

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

- NZS 4441: 2008.
- nzs.5826.2010 pool standard
- Adult Supervision Training and Adult Supervision Assessment and Agreement
- Supervising adults under surveillance by Finlay Park staff at random times.

ACTIVITY OVERVIEW (INSERT)

One outdoor half Olympic pool, Indoor Spa pool, and salt water family pool

LOCATION

117 Finlay Road, Finlay Park

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR N/A****COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)**

- E Supervision category: Adult supervision required
- Min supervision age: 16 years or older
- Min Qualification/ Competency: FP adult supervision on line training and on job training. Assessed and signed of according to SMP.
- Min experience: none required

QUIPMENT

- Cell phone
- First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- 2 red lanyards
- Sun Glasses
- Sun Block

PARTICIPANT REQUIREMENTS**COMPETENCY**

- Minimum age: 0 >
- Minimum level of competency: none required

EQUIPMENT

- Clothes: Togs
- Foot wear:
- other

SUPERVISION STRUCTURE**NUMBERS**

Due to the activity being adult supervised FP recommends no more than 50 bathers at a time with two supervising adults. This is a very conservative number based on the safety of the participant not on the instantaneous bath load number below.

Based on the instantaneous bathing load (standard 13.1.2.1) using the pool calculator provided by Stockwell Associates UK;

- Main pool
 - Max inst bath load: 124
 - Max operation daily bath load: 743
 - Design circulation flow rate (cubic meters per hour):211m³
- Spa Pool:
- Village Pool:

RATIOS

Must have a minimum of two adults supervising at all times, wearing a red lanyard for easy identification.

SUPERVISION POSITION

Adult should be walking around the pool, whilst observing participants in the pool

RATIO SUPERVISION CHANGES**SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS (WHEN ADULT HELPERS ARE UNDER SUPERVISION OF FP INSTRUCTOR)**

Adults supervising the pool should constantly monitor all participants by actively scanning the pool for changes in behaviour, movement and position of participants. Adults should be walking around the pool and preferably not be sitting down. If the pool inflatable is present adults must be on either side of the inflatable to maximise visibility. Participants who are weak swimmers must be identified prior to the pool session.

ACTIVITY IN OPERATION**GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS**

- a) Minor incidents (scale 1 – 5):
 - Pause the activity if needed
 - Administer first aid (kit provided, or first aid room) Note: All groups are notified to bring their own first aid supplies.
 - Assess whether victim can continue or needs to return to camp
 - Assess whether activity can continue
 - Fill out incident form and notify senior staff as soon as possible
- b) Serious harm incidents (scale 6 – up)
 - Stop the activity
 - Ensure the safety of yourself and the participants.
 - Administer first aid
 - Contact senior staff immediately for extra assistance and/ or contact emergency services
 - With senior staff fill out incident report and investigation
- c) Flooding:
 - Move group to higher ground ASAP
 - Account for all staff and participants
 - Inform senior staff of situation
 - Return to camp or if not possible to nearest exit point
- d) High winds/ cyclone:
 - Move group to more sheltered position and/ or
 - Contact senior staff for rescue if unable to move
 - Account for all staff and participants
- e) Earth quake:
 - Move group to assembly area ASAP. (if within camp grounds set off fire alarm system)
 - Report to senior staff ASAP and account for all staff and participants.
- f) Fire:
 - Move group away from imminent danger ASAP and find best possible safe one, raise the alarm and move toward assembly area ASAP.
 - Report to senior staff ASAP and account for all staff and participants.
 - Contact emergency services

SUPPLEMENTARY INFORMATION

HAZARD REGISTER

Activity		Swimming Pool		Supervision category	Adult supervision required!
Area	Next to spa pool and big gym			Date reviewed	July 2024
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk Rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	Responsible (who is responsible for dealing with this hazard during activity)
Pool	Drowning	Equip/people	High	Adult supervision is required and all groups will be shown how to supervise the pool. A group has to have 2 adult supervisors wearing a lanyard each, so they are easily recognised as the supervisors. If one supervisor is to leave the area the pool has to be closed. The pool is fenced off by a solid fence with gates on either end, with child locks on them. When the obstacle course is present, the supervisors need to be on either side of the object as to cover all areas. Where necessary participants can be fitted with lifejackets if they are non-confident swimmers	Supervising adults
Temperature water and air	Hypothermia	environment	Medium	The pool is checked twice a day when it is in use and once if it is not in use. The temperature is taken during each check and recorded on the pool check sheet. The pool is heated by sunlight and over winter the pool might be closed due to low temperatures. It is up to supervising adults to check participants wellbeing	FP staff and supervising adults
Paths	Falls and slips	Equipment	Medium	Concrete path surface is roughened to prevent slips	FP staff, supervising adults and participants
Pool service area				The concrete area around the pool is textured to prevent slips and the surface area of the pool is textured to prevent slips as well. Running and diving in the pool area are strictly forbidden and signs are placed around the pool	
Water	Waterborne diseases	Equipment/people	Medium	The pool when in use is checked twice a day (once in morning and once in afternoon) and the chlorine and pH levels are noted on the pool check sheet. Also noted is the level of chlorine in the dispensing rums and the amount added to the drum. The pool is backwashed when needed and the pump filter is cleaned when needed	FP staff
Chemical shed	Chemical poisoning	people	Medium	All chemicals (Chlorine, pH increase and decrease) are kept in the pump shed which is locked. Only trained staff will handle the chemicals and check the pool. Safety equipment is present in the pump shed.	FP staff
People	Bruises/ Collisions	People	Medium	Pool inflatable: Supervisors are advised to have only one person at a time on the pool inflatable to minimise collisions. And persons falling of the inflatable are required to swim away from the device ASAP. Other swimmers in the pool are advised to clear the area around the pool inflatable, and no other objects can be in the pool when the Inflatable is in use.	
Pool side	Falling into or slipping on pool side	equipment	Medium	The starting area of the pool inflatable including the pool sides and walk area is covered in "fall matt" material to minimise impact when falling	

VERSION

Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	11 July 2017	Changes to emergency procedures	Gus
1.2	9 Oct 2018	Changes to supervision position and SOP lay out	Gus
1.3	2 July 2024	Created new SOP	Kowie