



Fitness Focus Dubbo
Emergency Evacuation Plan
Risk Assessment

Contact Details: Fitness Focus Dubbo – (02) 6884 0988 – info@fitnessfocus.com.au

General Information and Recommendations

Purpose

To provide our customers with a well maintained heated indoor pool to be used in many different ways.

Pool Width & Length

- The Indoor Pool is 4.5m wide and 12.5m long
- Pool Depth is 0.9m-1.2m
- Easy Access Ramp and side rail for assistance
- Step/bench available in the pool if needed

No Lifeguards Present

- Fitness Focus Dubbo will not have any lifeguards present in the indoor pool
- All children under 18yrs old MUST be supervised at all times
- Fitness Focus Dubbo will provide supervisors on the condition that prior arrangement has been made at reception.

Swimming Ability

- Parents/Caregivers/Adults are responsible for their abilities of children and or lack of abilities of children within the pool
- Swimming Lessons for all ages are available on request from reception or visit our website

Risk Assessment & Emergency Action Plan

- An example risk assessment is provided; however it is the hirer's responsibility to ensure this risk assessment is adequate for their activity.
- A copy of the Centre's Emergency Action Plan is provided

Provision of First Aid

- First aid facilities, equipment and qualified staff are available at Fitness Focus Dubbo. Please note that Centre staff are qualified to a 'Senior First Aid' level and that following point also applies.
- The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury.

Responsibilities in an Emergency

- Minor incident – Centre staff will follow First Aid procedures, should this be a private group booking, staff will communicate with group team members for policy.
- Major incident – Centre staff are available to assist. Staff will communicate with groups team members as for their wishes. An Ambulance will be called as per "Terms and Conditions" that all casuals and members sign.
- Refer to the Emergency Action Plan attached for further details

Pool Testing and WH&S checks

Fitness Focus Dubbo strives to always provide a safe and healthy pool. We conduct 5 Pool Tests Per day. We regularly get inspected by Dubbo City Council and always have the results available for ANYONE to observe.

The pool deck is checked 5 times per day for scheduled cleaning observation/inspection. Should there be a concern with pool testing and WH & S, Management are notified immediately and an action plan is created and executed.

Centre Rules

- No Lifeguard service is provided in this pool area
- Children under the age of 18yrs must always be supervised by a responsible adult
- No diving, bombing or running on the pool deck
- The floor surface may be slippery
- If you or any person under your control has any condition that may affect their safety in the water please notify reception prior to swimming
- Beware of submerged steps and ramps in the water
- Please shower after exercise and prior to swimming
- Swim Caps must be worn
- Swimmer Nappies must be worn, a cleaning and contamination fee of \$55 will apply for all accidents.

Fitness Focus Dubbo

Fitness Focus Dubbos Management and staff will endeavour to assist you in providing a successful, safe and enjoyable facility. If we can be of assistance in anyway please don't hesitate to contact us at reception on

(02) 6884 0988 or info@fitnessfocus.com.au

Emergency Contact Details
Emergency Phone: 000
Our Address: 12 Jannali Road, Dubbo WEST NSW
Nearest Cross Street: Victoria Road

Emergency Action Plan

This is a brief overview of the Fitness Focus Dubbo Emergency Plan

Minor Incidents

Any minor incident, such as general first aid shall be attended to by the staff member on duty.

Major Incidents

Incidents considered as life threatening for any and all individuals including: suspected drowning, suspected spinal injury, cardiac incident or similar may require the immediate cessation of the event and for all persons to leave the water while the staff member attends to the incident.

Parents and other customers may assist if necessary by the staff member and/or duty manager.

Staff Response

Minor incident – when not attended to by school staff should be directed to the lifeguards

Major incident – any major incident will take precedent over other activities and as such the carnival or event may need to be suspended while staff are attending to the emergency.

1. Staff member is to attend to the client
2. Staff member 2/another person is to alert Reception by whatever means appropriate
3. Reception to contact the emergency services (000) and inform Staff member 1 and 2
4. Staff member 2 is to clear the pools before assisting Staff member 1 (If needed)
5. All other Centre staff and Swim staff are required to assist as necessary

Rescue and First Aid Equipment

A first aid station is located at Receptions and near the Men's Change Room area. Each area is identified by the appropriate signage and is shown on the centre plan.

Emergency Services

In the event of a major emergency Phone 000 - note: you will need to dial 0 to get an outside line.

For minor emergencies, Centre staff will consult with the Swim staff/group booking staff to ascertain the most appropriate course of action. The center staff may however contact emergency services without consulting group staff or parents if they deem it appropriate.

Evacuation

In the event of an incident requiring evacuation of the Centre (such as fire, chemical spill or leak, bomb threat, power failure, structural failure etc), staff are to follow the directions of the Fitness Focus Dubbo staff and assist in evacuating the students.

Risk Assessment

	Activity	Hazard	Pre	Control Measures	Post	Responsible Person
1	Walking in to activity	Struck by vehicle on road or in car park	1	<ul style="list-style-type: none"> Brief parents on making sure kids are with them, rules and behaviors Use pedestrian paths 		Centre Staff
2	Watching and waiting for students lessons	Kids running around facility or getting in pool when they shouldn't	2	<ul style="list-style-type: none"> Follow Centre Rules Brief parents and students on rules and behaviors Teachers and staff are to be aware of these behaviors 		Centre Staff
3	Swimming Lessons	Kids jumping in water when they are not allowed to	2	<ul style="list-style-type: none"> Teachers are to educate students and parents Firm rules and if students don't follow them then they are out of the lesson Ask parents to sit closer and perhaps hold onto students shirt 		Swim Teacher
4	Contamination in pool (Pool in the pool)	Contamination in pool while lessons are happening	3	<ul style="list-style-type: none"> Educate parents of our policy with swim nappies Have teachers aware of the signs from children and listen to them communicate Apply fines and inform parents that this is important for kids health that nappies are worn 		Swim Teacher
5	Walking to showers	Leaving the floor slippery	2	<ul style="list-style-type: none"> Educate Parents about drying off before leaving the pool Have extra signage around Staff and teachers aware of the water puddle marks 		Swim Teachers/Centre Staff
6	Child getting Changed on pool Deck	Naked children/person exposed on pool deck	3	<ul style="list-style-type: none"> Educate parents where change rooms are Educate parents in newsletters and effective communication Signage around building 		Swim Teachers/Centre Staff
7	Filming on Swim Lessons	Parents are not happy about their children being filmed by other customers	2	<ul style="list-style-type: none"> Signs up indicating no filming or photos permitted Have 1 week per term where parents can film Educate parents on the "National Privacy Act" 		Swim Teachers/Centre Staff
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1 = Low Risk

2 = Medium Risk

3 = High Risk

Conditions of Hire - Swimming Pool at Fitness Focus Dubbo

General Terms & Conditions

1. Current booking fees and hire fees are available from reception
2. Bookings are to be made on an official booking form. Verbal or telephone requests may not be accepted
3. Fees are non-negotiable
4. The sale of food, equipment or products similar to that which the centre retails is prohibited
5. Prior approval for fundraising activities such as raffles, sausage sizzles, display of advertising materials must be gained at the time of booking
6. All persons entering the facility must abide by the applicable centre rules
7. All fees are paid 7 days prior to the day
8. Advance bookings will not be taken until all outstanding balances are paid
9. Cancellations should be submitted in writing no less than 7 days prior to the booking, otherwise a cancellation fee may be charged
10. Subletting the facilities in any way is strictly prohibited
11. All centre buildings grounds including entrance and carpark are non smoking areas
12. All centre buildings grounds including entrance and carpark are an alcohol free zone

First Aid

13. First aid facilities, equipment and qualified staff are available at the Centre. Please note that Centre staff are qualified to a 'Senior First Aid' level
14. The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury (such as contact sports, martial arts, etc).

Swimming Pool

15. Exclusive use of the indoor pool is not available & the Centre's programs take priority
16. All competitors and spectators entering the Centre are required to pay the normal entry fees at reception, the hirer may pay for competitors and spectators provided prior arrangements are made.
17. No refunds are issued once money received by Fitness Focus Dubbo

Insurance & Indemnity

18. The hirer shall be responsible for gaining public liability insurance for the activities performed.
19. The hirer shall be responsible for any injury, loss or damage sustained by any person involved in the hirer's use of the facility, other than such injury, loss or damage caused by factors outside the hirer's control (to be determined by legal advice).
20. The hirer guarantees to not hold Fitness Focus Dubbo, Centre Management, and Staff responsible for any claims or demands which hereafter might be made from persons in connection with such activities.