



**Government of Western Australia**  
**Department of Training**  
**and Workforce Development**

**MURESK INSTITUTE SWIMMING POOL POLICY**

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*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.*

## **POLICY STATEMENT**

The Department of Training and Workforce Development's General Manager, Muresk Institute is responsible for the management of the Muresk Institute swimming pool.

All Muresk Institute swimming pool users must adhere to the procedures within this policy.

Muresk Institute swimming pool use is limited to individuals associated with Muresk Institute through:

- being Department of Training and Workforce Development employees;
- being Third Party employees associated with contracted services or the delivery of education and training programs at Muresk Institute;
- being enrolled in education and training programs being delivered at Muresk Institute;
- residency at Muresk Institute;
- other individuals or groups with a Muresk Institute event booking; or
- registered guests and visitors of the user groups listed above with Muresk Institute approval. Registered guests and visitors must be accompanied by their user group host when using the swimming pool.

## **SCOPE**

This policy applies to:

- all Department of Training and Workforce Development employees based at Muresk Institute; and
- all users and intended users of the Muresk Institute swimming pool.

## **PRINCIPLES**

To ensure the Muresk Institute swimming pool is managed in accordance with the relevant legislation listed in this policy.

## **BACKGROUND**

The Department of Training and Workforce Development's Muresk Institute is a multi-tenanted, multi-functional vocational training and education facility. It offers student accommodation, training and education, conference and research facilities to a range of industry, government and community groups. It also offers a range of recreational facilities including a swimming pool.

The Muresk Institute swimming pool has historically been used by Muresk staff, students, residents, conference and short stay clients.

## **DEFINITIONS AND ACRONYMS**

### **Aquatic Facility**

A man-made body of water used for sport, recreation or educational water activities, as defined in the Aquatic Facilities Regulations.

### Emergency Care Personnel

Muresk Institute staff or designated person/s who hold a current first aid qualification incorporating, national unit of competency 'HLTFA201A – Provide Basic Emergency Life Support', or equivalent, or higher competency standard but who are not required to be at the Muresk swimming pool at all times but are able to respond within a reasonable period of time, as per Code of Practice Section 6.2.5.

### Environmental Health Officer

*Environmental Health Officer appointed under the Health Act 1911.*

### Aquatic Facility Classification

The Muresk Institute swimming pool is classified as a Group 3 aquatic facility from 1 February to 30 November and a Group 4 from 1 December to 31 January.

#### Group Three Aquatic Facilities - 1 February to 30 November

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel
Restricted to discrete users and user groups	Non-structured  No qualified activity leader present	Not on-site at all times.	No direct supervision. Emergency care personnel able to respond within a reasonable period of time (refer to Section 6.2.5 Code of Practice)

#### Group Four Aquatic Facilities - 1 December to 31 January

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel
Restricted to owner/occupier residents and guests	Non-structured No qualified activity leader present. Typical examples; leisure/free-play & lap-swimming	Not on-site at all times.	No direct supervision. No emergency care personnel on-site.

### Muresk Institute

Muresk Institute encompasses all the facilities available at Muresk Institute including lecture theatres, laboratories, classrooms, accommodation, land, and recreational facilities like the Muresk Hall, squash court, swimming pool, courts and oval.

### Operator

A person who is the occupier of the land or premises on or in which the aquatic facility is located and any other person concerned with the operation of the facility other than as an employee.

### Patron Rescue Personnel Group 3

Muresk Institute staff or designated person/s who have completed an approved patron rescue training program but who are not required to be at the Muresk Institute swimming pool at all times. An approved training program comprises either of the following:

1. National unit of competency 'SRC AQU 003B Respond to an aquatic emergency using basic water rescue techniques' or equivalent, or higher level national unit of competency for aquatic rescue;
2. Performance criteria of Guideline *PR 01.12 – Patron Rescue Accreditation for Group 3 Pools – 2008* from the Pool Safety Guidelines or equivalent; or
3. Bronze Medallion Award.

### Patron Rescue Personnel Group 4

Muresk Institute has no obligation to provide supervision or emergency care personnel to patrons using the facility.

### Pool Safety Guidelines

Pool Safety Guidelines published by the Royal Life Saving Society Australia.

### Supervision Group 3

No direct supervision is provided. Emergency care personnel able to respond within a reasonable period of time.

### Supervision Group 4

No direct supervision is provided. No emergency care personnel required to be on-site.

### Swimming pool

A man-made structure capable of being filled with water, and intended to be used for swimming, diving, wading or paddling, that cannot be emptied by a simple overturning of the structure.

### Technical Operator

A person who holds a current technical operations qualification obtained from an approved training program and who engages in the operation and maintenance of an aquatic facility.

### User Categories

Category One	Enrolled students – university, schools, education and training providers	Minors (under 18) and others Duty of Care – providers responsible
Category Two	Muresk 'long term' residents (more than one week) - staff, students, tenants, business / government visitors.	Minors (under 18) and others Duty of Care – individual clients
Category Three	Short term visitors (up to one week) - staff, students, tenants, business / government visitors.	Minors (under 18) and others Duty of Care – clients and providers responsible

## PROCEDURES

The General Manager, Muresk Institute, or designated staff member, must manage the Muresk Institute swimming pool in accordance with the *Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities 2011* and *Health (Aquatic Facilities) Regulations 2007*.

### **Aquatic Facility Operation Manual**

The General Manager, Muresk Institute must ensure there is an *Aquatic Facility Operational Manual* (see Appendix A for sample).

A copy of the completed Muresk Institute Aquatic Facility Operations Manual must be permanently stored onsite and be available for inspection on request by an environmental health officer.

### **Risk Assessment**

The General Manager, Muresk Institute must ensure that a risk assessment (see APPENDIX B) is conducted by the group organiser including:

- type of activity to be conducted e.g. group booking, event;
- supervision strategies, including the competence, health status and experience of User Category One, Two and Three supervisors, ensuring that the safety of the swimming pool users is maintained at all times;
- communication strategies must include the 'Swimming Pool' procedures being provided to swimming pool users to enable them to make informed decisions in choosing to use the swimming pool;
- emergency response planning. All Patron Rescue and Emergency Care Personnel must be familiar with the emergency response plan; and
- weather and other conditions impacting on the use of the swimming pool.

### **Supervision**

The General Manager, Muresk Institute must implement measures to reduce the risk to users as the Muresk swimming pool is a Group Three aquatic facility that does not require direct supervision or lifeguard services. Examples of such measures include controlling patron usage or informing patrons of the need to arrange their own supervision.

### **Emergency Care and Patron Rescue**

Although direct supervision of a Group Three Aquatic Facility is not required, the General Manager, Muresk Institute will ensure that Muresk Institute personnel who have completed an approved patron rescue training program and who hold a current first aid qualification incorporating, national unit of competency: 'HLTFA201A Provide basic emergency life support' or equivalent, are available to respond to a call for help quickly enough to minimize the chance of a person suffering long-term damage as a result of an incident.

In order for a response to a call for help to be provided quickly enough to minimize the chance of a person suffering long-term damage as a result of an incident the response time should not exceed five (5) minutes.

Emergency rescue equipment and first aid kit must be readily accessible. Information on first aid must be clearly displayed at the swimming pool.

In situations where Group Three qualified persons need to leave the Muresk Institute for given periods of time, the Muresk swimming pool will be closed, or alternative measures implemented that effectively demonstrate due diligence. For example, make arrangements with another person who is onsite to be contactable in the event of an emergency and to provide an appropriate response at the swimming pool if required.

From 1 December to 31 January when the pool is classified as a Group Four Aquatic Facility, and no direct supervision will be provided and no emergency care personnel are required to be onsite.

### **Cleaning and Maintenance**

The General Manager, Muresk Institute will ensure that:

- the Muresk Institute swimming pool is maintained in good repair and in a sound working condition including associated plant, fixtures and equipment;
- water quality must be maintained in accordance with Department of Health requirements; and
- all swimming pool chemicals are stored and handled in strict accordance with the requirements of the *Occupational Safety and Health Regulations 1996*, *Dangerous Goods Safety Act 2004*, and *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*.

### **Swimming Pool Use**

The General Manager, Muresk Institute must ensure that users have received instruction advising of facility rules, procedures and other responsibilities pertaining to the use of the swimming pool.

This instruction must include the following:

- the swimming pool opening hours, which are specified by the General Manager, Muresk Institute based on availability of suitably qualified staff onsite;
- the swimming pool will be closed for two hours per day and must not be used whilst the pool cleaner is in the water or maintenance is being undertaken;
- all signage displayed in and around the swimming pool area must be adhered to;
- an emergency telephone is situated outside Reception for emergency use only;
- safety equipment is for emergency use only and must not be used for any other purpose;
- persons under the age of 16 using the swimming pool must be supervised by a responsible adult at all times;
- persons suffering from any gastrointestinal disease, skin infection or other disease that is communicable in an aquatic environment are not permitted to enter the swimming pool;
- any intoxicated individuals in the swimming pool area will be removed;

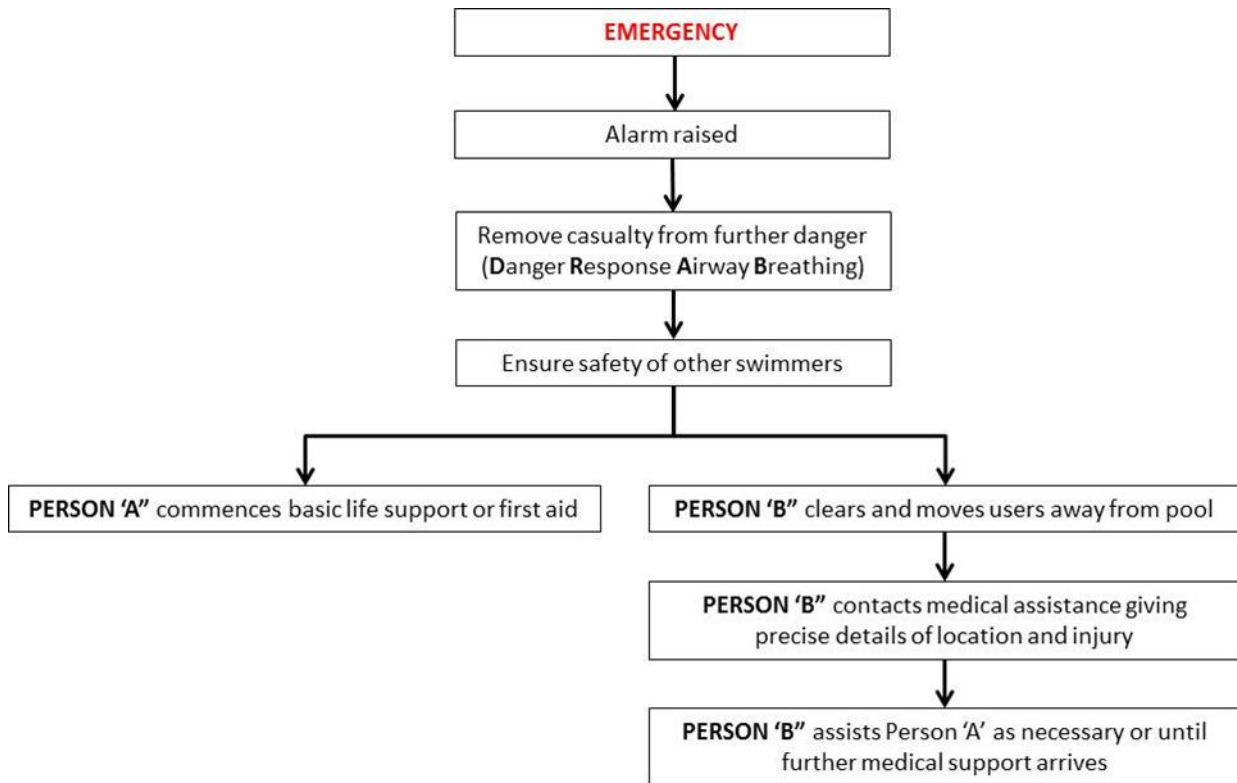
- no glass (e.g. glasses or bottles) allowed in the swimming pool area;
- diving is only permitted in the swimming pool zone marked 2.3m;
- all swimming pool users must shower prior to entering the swimming pool and avoid carrying soil and debris into the swimming pool;
- animals are not permitted to enter or remain in the swimming pool area with the following exceptions:
  - a guide dog; or
  - any other animal trained to assist the person to alleviate the effect of a disability the person has.
- access to toilets;
- no food or drink allowed in the pool area; and
- do not climb up, or onto any fence or partition or roof within the pool area.



## GUIDELINES

### Guidelines for the Development of Emergency Procedures

The following example may provide guidance to Muresk Institute in developing Emergency Procedures related to swimming pool use.



### Guidelines for Muresk Institute to audit its swimming pool operation and use

- A clear line of management and responsibility for the swimming pool has been established.
- A Muresk Institute Aquatic Facility Operations Manual has been developed and implemented.
- Emergency procedures are established and displayed within the swimming pool area.
- Safety equipment and First Aid kit is accessible on site.
- A means of communicating with emergency care and patron rescue personnel is available, accessible and can be used by the responsible person.
- Swimming pool equipment and features are maintained in a sound working condition.
- Chemicals are stored and handled in a safe manner, and strictly in accordance with the required legislation.
- Procedures are established to ensure water quality will be maintained in accordance with Department of Health requirements.
- A suitable agreement has been prepared that clearly establishes the responsibility of Muresk Institute and the swimming pool user categories.

## **RELATED POLICIES AND OTHER RELEVANT DOCUMENTS**

- *Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (July 2011)*
- *Risk Management and Business Continuity Policy*
- *Duty of Care Policy for Minors participating in Education and Training at Muresk Institute*

## **RELEVANT LEGISLATION**

- *Dangerous Goods Safety Act 2004*
- *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*
- *Health Act 1911*
- *Health (Aquatic Facilities) Regulations 2007*
- *Health (Public Building) Regulations 1992*
- *Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Occupational Safety and Health Regulations 1996*

## **REVIEW DATE**

15 April 2022

## **CONTACT INFORMATION**

Muresk Institute  
Service Resource Management  
Phone: (08) 9690 1556

## APPENDIX A - SAMPLE GROUP THREE AQUATIC FACILITY OPERATIONAL MANUAL

<b>SWIMMING POOL AND OPERATIONAL MATTERS</b>						
<b>AQUATIC FACILITY</b> Title & Address (Certificate of Compliance & Permit to Operate must be stored onsite & be available for inspection)	e.g. Group Three Aquatic Facility					
<b>LOCAL GOVERNMENT</b> Contact details	Phone:					
<b>DEVELOPMENT MANAGER</b> Name & contact details of person overseeing management of this property & aquatic facility	Name: Contact: phone, email					
<b>WATER TESTING PERSONS</b> Name & contact details of person/s responsible or nominated for doing the daily water testing/pool cleaning and maintenance & recording of results	Name: Contact: address, phone					
<b>TECHNICAL OPERATOR</b> Contact details of the qualified technical operator who can be contacted in the event of any water chemistry or other aquatic facility faults	Name: e.g. Robins Pool Service (keep copy of their qualifications onsite) Contact: phone, email					
<b>WATERBODY ID/VOL &amp; TARGET PARAMETERS</b> Operating parameter & target water chemical levels e.g. Outdoor pool 74,000 litres	Water tests per day	Required range Free Cl+ ppm	Required range pH	Is water heated Y/N	Stabilizer max. ppm	Frequency of filter backwash
<b>WATER QUALITY CONTINGENCIES</b> Actions in the event water testing reveals the operational parameters are not met	e.g. Water tester will place sign on the water body entrance advising "Closed for use - DO NOT USE" and make immediate contact with the Technical Operator about the fault for direction on correction procedures necessary.					
<b>OPENING CONTROLS</b> Opening hours & seasonal use controls	Signage identifying hours of operation.  Pool closed from 'month – month' with "POOL CLOSED" signage placed on all entrances & all entrances locked.					
<b>RECORD KEEPING</b>	Logbook is completed each time water is tested and when filters have been backwashed.  Logbook is stored with the water test kit in the locked storeroom cupboard.					

### QUALIFIED PERSONS DETAIL

As prescribed under section 6 of the *Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities 2011* and *Health (Aquatic Facilities) Regulations 2007*

<b>Group Three Facility</b> Required Technical Operator Qualifications	Who is the nominated technical operator for this aquatic facility as prescribed under section 6.2.7 of the <i>Code of Practice</i>  A copy of the person's qualifications must be permanently stored onsite and be available for inspection by an environmental health officer
<b>Group Three Facility</b> Required Aquatic Rescue & Emergency Care Qualifications	Who holds the qualifications as detailed under section 6.2.5 of the <i>Code of Practice</i>  A copy of this person/s qualifications must be permanently stored onsite and be available for inspection by an environmental health officer
<b>Group Three Risk Self-Management</b> Alternative to having qualifications	As an alternative to having personnel qualified in emergency care and aquatic rescue, the <i>Code of Practice</i> allows an Operator of a Group Three Aquatic Facility scope to manage their own risk and duty of care to patrons.  Where the Operator of a Group Three Aquatic Facility chooses this option they must detail in their operation manual precisely how risk to patrons and the aquatic facility operator duty of care to patrons is otherwise managed e.g. only permitting competent swimmers, having persons with alternative qualifications, placing restrictions on behaviour, adult supervision at all times, signage, etc.
<b>OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS</b>	
<b>Type of disinfection pH control agent used</b>	e.g. liquid or gas chlorine, liquid acid, CO <sub>2</sub> gas, Soda Ash
<b>Material safety data sheets (MSDS)</b>	Keep copy of MSDS sheets for all chemicals &/or gas onsite at all times.
<b>Department of Commerce License qualifications</b>	Is the staff qualified/trained in accordance with any Department of Commerce dangerous goods license?
<b>Likely risk events &amp; responses</b>	Drowning, chemical spillage/escape, mishandling of chemicals, storage faults.
<b>Emergency contacts</b>	Nearest available phone: Nearest available ambulance: Phone number of ambulance: Nearest medical assistance is no ambulance: Phone number of nearest medical assistance: Means of transport to medical assistance: Site of first aid kit: Statement of emergency procedures:

**NOTE:** A copy of the completed Muresk Institute Aquatic Facility Operations Manual must be permanently stored onsite and be available for inspection on request by an Environmental Health Officer (Manual location: inside the technical cupboard at pool – near the first aid equipment).

**APPENDIX B - Risk Management application form for event to be conducted at the Muresk Institute's pool area**

<p>Group Name: _____</p> <p>Activity name: _____</p> <p>Name of Person having completed one of the patron rescue training program (copy of qualification to be sent to Muresk prior to the event): _____</p> <ul style="list-style-type: none"> <li>• SRC AQU 003B Respond To An Aquatic Emergency Using Basic Water Rescue Techniques</li> <li>• Patron rescue Accreditation for Group 3 pools – 2008 from the Pool Safety Guidelines or equivalent</li> <li>• Bronze Medallion</li> </ul>	<p>Date of event: _____</p> <p>To be held at the Muresk Institute Pool (within the pool fenced area)</p> <p>How many people: _____</p> <p>Activity Start time: _____</p> <p>Activity End time: _____</p>
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<p>Developed by: _____ Date: _____</p> <p>Person/s in charge: _____</p> <p>(If person in charge and person with required qualifications are not the same person, both will need to be present for the duration of the event)</p>	<p>Approved By: _____</p> <p>Sign: _____</p> <p>Date: _____</p>
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Hazard Identification	Risk Assessment <small>(prior to controls put in place)</small>			Control	Residual Risk Assessment <small>(After controls are put in place)</small>			
Hazard identified Potential Hazards	Consequence	Likelihood	Risk Score - Health and Safety Risk Matrix included	Risk Control Measures	Consequence	Likelihood	Risk Score	Who is responsible to implement the changes

## Health & Safety Risk Matrix

**DETERMINING THE RISK LEVEL:** Risk Level = Consequence Level x Likelihood Level

**Maximum Foreseeable Exposure:** For each risk, select the expected Consequence Level and the expected Likelihood Level assuming controls are either not in place or controls fail.

**Residual Risk Exposure:** For each risk, select the expected Consequence Level and the expected Likelihood Level given the type and effectiveness of the controls that are in place. **Risk Response:** Apply the appropriate response based on the assessed Risk Level

Hazard Identification		Risk Assessment		Control			Residual Risk Assessment	
		LIKELIHOOD	only in exceptional circumstances	event may occur at some time	at some time		occur in most circumstances	has occurred and is continuing to impact
<b>IMPACTS</b>		<b>Likelihood Level</b>						
<b>Health and Safety</b>			<b>Highly Unlikely</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Highly Likely</b>	
<b>CONSEQUENCE DESCRIPTION</b>	Multiple fatalities. Permanent Total Disability	<b>Consequence Level</b>	<b>Catastrophic</b>			<b>Extreme</b>		
	Single fatality. Permanent Total Disability		<b>Major</b>		<b>High</b>			
	Lost Time Injury >10 days. Incident reportable to relevant Authorities.		<b>Moderate</b>		<b>Medium</b>			
	Lost Time injury <10 days. Injury or illness requiring Medical Treatment		<b>Minor</b>	<b>Low</b>				
	No injury or illness; or Minor injury or illness requiring First Aid treatment		<b>Insignificant</b>					
<b>RISK MANAGEMENT ACTION</b>								
<b>RISK LEVEL</b>	<b>RESPONSE</b>							
<b>Extreme</b>	Immediate action required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk to as low as reasonably practicable.							
<b>High</b>	A mitigation plan shall be developed and authorised by area manager or supervisor to reduce the risk to as low as reasonably practicable. The effectiveness of risk control strategies shall be monitored and reported to management and relevant committee.							
<b>Medium</b>	A mitigation plan shall be developed. Control strategies are implemented and periodically monitored.							
<b>Low</b>	Manage by documented routine processes and procedures, monitor periodically to determine situation changes which may affect the risk							