

Andrew (Boy) Charlton
Pool

Pool Booking Pack

Andrew (Boy) Charlton Pool
PO Box 662 Broadway NSW 2007
P: 9358 6686 F: 9358 6540
E: slamour@belgravialeisure.com.au

Cover Note

ATT:

DATE:

Regards,

Stefan Lamour-Jansson

Centre Manager
[Andrew \(Boy\) Charlton Pool](#)



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Organisation Details

Organisation: _____ ABN: _____

Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Email Address: _____

Booking Details

Program Details: _____

Dates: _____ Times: _____

Entry Rate: _____ Lanes required: _____ Cost per lane: _____

Abilities

Swimmers: _____ Non swimmers: _____ Special Needs: _____

Please Note

- Copies of all qualifications of coaches / Learn to Swim Instructors etc must be included with this application.
- Any School Group using the centre for recreation swimming or fun days must first ensure all students have completed the 7 point safety Swim Assessment. To book in for a safety assessment contact slamour@belgravialeisure.com.au
- There is no guarantee on the number of the instructors or lanes requested, we are only able to cater per instructors and facilities availability.
- In case of cancellation a minimum of 24 hours notice is required in writing.
- **You are required to have 1 Supervisor:20 Participants to supervise whilst you are within the centre as per practice note 15.**
- Instructor to student ratio as per royal life saving guidelines are 1:10.
- **ALL DETAILS** of any people with a **medical condition** must be attached to the booking pack when making your booking, if unavailable at the time you are required to provide all details 24 hours prior to your booking date.

Signed: _____ Date: _____

Organisations Program Co-ordinator

Office Use ONLY

Booking Confirmed, email sent to organisation.

Notes:

Entered into Diary.

Instructors Confirmed.

Signed: _____ Date: _____

Andrew (Boy) Charlton Pool Centre Manager

Hire Agreement

This agreement is made on _____ day of _____ of _____.

PARTIES;

Between: Andrew (Boy) Charlton Pool, 1C Mrs. Macquaries Road, The Domain, Sydney, NSW, 2000

And

Name/Company/organisation: _____

Bookings and Agreements are made upon and are subject to centre rules and the following conditions:

- Confirmation of bookings & Payment** - All bookings are to be confirmed in writing outlining space required and details as in booking form, together with the deposit required within 14 days prior of the booking date. Bookings will not be confirmed until deposit is received. Full Payment is to be made with in 30 days after event.
- Cancellations** - In the event a confirmed booking is cancelled the following will apply;
 - less then 30 days notice Deposits will be refunded, less charges - refer to pool booking
 - less then 14 days notice Deposits will not be refunded
 - All cancellations are to be confirmed in writing or via email by the hirer. Where cancellations are given more than 48hrs prior to the booking no fee will be charged and any payments received will be eligible for refund. Where cancellations are within 48hrs of the booking, the hirer is liable for the full booking fee.
- Nature of Activities (brief description): _____
- Number Attending on each day** - Refer to booking form
- Designated area of hire** - Refer to booking form
- Hire Dates/times. Time and Duration** - You agree to commence your hire and vacate the designated hire space at the day(s), date(s) and times (start and finish times) confirmed in the booking form.
- Supervision, Public Safety & Security** - the hirer assumes full responsibility during the period of hire for the supervision, safety, first aid requirements and control of all its guests, players, members, staff and visitors.

The hirer is responsible for any first aid requirements including the provision of qualified first aid officers for its guests , players, members, staff and visitor.

Where specialised supervision (eg lifeguards) or qualified first aid officer are required the hirer must provide the Andrew (Boy) Charlton Pool with evidence of the qualifications and the numbers of the staff the hirer will use.

The school must provide a 1:20 staff to student ratio for any aquatic activities at ABC

Andrew (Boy) Charlton Pool will provide a lifeguard ratio of 1:100 for Instructor supervised lessons. A 1:50 ratio for recreational swimming or fun days for school groups.
- Fees & Charges** - Hiring fees and charges (inc. GST) and payments are contained in booking form.
- Public liability risk insurance** - Hirers shall have a public liability risk insurance policy for not less then ten million dollars (\$10,000,000), and must provide a certificate of currency prior to confirmation of and at any time during the times of booking, to Andrew (Boy) Charlton Pools satisfaction.
- Release and Indemnity** - The hirer agrees to hire the designated area of hire for the activity at its own risk and

Hire Agreement continued.

11. **Loss or damage** - The hirer agrees to reimburse Andrew (Boy) Charlton Pool, for any loss or damage incurred as a direct result of the activity in the designated area of hire, within reasonable control of or which would be expected to be in the reasonable control of the hirer, and in breach of his hire agreement, included but not limited to loss or damage to the building or equipment.

The centre may require a bond (which may be the deposit) to be held against loss or damage including but not limited to the building to loss or damage to the building or equipment.
12. **Alcohol** - NO alcohol is permitted to be brought into the centre by the hirer's guests, players, members, staff and visitors during the period of hire.
13. **Smoking** - Smoking is not permitted in the centre or any associated facilities.
14. **Force Majeure** - Andrew (Boy) Charlton Pool shall relieve from all liability in respect of any breach of its obligations under this agreement should such breach be caused, directly or indirectly, by an event of Force Majeure. "Force Majeure" shall mean any act, matter or thing whatsoever not written the reasonable control of the Andrew (Boy) Charlton Pool and which adversely affects the capacity of the Andrew (Boy) Charlton Pool to perform its obligations hereunder or wholly prevents the performance of the same.
15. **Emergency Procedure** - In the case of an emergency you and your guests must listen to the instructions provided by the Andrew (Boy) Charlton Pool staff and follow the emergency procedures in the attached Emergency Evacuation Plan.

EXECUTED by the Parties

I, The HIRER agree that all details attached to this agreement are correct and I, The HIRER also accept and agree to all the above conditions.

FOR AND ON BEHALF OF THE HIRER;

Authorised Signature

Date

Name (Block Letters)

Contact Number(s)

ANDREW (BOY) CHARLTON POOL;

Authorised Signature

Date

Name (Block Letters)

Contact Number(s)

Emergency Action Plan.

In the case of an emergency please make sure the following steps are taken;

- Step 1: Gather all children and take role making sure all your group are accounted for.
- Step 2: Once all the group are accounted for follow the directions from the ABC Staff
- Step 3: Following the arrows in diagram A staff will instruct on the you to evacuate to through the appropriate exit points and to one of the marked emergency control points on map B, letting the fire warden know that the group is all accounted for.
- Step 4: Stay at the emergency Assembly point until further directions from staff are given.

Diagram A:

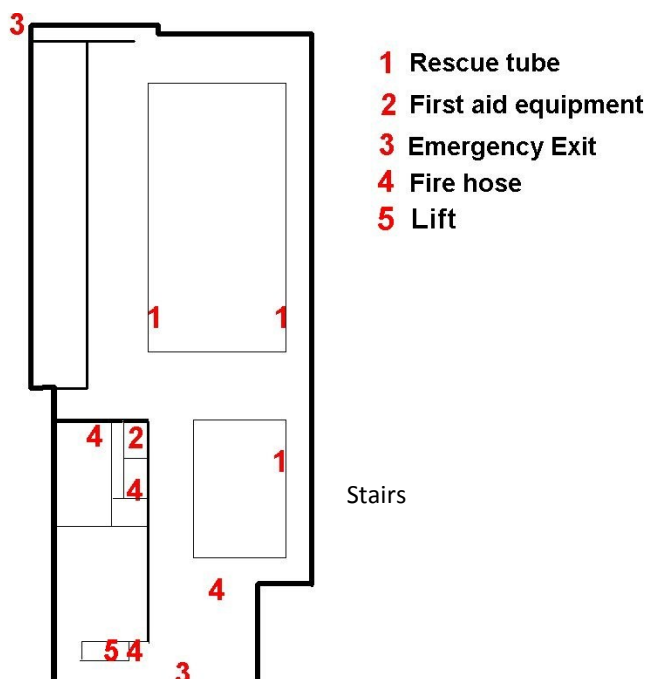
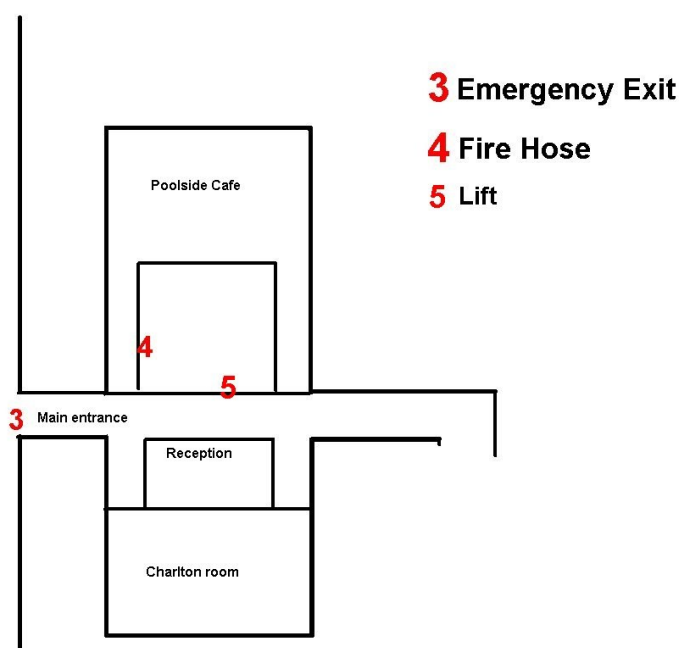


Diagram B:





Risk Management Overview

The NSW Department of Education and Training has set guidelines for the conduct of excursions and school sport. These guidelines are established in the policies entitled:

Excursions Policy (PD/2004/0010/V003)

Guidelines for the Safe Conduct of Sport & Physical Activities in Schools (PD/2002/0012/V001)

Water Safety Guidelines for Unstructured Aquatic Activity

DET Student Welfare: Protection from the Sun (PD/2002/0055/V001)

Teachers are requested to be familiar with the contents of these documents. To supplement these documents, Andrew (Boy) Charlton Pool provides the following information regarding risk management for the consideration of schools undertaking excursions or school sport within Andrew (Boy) Charlton Pool facilities. Any specific area of the policies are referred to in **(bold and parentheses)** type throughout this overview.

Andrew (Boy) Charlton Pool facilities are operated to the following standards and accreditations:

Guidelines for Safe Pool Operation Royal Life Saving Society

Public Swimming Pool and Spa NSW Department of Health Pool Guidelines

AD/NZS 4486.1:1997 Playgrounds and Playground Equipment

Initial: _____

Schools Risk Management - Issue 6, Reviewed 10th September 2012 (pages 7-10)

Venue Facilities and Equipment

Andrew (Boy) Charlton Pool (ABC) is designed to accommodate special needs groups (**Inclusivity 6.2**). Specific facilities available at each leisure facility are as follows:

Facility	Equipment and Facilities Available
Andrew (Boy) Charlton Pool	Accessible change rooms, Accessible pool hoist

First Aid rooms are available. These rooms are accessible to any patron when accompanied by a Andrew (Boy) Charlton Pool staff member. First Aid rooms are equipped, but not limited to: oxygen equipment, spinal boards, cervical collars and first aid kits. All equipment is subject to daily checks and maintained according to relevant legislation.

Schools are responsible for ensuring that students, teachers and volunteers are familiar with sun protection measures (**Protection from the Sun**).

Risk Management Overview – School Excursions

Sport	Venue	Attributes
Swimming/Learn to Swim	Andrew (Boy) Charlton Pool	<ul style="list-style-type: none">• Appropriate rescue equipment available.• Water Quality maintained to NSW Department of Health guidelines

Staff Qualifications

Staff at ABC hold qualifications deemed necessary for their roles. These are summarised in the following table:

Role	Qualifications
Pool Lifeguard	Pool Lifeguard Licence (Includes the use of oxygen equipment) Senior First Aid Certificate
Learn to Swim teacher	Austswim: Teacher of Swimming and Water Safety

All staff who are employed by ABC are required to undergo a Working with Children Check through the NSW Department of Sport and Recreation. This check is undertaken prior to staff being employed (**Excursions Policy - Child Protection 6.5.1**).

Schools are reminded that at least one staff member attending ABC should hold a current CPR and emergency care qualification (**Excursions Policy – Duty of Care 6.3.1**).

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Supervision

Staff are rostered at ABC according to bookings, group visits and expected attendance. At all times, staff are rostered to comply with the Royal Lifesaving Society's Guidelines for Safe Pool Operations. Dedicated staff are not provided to school groups unless arranged prior to the visit and the additional cost is accepted by the hirer.

"The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations" (Excursions Policy – Statement 5.5). "Teachers retain the ultimate responsibility for supervision" (Excursions Policy – Parents, Caregivers and Volunteers 6.4.1).

Schools are responsible for ensuring that the standard student to teacher ratio is maintained during their visit to ABC **(Excursions Policy – Student to Teacher Ratio 6.3.2)**. For standard activities, this is a **20:1 ratio**. For aquatic activities, the ratio of teachers to students may need to be lower.

Primary Schools attending ABC for unstructured fun days will be required to have a form of visual identification that provides for the easy identification of non-swimmers from swimmers. The identification system is to be worn by the children prior to the arrival at the pool. ABC recommends coloured wrist bands to distinguish swimmers having the minimum determined competency wearing Purple bands, and non-swimmers wearing Yellow wristbands. ABC can provide these identification wristbands at a cost of 10 cent per wristband. An alternative means of identification is acceptable if it provides instant visual identification between non-swimmers and swimmers.

Schools are responsible for ensuring that co-educational groups are provided with both male and female supervision **(Excursions Policy – Overnight Excursions 6.3.1)**. Teachers are responsible for the supervision of students within change rooms for the duration of their visit.

ABC provide background information to booked groups prior to their arrival, at the time of booking. ABC requests that all teachers and volunteers are familiar with this before arriving at the centres.

Incident Management

Should an incident occur during an excursion or school sport, ABC staff will manage all first aid and emergency services requirements. ABC staff will complete all relevant reports. Copies of the reports are available on request.

Risk Management

Risk management strategies are in place and timely action is taken when incidents arise and continual improvements to strategies, procedures and policies are made. Hazard identification activities include, but are not limited to, workplace inspections, hazard reporting and risk analysis.

ABC risk management strategies and systems do not remove or limit schools in regards to risk management. Schools are responsible for ensuring that they have completed an appropriate risk assessment including the method of transporting the students to and from the leisure centres **(Excursions Policy – Risk Management 6.6)**.

Do You Require More Information?

Teachers who are arranging excursions or events should refer any questions or queries to Andrew (Boy) Charlton Pool staff for further information.

Attachment – School Swimming Carnival Diving Risk Assessments

Following are Risk Assessments pertaining to school swimming carnivals and diving as required by NSW DET.

Initial: _____

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APPENDIX 1 - SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT

ATTENTION: Principal and Carnival Coordinator
Please ensure you read and understand all PARTS to this document prior to signing and agreeing to terms and conditions.

PART 1 - WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute and the NSW Department of Education and Training (DET) it has been deemed important that ABC provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

50m POOL Andrew (Boy) Charlton Pool			
DEEP END DEPTH (Or Location)	2.0 Metres	SHALLOW END DEPTH (or location)	1.2 Metres
Concourse/Starting Block height above water	500mm	Concourse/Starting Block height above water	300mm
OTHER INFORMATION			

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested

DEEP END DEPTH	Competitive Start	SHALLOW END	In Water Start
OTHER INFORMATION If you undertake Competitive Dive starts please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET requirements.			

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

DATE 7/09/12	LOCATION- Andrew (Boy) Charlton Pool 50m Pool		
IDENTIFICATION			
ASSESSORS	LTS Teacher		
WORK AREA	Shallow End of Pool		
HAZARD DESCRIPTION	Steep dive causing head and/or spinal injuries		
ASSESSMENT			
CURRENT CONTROLS			
LIKLIHOOD DETAILS	Possibly could happen		
CONSEQUENCE DETAILS	Permanent Injury, illness or death		
	LEVEL OF RISK	4	
PROPOSED CONTROLS		BY DATE	
ELIMINATION			
SUBSTITUTION			
ENGINEERING			
ADMINISTRATION	Water starts only		
LIKLIHOOD DETAILS (After proposed controls implementation)	Rare - practically impossible		
CONSEQUENCE DETAILS (After proposed controls implementation)	Minor injury		
	LEVEL OF RISK	11	

APPROVAL TO IMPLEMENT CONTROLS AND RESPONSIBLE PERSON			
RESPONSIBLE PERSON	NAME	BY DATE	STATUS
ADDITIONAL ACTIONS TO BE TAKEN			

Initial: _____

Unstructured Activity

If you are holding an unstructured activity at the centre you will be required to complete the following checklist.

	Yes	No	N/A
Have the appropriate wrist bands for the students once swim assessment is complete? - Blue for competent & Yellow for non swimmers (ABC can provide the wrist bands for 10 cents each)			
Do the supervising teachers have the appropriate qualifications? <i>(copies should be attached)</i> -At least one supervisor must hold either an Austswim Certificate, RLSSA Bronze Medallion, RLSSA Swimming Teacher Rescue Award, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate. - At least once teacher should hold current first-aid and CPR certificate			
A student roll should be presented to the ABC assessing staff member to check off student competent or not for swimming assessment. <i>(a copy of this will be given back to the supervisor/s)</i>			
Supervising staff are to be inducted to the centre prior to commencement of unstructured activity and are to be familiar with the emergency action plan provided in this booking pack (Page4) <ul style="list-style-type: none"> • Layout of the centre including entries, exits and first aid room. • Rules and regulations • Appropriate activities and activity areas including pool space planed for non proficient or non swimmers • Other information resulting from risk management 			
School is providing ratio of 1:20 supervisors to students. Whether it be Teachers or parent helpers. And are aware of the responsibilities to this role. Including positioning and scanning techniques.			
Supervisors are aware that whilst supervising they should be carrying a piece of rescue equipment weather it be a kickboard, noodle or rescue tube.			
The DET water survival challenge has been carried out with all participating students prior to commencement of unstructured activity and have the appropriate wristband are being worn? <i>See page 10 for testing sequence.</i>			
Students are inducted to the centre and aware of survival challenge sequence and where the change rooms and bathrooms, the first aid room and the emergency exits are and are familiar with the			

Please write or attach your procedure for check listing students entering the water and exiting the pool and the venue:

Initial: _____

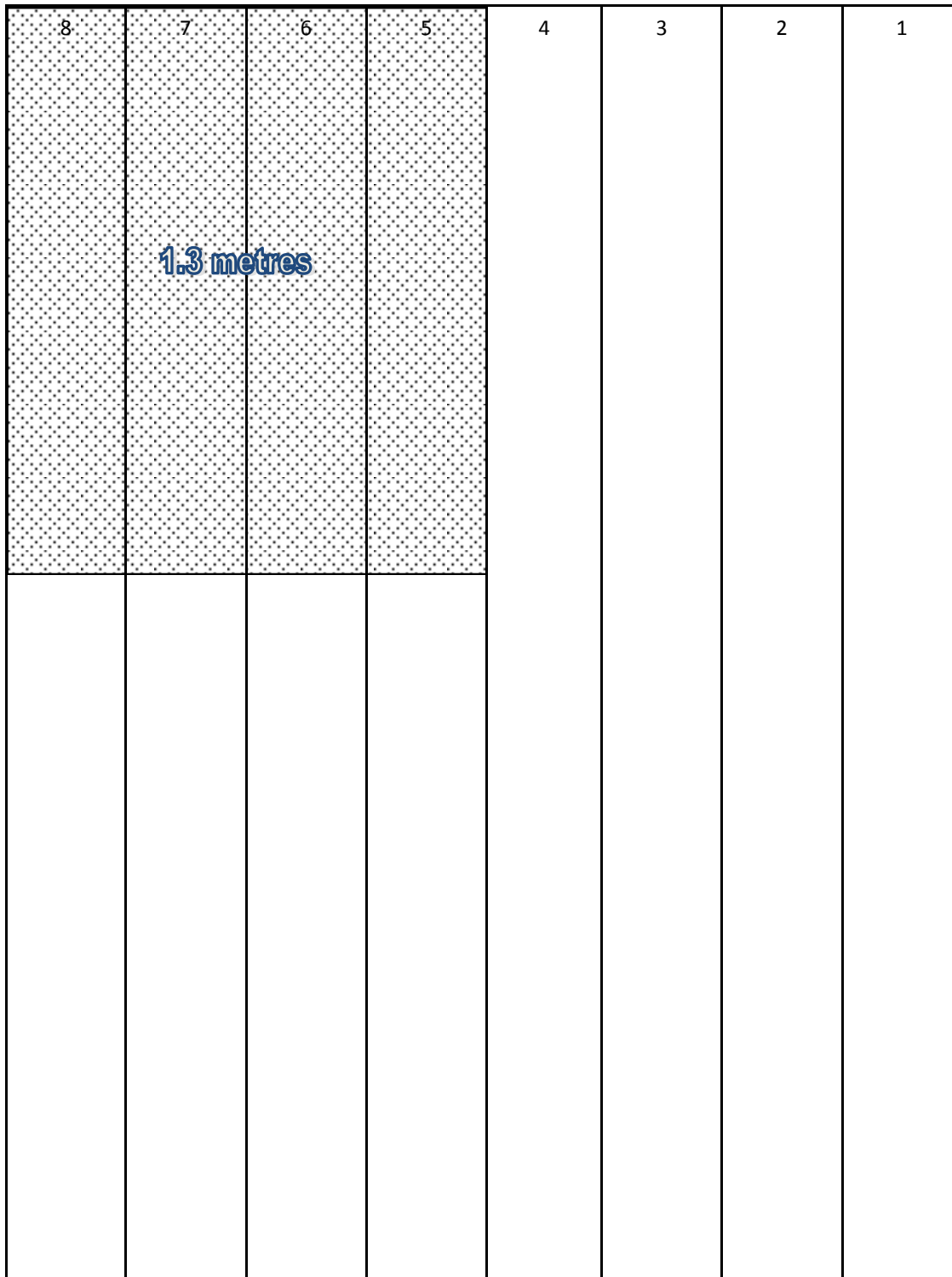
Water Survival Challenge - Must See Criteria

Elements	Survival Challenge	Must See	Validation
Entry	Preform a slide in entry. Walk 5 metres through the water	<ul style="list-style-type: none"> • Unassisted, hold the side of the pool • Twist body to face the wall whilst lowering the body into the water • Feel for the bottom of the pool with feet • Walk through the water maintaining balance and control of direction • Head still and eyes open 	<ul style="list-style-type: none"> • Safe controlled form of entry • Allows student to 'feel' the depth of water • Safe and controlled movement that student can utilise if unable to swim • Recover to standing position
Survival Swimming	Continuous swim at least 25 metres - Using an action that resembles a stroke (Freestyle is preferable)	<ul style="list-style-type: none"> • Continuous swim for at least 25 metres • Any stroke may be selected including freestyle, backstroke, breaststroke, survival backstroke or sidestroke. • Body position, breathing and arm and leg actions should resemble the chosen stroke. 	<ul style="list-style-type: none"> • Appropriate distance to determine swimming proficiency • Proficient swimming of 25 metres enables student to reach a point of safety in a 50 metre swimming pool
Survival Sequence	Survival Sequence - Survival scull, float and/or tread water for 1 minute in deep water - Call for help once within the sequence	<ul style="list-style-type: none"> • Attempt controlled hand sculling action • Stationary position • Face clear of the water • Loud clear voice 	<ul style="list-style-type: none"> • The capacity to scull, float or tread water for an extended duration ensures a student can remain in safe position, with face clear of water, until intervention by lifeguard or rescuer if required • Calling to alert lifeguard or rescuer that assistance is required
Exit	Exit the water unassisted.	<ul style="list-style-type: none"> • Hold onto the edge of the pool • Move to a point (using hand over hand movements so as not to let go of the edge of the pool) in the pool where an exit can be demonstrated 	<ul style="list-style-type: none"> • Not all students will be able to climb out over the edge of the pool • Students must be able to remove themselves from the pool • Students must show the ability to recognise their own capabilities regarding exits • Students must appropriately accommodate for regarding their individual physical capabilities. (refer DAA)
Rescue Sequence	Voice Rescue. - Reassure the person in difficulty - Talk to the person in difficulty and attempt to calm and encourage them all the way to safety - Call for assistance	<ul style="list-style-type: none"> • Good eye contact • Calm clear instructions • Alerting lifeguard or adult that assistance is needed while still maintaining eye contact with person in the difficulty 	<ul style="list-style-type: none"> • Reduce risk to rescuer by not entering the water • Voice rescues are the safest form of rescue and provide reassurance to a distressed individual • Alert an adult that assistance is required • Maintaining eye contact with the person in difficulty ensures their condition is monitored until reaching a point of safety.

Initial: _____

Unsupervised Recreational Swimming Requirements

Shallow End



Guidelines:

- No Deeper than 1.3 metres
- Max 4 Lanes
- Max Participants 7 per lane - Max total 28 participants
- Schools to rotate recreational swimming based on numbers
- Any more than 20 participants require additional lifeguard at hirers cost

Initial: _____