



Event Safety Booklet

Guidelines for all Wellington Regional facilities

Version 1.0 23/04/2016

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 facility.
5. Incident report form.

Evacuation Plan: Make yourself familiar with the facility evacuation plan and ensure it is placed inside the cover of the meet programme.

Location of first aid kits: Ensure you ask each facility where to locate the first aid kit

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

If there are any questions surrounding this booklet or any of the process contained in this booklet please contact the Operations Manager at Operations@swimwn.co.nz

Emergency Contacts

Swimming Wellington, Operations Manager

Henrietta Latham

PH: 027 5021854

Email: Operations@swimwn.co.nz

Swimming Wellington, Events Administrations

Bridget Tait

PH: 022 0467665

Police

Emergency Phone: 111

Wellington Central Police: (04) 381 2000

Fire

Emergency: 111

Wellington City Fire Service: (04) 801 2144

Ambulance

Emergency: 111

Wellington Free Ambulance: (04) 499 9909

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

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

Hazard Register

last updated: 23/03/2016

[illegible]

ACCIDENT INVESTIGATION FORM

Name of organisation:

Reported to:

PARTICULARS OF ACCIDENT

Date:

Time:

Location:

Date reported:

DETAILS OF INJURED PERSON

Name:

Age:

Date of accident:

Contact number:

Job title:

Address:

Length of employment:

Type of injury:

Injured part of body:

DAMAGED PROPERTY

Property damaged:

Nature of damage:

THE ACCIDENT

Describe what happened

WHAT WERE THE CAUSES OF THE ACCIDENT?

How bad could it have been?

☐

Very serious

☐

Serious

☐

Minor

What is the chance of it happening again?

☐

Frequent

☐

Occasional

☐

Rare

What has or will be done to prevent it occurring again in future?

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given:

Name of first aider:

Doctor/hospital:

Accident investigated by:

Date:

OSH advised?

Date