

Procedure SO:1.11

Water Safety



Policy – Workplace Health and Safety

Area – Operational

Document Control

Responsible Officer: General manager childrens services	Procedure Number: SO1.11
Contact Officer: Safety and rehabilitation advisor	Policy Area: SO:1 Workplace Health and Safety
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Scope

This procedure 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 any visitors to C&K services.

This procedure excludes C&K associate members.

Introduction

The safety and supervision of children in and around water is the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment.

Children will be supervised at all times during water play experiences.

All water sources are regarded as a potential risk, including but not limited to pools, spas, empty baths, water troughs, buckets, sluices and water tanks.

Definitions & acronyms

In order to make this document as efficient as possible, only the definitions and acronyms specific to this policy have been listed. For further definitions and acronyms please see the overall C&K definitions and acronyms glossary.

Procedure

The Nominated Supervisor will provide guidance to educators and families on the importance of children's safety in and around water.

Educators will:

- Ensure children under school age do not have access to or play in swimming pools (above, in-ground or inflatable), ponds, dams, spas or wading pools.
- Ensure a risk assessment is completed and children are closely supervised when a service environment includes areas where water may lay or flow e.g. dry creek beds, sand pits and mud patches.
- Ensure a thorough risk management plan is completed and approved by a Business Operations Consultant (BOC) before conducting an excursion with school-age children which involves swimming.

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- Ensure water troughs or containers for water play are filled to a safe level.
 - Ensure water play experiences are supervised at all times.
 - Ensure water containers or troughs are emptied onto gardens after use.
 - Teach children about staying safe in and around water.
 - Empty buckets used for cleaning immediately after use. No buckets are left in play areas or accessible to children.
 - Ensure nappy buckets have a secure lid and must be held/stored in an area which is inaccessible to children.
 - Provide clean drinking water at all times. This water will be supervised to ensure that it is safe and hygienic for consuming. Water containers will be securely sealed. At the end of each day, the water container will be emptied and cleaned thoroughly.

Operational safety:

- Grey water systems or water tanks will be labeled with “do not drink” signage and the children will be supervised in this area to make sure they are not accessing this water for drinking. Educators will discuss with the children that this water is for the purpose of play and not for consumption.
- Hot water accessible to children will be maintained at a temperature no higher than 43.5C.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- Adults will never consume hot drinks when with children.
- Water for pets must be changed regularly and only be accessible to children when adults are present.

Family Day Care (FDC) and In-Home Care (IHC):

FDC and IHC residences that have a swimming pool or a spa must:

- Conduct a risk assessment for the outdoor environment.
- Have a current pool safety certificate.
- Comply with all legislative requirements outlined by the Qld Pool Safety Authority.
- Make sure that the pool gate remains locked at all times when FDC and IHC children are on the premises.
- Under no circumstances allow children in their care to have access to or swim in the pool or spa.
- Under no circumstance allow any person (e.g. family members, neighbours etc) to swim in the pool or use the spa when children are in care.
- Make sure all spas have a solid lid which can be locked. The spa must be locked at all times when family day care children are on the premises.
- Supervise children at all times when playing in an area immediately adjacent to or in close proximity to a swimming pool fence.
- Ensure all pool fencing is at least 1200mm in height.

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- The gap under the fence is 100mm or less from the ground to prevent children from crawling underneath. It is important that coordination unit staff regularly check the measurements as over time distances may increase due to erosion and weather condition.
- The gates to any swimming pool fence must comply with the same requirements as fences that have been set out above. C&K coordination unit staff must ensure that:
 - A gate that is self-closing and self latching which is regularly maintained is in place
 - Under no circumstances a gate is left propped open so a child can gain access.
- Ensure that adjoining fencing does not have climbable rails.
- Ensure objects are not placed within 900mm of the pool fencing.
- Ensure climbable objects which can be moved by children are removed from the area surrounding the pool.
- Ensure branches that a child could use to climb over pool fencing are always trimmed to ensure that they do not over hang to pool or pool fence.
- Install permanently fixed security screens or windows from rooms which open into the pool enclosure.
- If coordination unit staff see that a pool fence or barrier is damaged, it must be replaced with a new pool safety barrier immediately. The new safety barrier must comply with the current standard.
- CPR charts must be displayed in all pool areas. It must be attached to the pool fencing, or displayed by the pool so that is easily readable to a person near the pool.
- C&K recommends that such signs can be obtained from Queensland Ambulance Service; the information will be up to date and contain all relevant contact numbers.

C&K FDC and IHC Coordinators will conduct regular inspections to ensure the above requirements are being adhered to. Failure to comply with the above requirements may jeopardise the educator's registration with C&K.

Acknowledgements and references

In order to make this document as efficient as possible, the complete list to support the C&K policy library can be found in the overall list of acknowledgements and references.

Revision Record

Version	Approval Date	Authorised by	Effective Date	Summary of Changes
	8 June 2012	Sylvia Bowles		
2.0	3 March 2014	Chris Kyranis	3 March 2014	Inclusion of IHC
3.0	16 July 2014	Chris Kyranis	16 July 2014	Inclusion of risk assessments FDC/IHC and water lying areas.