



# LIFESAVING SOCIETY

*The Lifeguarding Experts*

## **Safety Plan for Town of Richmond Hill Ontario Senior & Masters Lifesaving Championship – Pool March 3 & 4, 2018**

### **Purpose**

The purpose of this plan is to maximize safety at Lifesaving Society Championships held at the following Town of Richmond Hill pools, and facilities: Richvale Pool.

General procedures are in the Town of Richmond Hill Policy and Procedure Manuals, in conjunction with the legislation and regulations pertaining to pool operations. This plan will address items specific to Ontario Senior and Masters Lifesaving Championship – Pool held at these facilities.

### **Code of Conduct**

Everyone has the responsibility of acting in a safe manner. This includes volunteers, officials, guests, competitors, coaches, meet management etc. However it is the responsibility of the management team to ensure that this plan is enforced. Anyone not adhering to the safety procedures as prescribed in this plan may be disqualified or removed from the property. Unsafe actions and behaviours will not be tolerated.

### **Safety Plan**

#### **General Safety**

Smoking is not permitted inside any competition building.

It is the responsibility of each individual to ensure that personal belongings are kept in a safe place. Valuables are the safest when kept at home.

If set up requires specialized equipment i.e. ladders, computers etc. designated specially trained crew will be responsible for its safe installation.

### **Safety Officer/Chain of Command**

Safety Officer for the competition is Courtney Lawson.

The Safety Officer is required to report and document any incidents that occur on behalf of the Lifesaving Society. Health and Safety Representatives are also provided by the hosts for all venues that take place in the Town of Richmond Hill buildings.

The Management Team consists of the

Meet Manager	Hugo Rodrigues
Chief Referee	Cynthia Cakebread
Safety Officer	Courtney Lawson
Host Representative	Charlene Pugh
Lifesaving Society Representative	Lorraine Wilson-Saliba

Pool areas will be supervised by qualified and trained lifeguards. For venues with areas that do not involve the pool, trained health and safety designates will be identified.

In case of an emergency the following is the order in which communications should occur:

1. Site Health and Safety Representative/Event Director

2. Safety Officer
3. Meet Manager/Chief Referee
4. Host Representative
5. Other

In Addition: In a pool environment the Town of Richmond Hill lifeguard staff are to take control of any situation and follow the protocol designed in the Standards and Guidelines.

If an increased level of care is volunteered by outside party (i.e. doctor) and accepted by the liable care givers, that person must assume complete responsibility of the patient until Paramedics arrive and assume control.

The Town of Richmond Hill will always promote the best possible care to causality wherever possible.

### **Operational Procedures**

Operational procedures are defined by the host. This standard of care is required to meet the minimum health regulations and guidelines supported by the Lifesaving Society. In a situation where the host does not have operational standards, the Lifesaving Society will consider adopting operational procedures that meets the industry standard for that location/venue.

### **General safety**

Ministry Regulations as well as facility specific rules must be followed to ensure safety.

Lifeguards are to be supplied by host for all pool venues.

Lifeguards are to ensure the safety of those in the facility at large.

The lifeguard staff are to interact with public and enforce house rules are required.

Non swimmers should not be in the water without a strong swimmer or unless they are able to touch the bottom.

Non swimmers that are involved in the competition should identify themselves to the Chief Referee.

Diving is prohibited in the shallow water. Check specific facility for details.

### **In Non Aquatic Environments:**

In Town of Richmond Hill buildings, incidents should be reported to the building staff immediately.

Trained Health and Safety Representative will be on call in non-aquatic environments i.e. lock-up, Venues not in the pool area.

### **Personal Safety/Cross Contamination**

Individuals are responsible for ensuring the complete information of any medical conditions, medications and /or allergies are communicated to a responsible person that will be looking out for their interest i.e. Coach.

The Championship Management Team or the Town of Richmond Hill will not be responsible for the monitoring of individuals.

Footwear should be worn in non-pool areas.

### **Warm ups**

Swimmers should observe the right of way. Swimmers in adjacent lanes should swim in opposite directions to avoid injuries along the lane ropes.

Swimmers are to stay clear of turn walls as much as possible. Stay to the side or complete removal from the water.

There will be designated diving lanes. Dive starts are prohibited in lanes other than the designated lanes.

Where specialized equipment is used, designated lanes will be assigned to ensure safety i.e. Fins only lane.

### **Swim Events**

All competitors should stay in the water until the last competitor has touched the wall.

In Line throw, the catcher is required to remain in the water until the heat is finished.

### **Safety Equipment**

Stocked First Aid kits are required at all venues. First Aid kits are in a designated area and clearly identified.

Emergency phones are required at all venues. Emergency phones are in designated areas and clearly identified.

Officials are required to wear a whistle during the competition as a form of communication to alert any incidents that may occur.

AED units for this competition will be available at the Town of Richmond Hill facilities.

### **AED Option – Public Access Defibrillators**

AED units are kept in a designated location at each facility. The Town of Richmond Hill keeps AED units in areas that the public may have access to (i.e. mounted on a wall in the pool hallway). The Town of Richmond Hill encourages all patrons who have AED training to respond immediately and use the AED machine to assist any individual in Cardiac Arrest. Patrons do not have to wait for a staff person to arrive before activating the AED machine.

AED units are located on the pool deck in the shallow end beside the emergency (red) phone and in the lobby across from reception.

### **Specialized Equipment**

Back stroke flags are required for all swim events.

If specialized equipment is available at facilities, only the trained designate is to use equipment. This may include equipment such as oxygen, BVM's etc. If an increased level of care is volunteered by outside party (i.e. doctor) and accepted by the liable care givers, that person must assume complete responsibility of the patient until Paramedics arrive and assume control.

### **Emergency Procedures**

If an emergency occurs, it should be identified to the nearest host safety rep/official. Officials, then need to communicate and ensure the trained host staff are able to resume treatment. The host trained health and safety reps are to take control of the situation at the earliest possible moment. All emergency procedures are set by the facility and should be adhered to.

Medical Emergency, Fire Loss of Power, Pool Fouling, Mechanical Failure etc.

Refer to the Emergency Procedures attached. More detailed information can be found in the Pool Operations Manual.

### **Communication**

Radios (or other device) will be provided by the Lifesaving Society to link the competition areas.

The Safety Officer will have a dedicated line out at all times.

Officials will all carry whistles on their person.

Phone lines at host locations may not have direct line access out. Health and Safety Reps will direct and orientate Key Officials at satellite locations.

### **Contingency Plans**

All contingency plans are decided by the Championship Management Team. The management team has the right to postpone, reschedule or cancel an event or competition if the venue is deemed unsafe.

## **Facilities**

Competition Pools / Facilities: List all locations being used for said competition.

1. Name: Town of Richmond Hill – Richvale Pool  
Street Address: 160 Avenue Road  
City: Richmond Hill  
Province: Ontario  
Phone: 905-884-0855

A diagram of the competition pool is included in the Emergency Response plan.

**Additional information is found in the Emergency Response plan.**

## **In Case of Emergency**

For Emergencies

9-1-1

### **Emergency Services Contact Information**

Major Emergencies - Red Phone (Direct line to the Fire Department Dispatch Center)

Fire Department (Non-Emergency) 905-883-5444

Police Department (Non-Emergency) 905-883-3664 ext. 0

Mackenzie Richmond Hill Hospital

10 Trench Street

Richmond Hill, ON L4C 4Z3

905-883-1212