

# Procedure SO:01.11

## Water Safety



Policy – Health and Safety

Area – Operations

### Document Control

Responsible Officer: General Manager Children's Services	Procedure Number: SO:01.11
Contact Officer: Children's Services Manager	Policy Area: SO:01
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### Scope

This procedure when read with the policy, provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

This procedure excludes C&K associate members.

### Introduction

The safety and supervision of children in and around water is paramount.

### Procedure

#### 1.0 General responsibilities

- Incorporate water safety concepts within the program
- Ensure children do not participate in swimming activities.
- Undertake a *SO:01.01. F3 Form Risk assessment* prior to children spending time in areas where water may lay or flow.
- Ensure water containers and troughs are emptied onto gardens after use.
- Ensure water play experiences are closely supervised.
- Empty buckets used for cleaning immediately after use. Do not leave full buckets in play areas unsupervised.
- Ensure nappy buckets have a secure lid and stored in areas which are inaccessible to children.
- Ensure drink water containers are securely sealed, emptied and cleaned daily.
- Label grey water systems or water tanks with "do not drink" signage. Supervise children to ensure grey water is not used for drinking. Explain to children the reasons why grey water should not be drunk and uses for grey water (e.g. water play and watering gardens).
- Ensure hot water accessible to children is maintained no higher than 43.5°.
- Consume hot drinks away from children, in areas that are not used by children.
- Change pet drinking water regularly.

#### 2.0 Responsibilities\* of Family Day Care and In-Home Care educators with pools and spas

- Undertake and document a *SO:01.01. F3 Form Risk assessment*.
- Maintain a current pool safety certificate. Provide C&K with a copy of the certificate.
- Consistently comply with [Queensland pool/ spa legislative requirements](#), including but not limited to the following:
  - All pool fencing must be maintained at least 1200mm in height with the non-climbable zone located on the outside of the fence (i.e. the side facing away from the pool area).
  - The bottom of pool fence and gate are no more than 100mm off ground.

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- Objects are not placed within 900mm of the pool fencing. Ensure there are no climbable objects within 300mm, inside pool fence.
- All pool fencing must be permanent and well-maintained (e.g. rigid, fixed securely, no holes, broken rails or verticals).
- Pool gate must be self-closing and open outwards, away from the pool.
- The gate latch is located at least 1500mm above the ground on inside of gate with 450mm radius shield.
- Pool gate hinges are 900mm apart or a non-climbable safety cap is affixed to lower hinge.
- CPR signage is prominently displayed within the pool area.
- The pool cannot be directly accessed from a house door or a window.
- Ensure the pool gate remains locked at all times whilst the service is operating.
- Ensure no person (e.g. family members, neighbours etc.) use the pool or spa whilst the service is operating.
- Ensure spas have a solid lid which can be locked. The spa lid must be locked whilst the service is operating.
- Supervise children at all times when playing in areas immediately adjacent to or in close proximity to a swimming pool fence.
- Ensure adjoining fencing does not have climbable rails.
- Conduct a daily inspection of pool fencing to ensure vegetation:
  - has not grown to enable a child to scale pool fencing, and
  - soil has not moved near fencing; compromising pool fencing height.

**\*Please note: Failure to comply with the above requirements may jeopardise an educator's registration with C&K. C&K FDC and IHC Coordinators will conduct regular inspections to ensure the above requirements are consistently implemented.**

#### Acknowledgements and references

- Queensland Government, Dept of Housing & Public Works, Queensland's Pool Safety Laws <http://www.hpw.qld.gov.au> (Accessed June 22, 2016)
- Queensland Government, Dept of Housing & Public Works , Guidelines for pool owners and property agents October 2015 <http://www.hpw.qld.gov.au/SiteCollectionDocuments/GuidelinesForPoolOwnersAndPropertyAgents.pdf> (Accessed June 22, 2016)
- Queensland Building and Construction Commission, Pool Compliance Checklist <http://www.qbcc.qld.gov.au/pool-checklist/> (Accessed June 22, 2016).

#### Links to associated documents

SO:01.01. F3	Form - Risk assessment
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#### Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
1.0	8 June 2012	Sylvia Bowles	June 2012	2 years	June 2014
2.0	3 March 2014	Chris Kyranis	3 March 2014	2 years	August 2015
3.0	16 July 2014	Chris Kyranis	16 July 2014	2 years	July 2016
4.0	16 November, 2016	Kathryn Woods	16 November 2016	2 years	November 2018