

# BGS Swim

## Health and Safety Policy

- All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.
- Employees are expected to comply with all applicable policies.
- Various parts of the policies require managers and staff to exercise discretion, and the policies are not intended to be applied in a legalistic or prescriptive manner.
- These policies may be varied by Brighton Grammar School from time to time, at its absolute discretion.
- Brighton Grammar School is fully committed to the protection of children and young people during all School activities and environments both within and outside of School hours.
- This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School.

### Purpose

Brighton Grammar School (the School) is committed to providing an environment which ensures the health and safety of employees, contractors, students, and members of the School Community when using the BGS Swim pool through:

- Compliance with all occupational health and safety (OHS) legislative requirements;
- Eliminating or reducing risks that may give rise to injuries and/or illness;
- Effective consultation about OHS matters within the School;
- Continuous improvement of Health and Safety standards and procedures; and
- Compliance against all Water Safety guidelines as set out in the [Water Safety in Commercial Learn to Swim & School Pools - Royal Life Saving Australia](#).

### Application

This policy applies to all Brighton Grammar School employees, contractors, volunteers, students and community members. The Health and Safety Policy for BGS Swim should be read in conjunction with the printed copies of the Guidelines for Safe Pool Operations (Royal Lifesaving Australia) found in the BGS Swim office:

- Safe Pool Operations Child Safety
- Aquatic Supervision Guidelines
- Aquatic Signage Guide
- Asset Management
- Emergency Planning
- Safety Equipment
- Risk Management
- Incident Management
- Swimming, Water Safety and Aquatic Program guides

## **Responsibilities – BGS Swim team**

### General Safety

- Follow all health and safety guidelines as per Royal Lifesaving Australia requirements
- Ensure the pool deck is free from trip hazards
- Conduct daily pool deck and changing room risk assessments (BGS Swim Open-Close Checklist)
- Record risk assessments on the required risk template and store for future review if needed
- Review risk framework yearly to ensure facilities, operations and documentation is compliant against all requirements
- Participate in the School's overall OHS review process
- Participate in the School's Emergency Management Planning and drills
- Ensure staff are up to date in relevant qualification including First Aid
- Ensure First Aid kits and safety equipment is available with within good working order at all times
- Implement emergency procedures in the event of an incident or identified hazard

### Student and Community Safety

- Conduct all swim programs safely and within compliance guidelines at all times
- Ensure teaching and supervision ratios meet compliance requirements and guidelines
- Allocate swimmers to age and/or ability appropriate classes
- Ensure all swimmers entering the pool are wearing appropriate swimwear, goggles and swim caps
- Encourage swimmers to shower prior to pool entry
- Complete incident forms for all identified incidents and near misses in Risk Wizard
- Communicate all safety guidelines to swimmers and community members

### Water Quality

- Ensure the pool is clean and free from dirt and bacteria at all times
- Ensure the pool is evacuated and the facility closed immediately should the water become contaminated
- Ensure appropriate water quality management guidelines are adhered to regularly
- Conduct water quality testing at required intervals, adjust chemical levels and cleaning protocols according to testing outcomes and maintain accurate records of all tests

## **Responsibilities – Community members**

- Ensure that any family member attending the facility has not been sick for the 24 hours prior to attending their session
- Ensure swimmers wear appropriate swimwear, goggles and a swim cap
- Encourage class participants shower prior to entry in to the pool
- Supervise all children under the age of 10
- 'Check in' with Reception upon arrival at the facility and prior to participating in sessions
- Do not run on the pool deck - Walk within the facility only
- Do not eat, leave food or food scraps in the facility
- Ensure all children that are not toilet trained wear appropriate swimming nappies during sessions
- Advise BGS Swim immediately should a family member become unwell while at the centre or immediately after attending the facility
- Ensure all spectators remain seated at all times and siblings of swimmers are fully supervised

- Do not take photographs or video within the facilities

## Incident Management

Incidents that involve contaminated water and compromised water quality must be addressed immediately. This may involve closing of facilities and deep clean, chemical treatment and filtration of pool water. The facility must remain closed for 24 hours following water contamination and will not reopen until chemical and ph balances of the water are at acceptable levels.

All incidents, accidents or injuries sustained at BGS Swim is to be reported directly to the Head of Swimming or delegated authority who will in turn contact the Student Health Officer (if applicable) and the Risk and Performance Improvement Manager and via the Risk Wizard Incident Management System.

Documents completed by a staff member in relation to an incident or accident remain the property of Brighton Grammar School and shall not be copied and given to external parties, other than required by law.

The Risk and Compliance team maintains confidential records of all incidents, accidents or near misses that are reported through Risk Wizard.

## Related Policies and Documents

- [Water Safety in Commercial Learn to Swim & School Pools – Royal Life Saving Australia](#)
- [Water Quality Guidelines for Public Aquatic Facilities – Victorian State Government](#)
- [National Aquatic Recreation Signage– Royal Life Saving Australia](#)
- [Aquatic facility incident response procedures | health.vic.gov.au](#)
- Guidelines for Safe Pool Operations | Royal Life Saving Society – Australia (hard copy available in BGS Swim office)
- BGS Swim – General Regulations (Parent Information)
- BGS Emergency Management Plan
- BGS Occupational Health and Safety Policy
- BGS Swim Open-Close Checklist

|  |                  |
|--|------------------|
| This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy |                  |
| <b>Policy Version number</b>   | 20251124         |
| <b>BGS Strategic Risk Category</b>   | OHS              |
| <b>Policy Owner</b>  | Head of Swimming |
| <b>Policy Approved By</b>  | Senior Executive |
| <b>Approval Date</b>   | November 2025    |
| <b>Review Cadence</b>  | 2                |
| <b>Next Review Date</b>  | November 2027    |