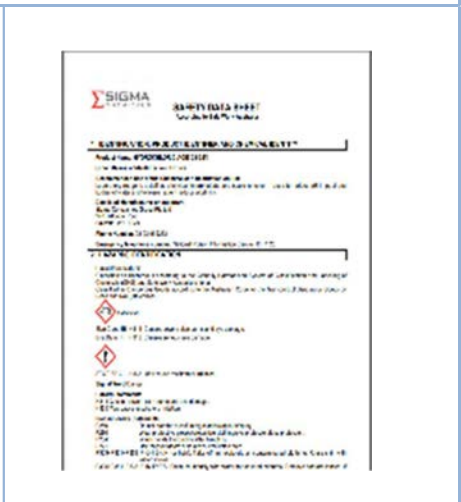
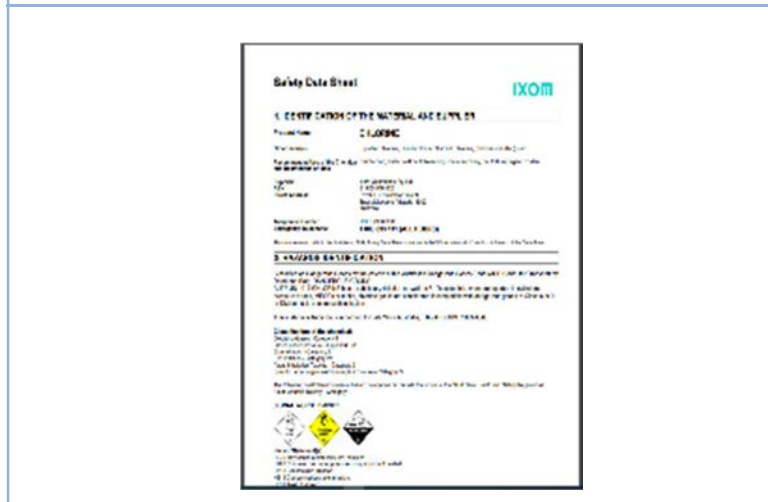
Observation.



- References:**
- AS 2927 – The Storage and Handling of Liquefied Chlorine Gas 2019.
  - AS 2927 – 1.5.3.3 Safety Data Sheets
  - Section 4.1 – Code of Practice
  - Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007.
  - Code of Practice - Chemical Safety-. Section 4 4.1

**Treatment Options:**

- SDS documentation should be no older than 5yrs
- It is recommended that the Material Safety Data Sheets be obtained from suppliers for each hazardous substance used on site and this should include those hazardous substances used in pool treatment and each chemical used in cleaning.
- Material Safety Data Sheets should be prominently located in a position relevant to the location of the hazardous substances and also an alternative area that is without threat to an individual during a chemical emergency (i.e. administration/reception area).
- SDS documentation should be no older than 5yrs



**Type of Measure:** Administrative      Regulation

**Actions:**      Date:      Signed Off:

<b>Item 4.10: Have operators been appropriately trained within the last 3 years?</b>		
<b>Observations:</b>		
For Morawa Swimming Pool management considerations when reviewing training requirements.		
Observation.		
<b>References:</b>	<ul style="list-style-type: none"> <li>AS 2927 – The Storage and Handling of Liquefied Chlorine Gas 2019</li> <li>AS 2927 8.4.2 Training</li> <li>Code of Practice - Chemical Safety-. Section 4 4.1</li> </ul>	
<b>Treatment Options:</b>		
<p>All employees required to handle pool hazardous substances should be trained in correct techniques prior to handling chemicals. The training should include and not be limited to:</p> <ul style="list-style-type: none"> <li>Knowledge of chemical Material Safety Data Sheets</li> <li>Precautions to be taken</li> <li>Correct use of personal protective equipment</li> <li>Emergency procedures</li> <li>Reporting procedures</li> </ul> <p>Regular in - service training may be necessary to maintain a satisfactory level of working knowledge.</p> <ul style="list-style-type: none"> <li>Training shall be carried out under a formalized system</li> <li>Records of training provided to personnel and results obtained and shall be kept</li> <li>The training programs shall provide for revalidation of skills and knowledge for, periods not exceeding three years.</li> </ul>		
Type of Measure:	<b>Administration</b>	<b>Regulation</b>
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>

**Item 4.31: Are all pipes, valves and pumps, controlling water and chemical feeds, clearly labelled to promote correct operation?**

**Observations:**

Minimal specific chemical feed line markings in place.

Completed 3/04/2020



**References:**

- AS 1345 - Identification of the contents of pipes, conduits and ducts
- Guidelines for Safe Pool Operations – Safety Signs Pipe Markers 13.12

**Treatment Options:**

A pipe marker can be either a rectangular label which can be attached to the pipe, or information sign-written onto the pipe. The words shall indicate the contents of the pipe and if required, a particular hazard associated with that pipe that needs to be in black or white lettering.

Pipes, valves and pumps, controlling water and chemical feeds should be clearly labelled to promote correct operation. This identification should include directional flow arrows.

Common substances used in plant rooms have the following colour codes.

- Hydrochloric Acid - Violet
- Liquid Chlorine – Violet
- Carbon Dioxide - Violet
- Chlorine - Violet
- Water - Green
- Wastewater – Black

- Compressed Air - Light Blue
  - Fire Fighting Water - Red
  - Fire Foam - Red
  - Fire Hose Reel - Red
  - Chlorine Gas - Yellow
  - Steam – silver
- An example is provided below.






**Type of Measure:**

Administrative

Regulation

Actions:	Date:	Signed Off:

<b>Item 4.34: Are all chemical storage areas clearly labelled?</b>		
<b>Observations:</b>		
<p>For Morawa Swimming Pool management considerations.</p> <p>Minimal specific updated chemical ID signage in place.</p> <p>Calcium Hypochlorite Sodium Bisulphate. Completed 3/04/2020</p>		
<b>References:</b>	<ul style="list-style-type: none"> <li>• Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007</li> <li>• Generic Operations Manual Section 4.1b</li> </ul>	
<b>Treatment Options:</b>		
<p>Chemical storage and handling areas should provide adequate signage to clearly indicate the chemical types and designated storage/handling areas for full or empty receptacles.</p>		
<b>Type of Measure:</b>	<b>Administrative</b>	<b>Regulation</b>
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>



**Item 4.35:** Depending on the type of chemical stored (package goods or bulk) is the facility correctly placarded?

**Observations:**

Morawa Swimming Pool management to consider update chemical Id placarding "Calcium Hypochlorite" and Sodium Bisulphate.  
Observation.



**References:**

- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007

**Treatment Options:**

Package stores require a Composite Hazchem placard that details.

- Hazchem code
- Dangerous Goods Class label (and subsidiary risk if any)



Package Storage Placard

Bulk stores require a Bulk Storage placard that details.

- Chemical name
- Hazchem code
- UN Number
- Dangerous Goods Class label (and subsidiary risk if any)



Bulk Storage Placard

Bulk Storage placard can also be used for Package quantities (i.e. < 500kg)



**Type of Measure:**

Administrative

Regulation

**Actions:**

**Date:**

**Signed Off:**

<b>Item 4.38:</b>		<b>Does the plant room have a chemical storage and delivery procedure for hazardous substances stored on site?</b>	
<b>Observations:</b>			
<p>For Morawa Swimming Pool management review and updating                  No specific chemical delivery procedures sighted at time of assessment.</p> <p>Observation.</p>			
<b>References:</b>		<ul style="list-style-type: none"> <li>• Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007.</li> <li>• AS 2927 - The Storage and Handling of Liquefied Chlorine Gas – Section 7.</li> </ul>	
<b>Treatment Options:</b>			
<p><b>Hazardous Substances Storage</b></p> <ul style="list-style-type: none"> <li>• Oxidizers and acids should not be stored in close proximity to each other.</li> <li>• Chemicals should be stored in a cool dry area away from sunlight.</li> <li>• Chemicals should be stored in their original containers.</li> <li>• Dissimilar chemicals should be kept separated (egg powders and liquids) and not stacked on top of each other.</li> <li>• Different hazardous substances should be effectively segregated, and pool chemicals should not be stored near petroleum products and fertilizers. Mixing may cause an explosion.</li> <li>• Dry chemicals should be stored at a level which will allow water to flow past and around the area without affecting the chemicals.</li> <li>• In certain circumstances it may be appropriate to use fire resistant enclosures within which to store particular hazardous substances.</li> </ul> <p><b>Chemical Delivery</b></p> <ul style="list-style-type: none"> <li>• Sufficient space for parking and manoeuvring should be provided close to the storage area.</li> <li>• Precautions should be taken as necessary to protect the public or employees who may have access to the delivery area. In particular during delivery of chlorine gas, no public should be within 25 metres of the delivery site.</li> <li>• Materials should be moved into storage as soon as possible and never left unattended in a public area.</li> <li>• A written delivery procedure should be agreed with the supplier / deliverer for bulk deliveries.</li> <li>• Incompatible materials, e.g. acidic and alkaline, should not be delivered at the same time.</li> <li>• Where more than one chemical is delivered in bulk, pipework should be of different types, or fitting sizes to prevent delivery hoses being incorrectly connected.</li> <li>• Suitably designed trolleys or similar equipment should be used to transfer cylinders and drums in an upright condition.</li> <li>• An emergency action plan should be prepared detailing action to be taken in the event of a leak or spill during the delivery of swimming pool hazardous substances.</li> </ul>			
<b>Type of Measure:</b>		<b>Administrative</b>	<b>Regulation</b>
<b>Actions:</b>		<b>Date:</b>	<b>Signed Off:</b>

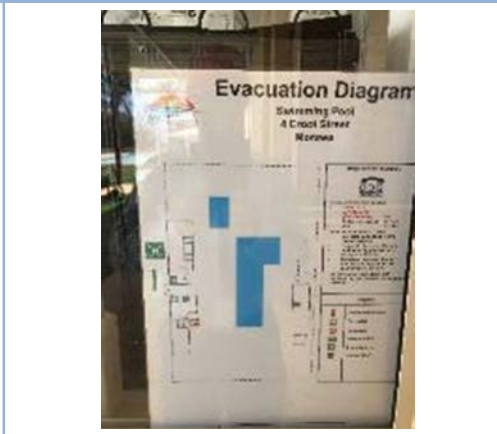
**Item 4.43: Does the site have an emergency plan, with detailed site layout lodged with the emergency services?**

**Observations:**

For Morawa Swimming Pool management review

Site has an Evacuation Diagram in place unable to validate whether current emergency procedures have been shared with emergency services.

Observation



- References:**
- AS 2927 - The Storage and Handling of Liquefied Chlorine Gas – Section 9.2.2
  - AS 3745 – Emergency control organisation and procedures for buildings
  - Section 7.8 – Code of Practice
  - Generic Operations Manual Section 7.3a

**Treatment Options:**

The EAP should include procedures for various scenarios including the following.

- Overcrowding
- Disorderly Behaviour
- Lack of Water Clarity
- Building Evacuation
- Fire
- Lighting/Power Failure
- Structural Failure
- Emissions of Toxic Gases / Chemical Spills
- Bomb Threat
- Injured Guest (Minor)
- Injured Guests (Major)
- Critical Incident Stress Debriefing

<b>Type of Measure:</b>	<b>Administrative</b>	<b>Regulation</b>
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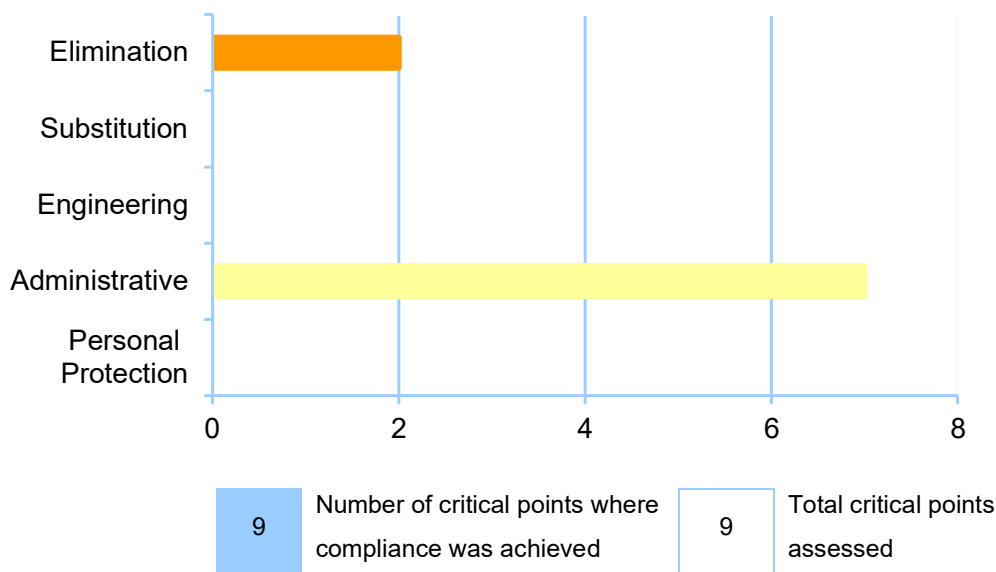
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>

<b>Item 4.44:</b>		<b>Has the emergency response plan been tested through an incident scenario either as a desktop review or a field exercise</b>	
<b>Observations:</b>			
<p>For Morawa Swimming Pool management considerations, minimal updated evacuation procedural documentation sighted at time of assessment.</p> <p>Observation.</p>			
<b>References:</b>		<ul style="list-style-type: none"> <li>AS 3745 – Emergency control organisation and procedures for buildings</li> <li>GSPO – Incident Management: IM4 Facility Evacuation Procedures</li> </ul>	
<b>Treatment Options:</b>			
<p>Key elements of the emergency action plan should be practiced at least annually to validate the appropriateness of the procedures.</p> <ul style="list-style-type: none"> <li>The review should take into account internal and external influences that may affect performance.</li> <li>The process used and outcomes of the practice drill should be recorded.</li> </ul> <p>Royal Life Saving has experience in coordinating practice drills that includes the participation of emergency services. If you would like to test the integrity of your emergency systems contact your safety assessor.</p>			
<b>Type of Measure:</b>	<b>Administrative</b>	<b>Best Practice</b>	
<b>Actions:</b>		<b>Date:</b>	<b>Signed Off:</b>

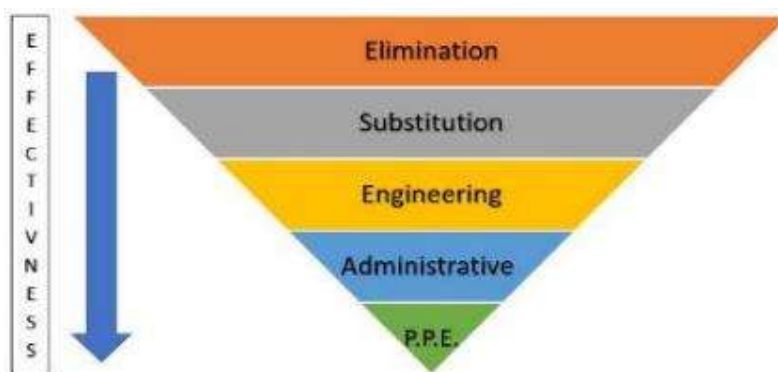
## Section 5: Water Quality and Testing Requirements

- A total of 9 critical points was assessed in Section 5.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



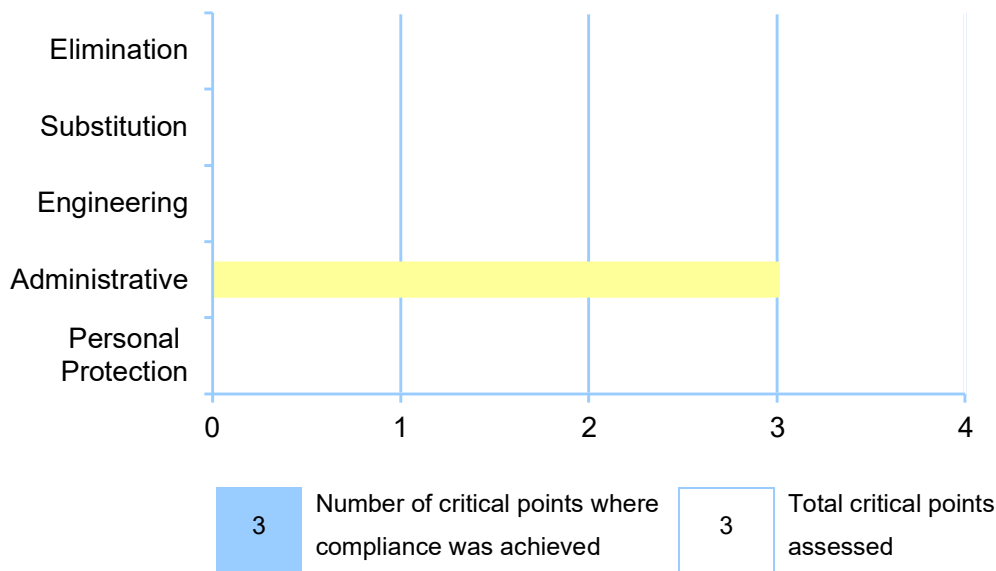
The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

Ref #	Critical Point	Compliance
5.01	Is Residual Free Chlorine and pH monitored at least every 4 hours?	<input checked="" type="checkbox"/>
5.02	Is there a plant operations logbook/diary that record whether test results are within Regulations set by the Health Department Regulations and that adjustments and treatments are recorded?	<input checked="" type="checkbox"/>
5.03	Are records/logbooks stored or archived for at least 2 years?	<input checked="" type="checkbox"/>
5.04	Is the kit used to conduct water testing of those approved by the Health Department?	<input checked="" type="checkbox"/>
5.05	Is there a procedure for dealing with Chlorine levels greater than 10mg/l?	<input checked="" type="checkbox"/>
5.06	Is cyanuric acid maintained at a level of 30-50mg/l?	<input checked="" type="checkbox"/>
5.07	Is water balance regularly monitored?	<input checked="" type="checkbox"/>
5.08	Is the water clarity sufficient for a Secchi disk to be viewed from the deepest part of the pool at a distance of 9m?	<input checked="" type="checkbox"/>
5.09	Does the water temperature ever exceed 38C?	NA
5.10	Does the centre have a dosing procedure for winterising the water body?	<input checked="" type="checkbox"/>

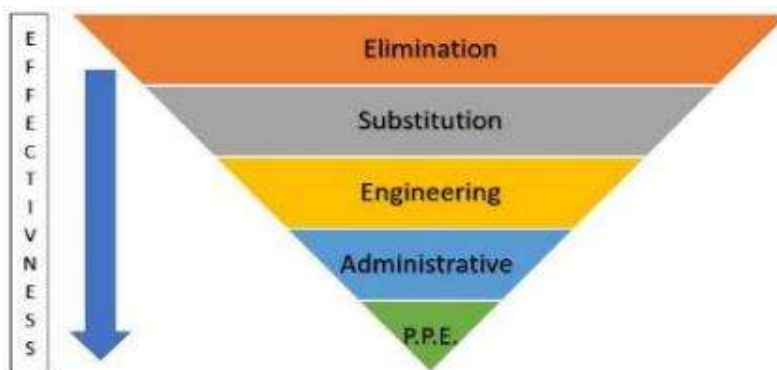
## Section 6: Qualification Requirements for Aquatic Facility Operators, Supervisors and Emergency Care Personnel

- A total of 4 critical points was assessed in Section 6.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

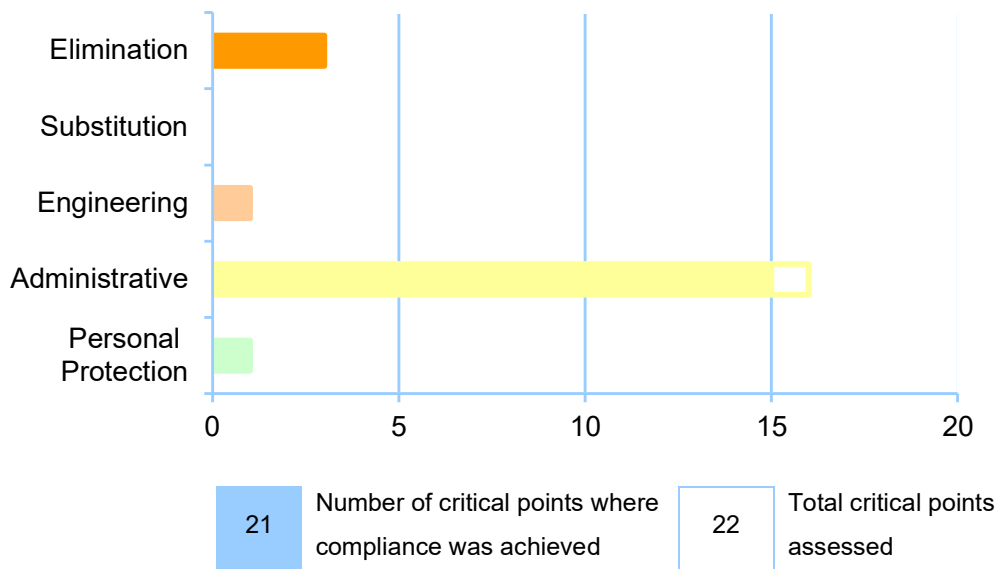
Ref #	Critical Point	Compliance
06.01	Is there evidence on site that a LIWA Accredited Technical Operator on-site when the facility is open?	☑
06.02	Is there evidence on site that all patron supervision personnel hold a current recognised lifeguard qualification?	☑
06.03	Is there evidence on site that all emergency care personnel hold a current recognised Senior First Aid qualification?	☑
06.04	Have operators been appropriately trained within the last 3 years?	NA



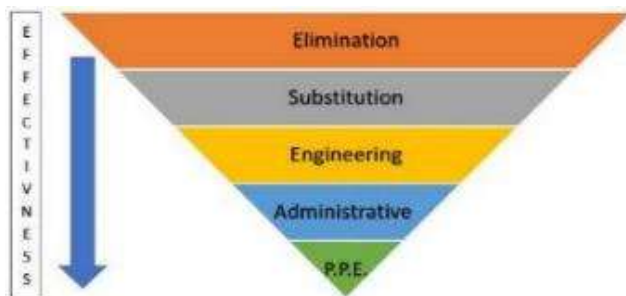
## Section 7: General Sanitation and Operational Requirements

- A total of 22 critical points was assessed in Section 7.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

Ref #	Critical Point	Compliance
7.01	Is there a structured and documented cleaning regime in place?	<input checked="" type="checkbox"/>
7.02	Are Automatic Electric Cleaners only used when pool is closed?	<input checked="" type="checkbox"/>
7.03	Are pool covers total removed from the pool before any public access?	NA
7.04	Is there a policy in place for the prohibition of people that are either sick, or inappropriately attired?	<input checked="" type="checkbox"/>
7.05	Is the rule that children under 10 years of age be supervised by a guardian 16 years or older enforced at reception/entry and throughout the centre?	<input checked="" type="checkbox"/>
7.06	Is the facility currently endorsed as a 'Watch – Around-Water facility	<input checked="" type="checkbox"/>
7.07	Do lifeguards use 'Watch-Around-Water" strategies to encourage parental supervision?	<input checked="" type="checkbox"/>
7.08	Does the facility use and display 'Watch-Around-Water" resources and strategies to encourage parental supervision around the facility?	<input checked="" type="checkbox"/>
7.09	Are there sufficient lifeguards supervising the pool area and a suitable policy of 1:100 for the lifeguard to patron ratio?	<input checked="" type="checkbox"/>
7.10	Has a scanning strategy been developed?	Observation
7.11	Are lifeguards aware of prohibited activities and or behaviours?	<input checked="" type="checkbox"/>
7.12	Are lifeguards aware of supervision strategies for at-risk users and program participants?	<input checked="" type="checkbox"/>
7.13	Do lifeguards have sufficient lines of sight to the pools it is their duty to supervise?	<input checked="" type="checkbox"/>
7.14	Do lifeguards vary duties and take sufficient breaks to maintain vigilant supervision?	<input checked="" type="checkbox"/>
7.15	Are sufficient and emergency methods of communication available?	<input checked="" type="checkbox"/>
7.16	Is sufficient attention given to protecting staff from excessive exposure to environmental factors and disease?	<input checked="" type="checkbox"/>
7.17	Is the Operations Manual facility-specific?	<input checked="" type="checkbox"/>
7.18	Is the Operations Manual regularly reviewed annually?	Observation
7.19	Has an Emergency Action Plan (EAP,) that includes sections for different scenarios and locations been developed? Does the site have an emergency plan, covering chlorine gas, with detailed site layout lodged with the emergency services?	Observation
7.20	Have all parts of the EAP been practised in the last 12 months? Has the emergency response plan been tested through an incident scenario either as a desktop review or a field exercise and been documented and dated?	<input checked="" type="checkbox"/>
7.21	Has an evacuation kit been prepared?	Observation
7.22	Are program leaders who are employed by the facility, (i.e. swim instructors, aqua-exercise instructors) able to demonstrate current competency and or peak body accreditation?	<input checked="" type="checkbox"/>
7.23	Are instructors (and program leaders) trained in the Emergency Action Plan (EAP)?	<input checked="" type="checkbox"/>

Ref #	Critical Point	Compliance
7.24	Do program coordinators gather information about class participants' medical histories and are they readily available?	<input checked="" type="checkbox"/>
7.25	Is there a documented procedure in place to supervise the handover/movement of underage participants before/after the program sessions?	<input checked="" type="checkbox"/>
7.26	Are instructors/coaches aware of/do they observe depth guidelines and undertake a pupil induction when conducting competitive diving at the centre?	<input checked="" type="checkbox"/>
7.27	Is a suitable hire agreement in place for external program organisers?	<input checked="" type="checkbox"/>

<b>Item 7.10:</b>		<b>Has a scanning strategy been developed?</b>	
<b>Observations:</b>			
<p>For Morawa Swimming Pool management on going considerations when implementing specific scanning strategies around the facility</p> <p>Scanning procedures should be reviewed incorporated into the Morawa Swimming Pools Operations Manual.</p> <p>Pool Supervisory Procedures.</p> <p>Observation</p>			
<b>References:</b>		<ul style="list-style-type: none"> <li>• Section 7.10 – Code of Practice</li> <li>• Lifeguarding – The Manual – 5<sup>th</sup> Edition (RLSSA)</li> </ul>	
<b>Treatment Options:</b>			
<p>Scanning is the systematic observation of the venue, its users and their activities.</p> <p>The key principles to be considered in developing a scanning strategy are:</p> <ul style="list-style-type: none"> <li>• Lifeguards must be positioned with clear, unobstructed lines of sight</li> <li>• Lifeguard must be able to adapt to changes in visibility, glare from the sun or shadows at different times of the day.</li> <li>• Lifeguards must be able to compensate for an inability to see below the water surface and for the distance they are from users</li> <li>• Lifeguards must know the signs of potential trouble and characteristic behaviours.</li> <li>• One scanning strategy should not last any more than 5 minutes before changing posture, position and scanning pattern.</li> </ul> <p>For example:</p> <p><b>First Sweep</b>                      generally assess those in the zone</p> <p><b>Second Sweep</b>                group, categorise or place swimmers in quadrants</p> <p><b>Third Sweep -</b>                    momentarily centre on a focal person within each group</p> <p><b>Each Successive Sweep</b>      change focal person</p> <p>After five minutes, lifeguards should count swimmers, check high-risk patrons, hazardous places, change posture and mentally rehearse a rescue. Then pick a different scanning pattern and repeat the above steps for five minutes.</p> <p><b>Other Duties</b></p> <p>The Code of Practice clarifies the issue of other duties (other than supervision, rescue and emergency care) with the following statement:</p> <p>Supervisors may give attention to other responsibilities which do not materially interfere with supervising patrons or program participants, or unduly inhibit their ability to provide immediate assistance to patrons or program participants in distress.</p>			
<b>Type of Measure:</b>		<b>Administrative</b>	<b>Regulation</b>
<b>Actions:</b>		<b>Date:</b>	<b>Signed Off:</b>

<b>Item 7.18: Is the Operations Manual regularly reviewed?</b>		
<b>Observations:</b>		
For Morawa Swimming Pool management ongoing considerations		
Observation		
<b>References:</b>	<ul style="list-style-type: none"> <li>• GO 1.01 – Pool Safety Guidelines</li> <li>• Generic Operations Manual Section 7.3h</li> </ul>	
<b>Treatment Options:</b>		
<p>Key elements of the operation manual(s) should be reviewed at least annually to validate the appropriateness of the procedures.</p> <ul style="list-style-type: none"> <li>• The review should take into account internal and external influences that may affect performance.</li> <li>• The process used and outcomes of the review should be recorded.</li> </ul> <p>Royal Life Saving has been monitoring injury in public aquatic facilities since 2001. Contact your safety assessor to access information on risk areas and industry benchmarks.</p>		
<b>Type of Measure:</b>	<b>Administrative</b>	<b>Best Practice</b>
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>

**Item 7.19:** Has an Emergency Action Plan (EAP), which includes sections for different scenarios and locations been developed? Does the site have an emergency plan, covering chlorine gas, with detailed site layout lodged with the emergency services?

**Observations:**

Morawa Swimming Pool management review. minimal specific emergency procedural documentation sighted on site at time of this assessment.

Observation.



**References:**

- Section 7.8 – Code of Practice
- AS 3745 – Emergency control organisation and procedures for buildings
- GO 1.02 – Pool Safety Guidelines
- Generic Operations Manual Section 7.3a

**Treatment Options:**

The EAP should include procedures for various scenarios including the following.

- Overcrowding
- Disorderly Behaviour
- Lack of Water Clarity
- Building Evacuation
- Fire
- Lighting/Power Failure
- Structural Failure
- Emissions of Toxic Gases / Chemical Spills
- Bomb Threat
- Injured Guest (Minor)
- Injured Guests (Major)
- Critical Incident Stress Debriefing

**Type of Measure:**



Administrative

Regulation

**Actions:**

Date:

Signed Off:

<b>Item 7.21: Has an evacuation kit been prepared?</b>					
<b>Observations:</b>					
For facility management consideration when putting together an Evacuation Kit.					
Observation.					
<b>References:</b>	<ul style="list-style-type: none"> <li>Generic Operations Manual Section 2.1c</li> </ul>				
<b>Treatment Options:</b>					
<p>An evacuation kits should be located at the main entry. The evacuation kit should include:</p> <ul style="list-style-type: none"> <li>Emergency action plans</li> <li>Warden identification</li> <li>Area warden checklists</li> <li>A first aid kit</li> <li>A communication system (i.e. loud hailer, mobile phone)</li> <li>A torch</li> <li>Blankets</li> <li>First Aid reports</li> <li>Incident reports</li> </ul> <p>The evacuation kit should be in a container that is easily transported.</p>					
<div style="display: flex; justify-content: space-around;">   </div>					
<b>Type of Measure:</b>	<b>Administrative</b>				
	<b>Best Practice</b>				
<b>Actions:</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Date:</b></td> <td style="width: 50%;"><b>Signed Off:</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b>Date:</b>	<b>Signed Off:</b>		
<b>Date:</b>	<b>Signed Off:</b>				

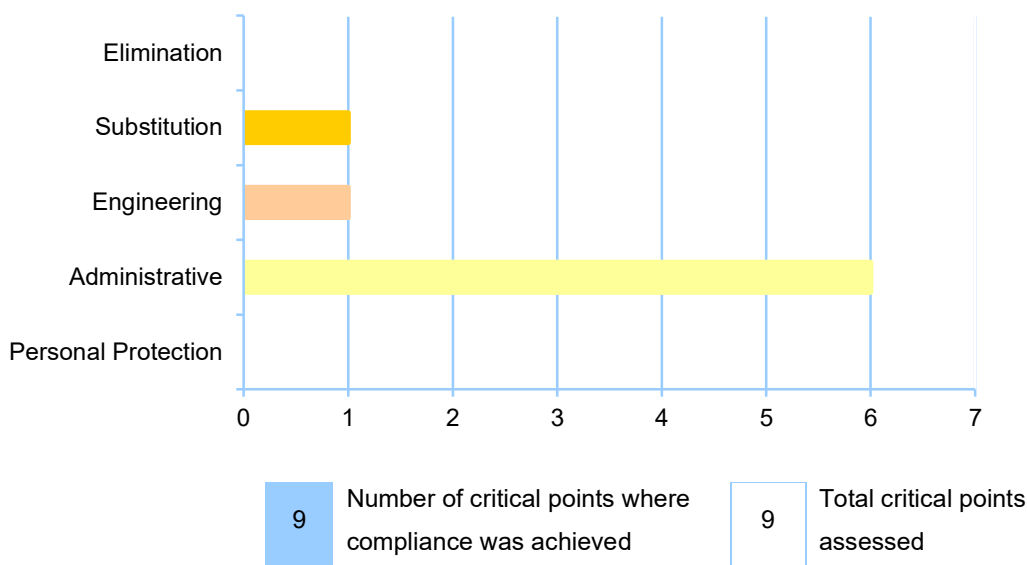
<b>Item 7.27:</b>		<b>Is a suitable hire agreement in place for external program organisers?</b>	
<b>Observations:</b>			
<p>For Morawa Swimming Pool management considerations when putting together facility use agreement documentation. (Learn to Swim, Swim Squad User agreements)</p> <p>No specific Hire Agreement for facility program users sighted at time of this assessment.</p>			
<b>References:</b>		<ul style="list-style-type: none"> <li>GO 1.04 – Pool Safety Guidelines</li> </ul>	
<b>Treatment Options:</b>			
<p>Those who hire the facility, or part thereof, should receive from the management a letter of agreement or contract which clearly establishes the responsibility of the management and the hirer. This letter should be countersigned by the hirer to indicate that the terms and conditions have been accepted.</p> <p>The letter of agreement should clearly establish:</p> <ul style="list-style-type: none"> <li>information regarding the likely number of persons using the facility, and if appropriate their skills</li> <li>the name of the hirer's representative who will be personally present and in charge of the group</li> <li>qualifications of program instructors (e.g. AUSTSWIM)</li> <li>the age of hirer and hirer's representative</li> <li>the number of lifeguards to be present during the session</li> <li>Respective responsibilities of the facility management and the hirer in an emergency. A distinction should be drawn between generated emergencies and facility emergencies (e.g. structural problems)</li> <li>who is responsible for insuring the activity?</li> <li>any local laws which must be enforced</li> <li>rules of behaviour to be followed, if different to the normal rules</li> <li>any specific advice to be given to users</li> <li>responsibility for the provision of First Aid Services</li> <li>access to First Aid equipment, or otherwise</li> </ul> <p>The hiring group should be provided with a copy of the emergency action plan and procedures and should be requested to sign to the effect these have been read and understood</p>			
<b>Type of Measure:</b>		<b>Administrative</b>	<b>Best Practice</b>
<b>Actions:</b>		<b>Date:</b>	<b>Signed Off:</b>



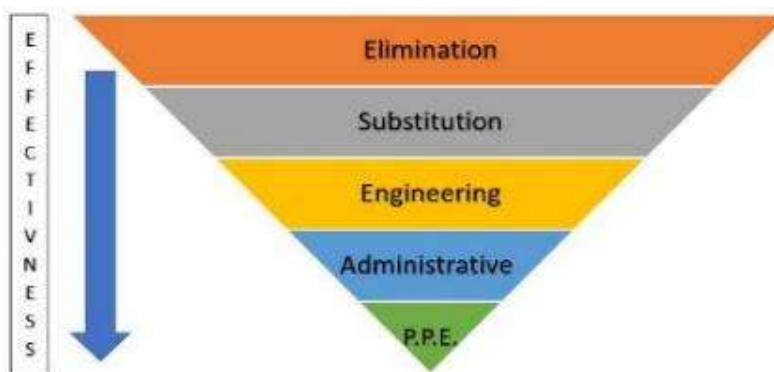
## Section 8: Special Feature Pool Requirements

- A total of 9 critical points was assessed in Section 8.
- Only those critical points, deemed applicable to the aquatic facility, have been included in the assessment.
- The facility's compliance to the critical points is summarised in the graph below.

### Compliance Summary



The above graph has also grouped the critical points according to the following 'Hierarchy of control':



The higher in the hierarchy of control, the more effective and more reliable a control is. Organisations should endeavour to focus their control effort towards the top of the list as this has greater potential to reduce the risks associated with identified hazards. In practice control is best achieved through the application of combinations or multiple layers of controls.

## Inflatables

Ref #	Critical Point	Compliance
08.26	Has the manufacturer provided a User Manual and Certification regarding the design and use of the inflatable device? Particularly in respect to health and safety?	Observation
08.27	Has the Centre completed a risk assessment of the inflatable device and its intended use?	<input checked="" type="checkbox"/>
08.28	Is a documented inspection in place for the inflatable	<input checked="" type="checkbox"/>
08.29	Has the centre developed operational procedures for an evacuation due to deflation, patron limits (including swim ability), environmental conditions, dress code and activity controls?	Observation
08.30	Are inflatables kept under direct supervision when in use and in the water?	<input checked="" type="checkbox"/>
08.31	Are inflatables positioned so that a swimmer who falls off will not be injured by striking the bottom or the edge?	<input checked="" type="checkbox"/>
08.32	Is specific attention/paddling provided at the entry point of stepping onto the inflatable?	Observation
08.33	Are inflatables securely anchored?	<input checked="" type="checkbox"/>
08.34	Are anchor lines appropriate and do not present an entanglement, trip hazard?	<input checked="" type="checkbox"/>
08.35	Are air pumps and air hoses appropriately positioned?	<input checked="" type="checkbox"/>
08.36	Is the design of the inflatable entry suitably level and with a low height of fall?	<input checked="" type="checkbox"/>
08.37	Are the inflatable device 'rules of play' displayed at or near to the point of entry?	<input checked="" type="checkbox"/>

**INFLATABLES**

**Item 8.26:** **Has the manufacturer provided a User Manual and Certification regarding the design and use of the inflatable device; particularly in respect to staff training/induction and occupational health and safety?**

**Observations:**

For Morawa Swimming Pool management considerations facility management have obtained some user manual documentation. No work safe classification documentation had been obtained at time of assessment.

Observation.



- References:**
- AS 3533.4 Amusement rides and devices. Specific requirements – Waterborne inflatables.
  - SU 1.14 – Pool Safety Guidelines

**Treatment Options:**

The manufacturer of the inflatable device should provide a User Manual for each device at the time of purchase. The User Manual should fully explain the limits to use (e.g. numbers on the device at any one time, height/weight restrictions, use of water spray, minimum/maximum depths, max wind speed, number of supervisors, height & space required, intended use) and risks associated with the installation and use of the inflatable device.

The manufacturer’s instructions shall be followed, particularly in relation to installation, operation, maintenance and inspection.

- The device should be set up according to the manufacturer’s instructions with all device anchor points connected to secure anchorages in the correct positions. Where the manufacturer’s instructions are not clear or cannot be complied with, the anchorage system shall be designed by a competent person.
- The anchorage points should be tested to ensure they can withstand the horizontal force specified by the manufacturer, (or 1.6kN).
- For external use, weather conditions shall be continuously monitored and, if the wind velocity approaches the maximum permitted by the manufacturer or supplier, the device shall be cleared and deflated immediately.
- The patrons shall be instructed in the safe use of the equipment and signs setting out the rules of play shall be prominently displayed at the entrance to the device.

In the absence of such information, the inflatable device shall not be used until the information has been sought from the manufacturer or supplier or a competent person has provided the necessary information.

Staff training/induction and OSH

The recommended measures in the User Manual should be incorporated into the centre’s operation manual and staff induction/training.

<b>Type of Measure:</b>	<b>Administrative</b>	<b>Best Practice</b>
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>

<b>Item 8.29:</b>	<p><b>Has the centre developed operational procedures for;</b></p> <ul style="list-style-type: none"> <li>•an evacuation due to deflation</li> <li>•patron limits (including swim ability),</li> <li>•environmental conditions,</li> <li>•dress code and</li> <li>•activity controls?</li> </ul>		
<b>Observations:</b>			
<p>For Morawa Swimming Pool management considerations when reviewing tethered inflatable device use.</p> <p>Observation.</p>			
<b>References:</b>	<ul style="list-style-type: none"> <li>• AS 3533.4 Amusement rides and devices. Specific requirements – Waterborne inflatables.</li> </ul>		
<b>Treatment Options:</b>			
<p><b>Evacuation plan due to deflation</b></p> <p>In the event of a failure to the blower immediate action is required to evacuate the inflatable to avoid entrapment (including a blower power failure alarm, whistles for lifeguards).</p>			
<p><b>Patron limits</b></p> <ul style="list-style-type: none"> <li>• Restriction of the maximum number of patrons at one time</li> <li>• Restriction of the maximum height of the patrons</li> <li>• Restriction of the maximum weight of the patrons</li> <li>• Restriction of the minimum swim ability.</li> </ul>			
<p><b>Environmental conditions</b></p> <ul style="list-style-type: none"> <li>• Heat,</li> <li>• Wind conditions.</li> </ul>			
<p><b>Dress code</b></p> <ul style="list-style-type: none"> <li>• Removal of any hard, sharp, lose or dangerous objects.</li> </ul>			
<p><b>Activity controls</b></p> <ul style="list-style-type: none"> <li>• Admitting patrons to the inflatable in a controlled and safe manner, keeping the entrance free from obstruction at all times.</li> <li>• Separation of larger or more boisterous users from smaller more timid ones</li> <li>• Prevention of patrons from climbing or hanging on the containing walls</li> <li>• Prevention of inappropriate activities (somersaults, rough play, diving).</li> </ul>			
<b>Type of Measure:</b>	<b>Administration</b>	<b>Best Practice</b>	
<b>Actions:</b>	<b>Date:</b>	<b>Signed Off:</b>	

**Item 8.32: Is specific attention/paddling provided at the entry point of stepping onto the inflatable?**

**Observations:**

For Morawa Swimming Pool management considerations when setting up self-sealed inflatable device. (Entry Point onto device).

Inflatable device not in use at time of assessment.

Observation.

- References:**
- AS 3533.4 Amusement rides and devices. Specific requirements – Waterborne inflatables.
  - SU 1.14 – Pool Safety Guidelines

**Treatment Options:**

For open sides used for direct access from or egress to a pool edge, non-slip matting shall be placed at that side of the pool edge surface. The non-slip matting shall, where possible, extend a distance of at least 900mm laterally and 1200mm axially to the pool edge surface beyond the limits of the entry point. The matting shall include a turn down into the pool of at least 100mm to protect against impact with the actual pool edge.

There should not be abrupt changes in pool concourse levels or edges at the inflatable entry point.



<b>Type of Measure:</b>	<b>Engineering</b>	<b>Best Practice</b>	
<b>Actions:</b>		<b>Date:</b>	<b>Signed Off:</b>

**END OF REPORT**



**ROYAL LIFE SAVING**  
WESTERN AUSTRALIA

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**FOR MORE INFORMATION**

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