

# Operations Guide

## KB Swim Equip Swim Teaching Platform

### **WARNING**

This document has been compiled by KB Swim Equip as a guide to assist users of KB Swim Equip Swim Teaching Platforms to ensure the safe operation of their Swim Teaching Platforms. ***Operators/owners must read this manual before using the product.*** Whilst every endeavor has been made to identify all safe practices, each operator must perform a risk assessment to review their circumstances and take all necessary steps to always ensure safety.

KB Swim Equip accepts no liability for any accident, injury, loss, or loss of life which may occur as a result of not following guidelines in the operations manual. Full responsibility lies with the operator and staff to follow correct set-up and end of session procedures, adequately supervise users, meet minimum suitability recommendations, enforce safety rules, and regularly check products for maintenance.

In the event KB Swim Equip recommendations on maintenance and operation are not followed your one-year warranty on your Swim Teaching Platform will be invalidated.

***Products are designed for learn to swim lessons supervised by adequately trained learn to swim instructors. Daily maintenance checks should be carried out before each use.***



**KB SWIM EQUIP**  
AFFORDABLE SWIM TEACHING EQUIPMENT

1/ 97 Innovation Circuit Wangara 6056 WA

Email: [admin@kbswimequip.com.au](mailto:admin@kbswimequip.com.au)

Phone: +61 (0)8 9402 7456

[Kbswimequip.com.au](http://kbswimequip.com.au)

CONTENTS

Warranty ..... 3-4

Introduction ..... 5

Operating Procedure ..... 6-7

Pool Depth to Leg Height ..... 8

Assembly Procedure ..... 9

Getting the Swim Teaching Platform into & Out of the Pool..... 10

Staffing & Supervision ..... 11

Generic Risk Assessment ..... 11-16

# KB Swim Equip Product Warranty

This warranty covers any problem relating to material defects, manufacturing faults, but excludes general wear and tear, abuse, and vandalism.

The Swim Teaching Platform should be removed from the pool when not in use, leaving the Swim Teaching Platform in the pool 24/7/365 will invalidate the warranty

KB Swim Equip hereby undertakes to arrange repair or replace product should the need arise within the warranty period, after inspection of the product.

The KB Swim Equip Product Warranty is valid for a period of 12 months on all Swim Teaching Platforms.

This operations manual is supplied with the product and must be read before using the Swim Teaching Platform. Failure to follow manual instructions may invalidate your warranty.

## Disclaimer

These products should be used only after reading the operations manual.

KB Swim Equip accepts no liability for any accident, injury, loss, or loss of life which may occur as a result of not following guidelines in the operations manual.

Full responsibility lies with the operator and staff to undertake risk assessment, adequately supervise users, ensure adequate water depth, enforce safety rules, and regularly inspect products.



**KB SWIM EQUIP**  
AFFORDABLE SWIM TEACHING EQUIPMENT

**KB Swim Equip hereby gives a Product Warranty to:**

Client: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Product Name: Swim Teaching Platform 1200mm/1800mm

Serial Number: \_\_\_\_\_

\_\_\_\_\_

Warranty Valid From: \_\_\_\_\_

# Introduction

## General

KB Swim Equip designs and manufactures its own range of Swim Teaching Platforms and other learn to swim and squad training equipment. A variety of models have been developed creating a range of platforms, benches, and spare parts to suit various aquatic requirements. At KB Swim Equip we aim to provide our clients with exciting products to assist in the maintaining and growth of their business goals.

## Notices & Acknowledgements

This manual is provided for information purposes only. Nothing in this manual is to be construed in any way as varying the terms of sale of the goods to which it applies. All the information included in this manual is subject to change without notice. Reasonable care has been taken when preparing the contents of this manual. KB Swim Equip accepts no responsibility for any error or omission or misuse.

## KB Swim Equip: Swim Teaching Platforms

Swim Teaching Platforms are manufactured from fiberglass and ABS pipe. The purpose of the Swim Teaching Platform is to provide a secure safe platform for learn to swim students where the depth of the water is higher than the student. Multiple handrail positions can be set up depending on the learn to swim lane setup.



# Operating Procedure

## Safety Considerations and Rules of Use

When using Swim Teaching Platforms please consider the following points:

### Swimming Abilities

- Swim Teaching Platforms are a learn to swim teaching aid and should only be used when a trained and qualified learn to swim teacher is teaching learn to swim students.
- Lifeguards and pool supervisors should be aware of when the Swim Teaching Platforms are being used and remain vigilant in observing both the class and area below the Swim Teaching Platform

### Owners Responsibilities

- The owner or operator/manager of the Swim Teaching Platform shall verify and document the swim teachers, lifeguards, pool supervisors and other staff as having received appropriate training to supervise and observe the Swim Teaching Platforms safely.
- The owner/operator must perform a risk analysis specific to their pool, lesson setup and staffing levels
- The Owner/operator must maintain a space between the Swim Teaching Platforms platform and the base of the pool to ensure children cannot be trapped beneath the platform (see recommended leg length to pool depth chart supplied with the Swim Teaching Platform)

### Operators, Teachers Responsibilities:

- Ensure the Swim Teaching Platform is only in the water during learn to swim lessons and removed from the water once the lessons are completed.
- Teachers, Lifeguards & Pool Deck Supervisors maintain observation vigilance whilst the Swim Teaching Platform is in use
- Maximum number of users on the Swim Teaching Platform do not exceed 12 (6 each side) on a 1,800 and 8 (4 each side on a 1,200).
- The rules of use for learn to swim students for using the Swim Teaching Platform are explained to learn to swim students and the rules are maintained/enforced.
- Are to ensure the positioning of the Swim Teaching Platform gives a clear view to learn to swim teacher, lifeguards, and pool deck supervisors on and below the Swim Teaching Platform, so activity can be always monitored.
- Ensure Swim Teaching Platform is clear of other hazards.
- Ensure safe lifting practices are utilized when moving the platform on the pool deck and lowering into and removing from the pool.
- Perform daily checks on the Swim Teaching Platform to ensure no cracks, sharp edges are present

## Rules of Use

- The Swim Teaching Platform is only used during Learn to Swim Lessons and supervised by trained & qualified Learn to Swim Teachers.
- The Swim Teaching Platforms is removed from the pool when not being used for Learn to Swim lessons
- Maximum numbers on the Swim Teaching Platform are not exceeded
- NO Swimming under the Swim Teaching Platform.
- NO reckless or dangerous behavior with students using the Swim Teaching Platform
- NO climbing onto the Swim Teaching Platform whilst the Swim Teaching Platform is out of the water.

Rules of Use should be always adhered to, to reduce the risk of injury, damage to the Swim Teaching Platform, and the potential drowning of students.

## ***Pool Depth to Swim Teaching Platform Leg Height***

<b>Leg Length for Pool Depth</b>		
<b>Pool Depth (mm)</b>	<b>Leg Length (mm)</b>	<b>Handrail Length (mm)</b>

900	380	500
950	380	550
1000	380	600
1050	380	650
1100	380	700
1150	380	-
1200	430	-
1250	480	-
1300	530	-
1350	580	-
1400	630	-
1450	680	-
1500	730	-



## Assembly Procedure: Swim Teaching Platform

How to assemble the Swim Teaching Platform instructions are found on the box the Swim Teaching Platform is packed in

A video showing how to assemble a Swim Teaching Platform can be found at:

<https://kbswimequip.com.au/product/swim-teaching-platform/>

Ensure appropriate PPE is worn:

- Suitable eye protection to suit cutting method
- Suitable gloves for cutting & gluing
- Clothes that you may get glue on

When using the glue & solvent ensure you are in a well-ventilated area

Use safe lifting methods and maintain good posture when moving and assembling the Swim Teaching Platform

Ensure the working area is isolated from the public, flat and any power tools can be operated safely away from water and other potential hazards



## ***Getting the Swim Teaching Platform into and Removing from the Pool***

When assembled the Swim Teaching Platform has a set of wheels on each side and at one end of the Swim Teaching Platform. Lift the Swim Teaching Platform gripping the platform and either push or pull the platform to the pool edge. At the pool edge push the Swim Teaching Platform into the pool, the Swim Teaching Platform will sink to the base of the pool where it can then be pushed into position.



At the end of the session to remove the Swim Teaching Platform push the Swim Teaching Platform to the pool edge, ensure part of the handrail is adjacent to the pool side. To remove the Swim Teaching Platform from the pool from the pool deck:

- Bending at the knees bend down and grip the Swim Teaching Platform handrail closest to the pool side.
- Lift the Swim Teaching Platform by straightening the legs and keeping your back straight. As you lift the Swim Teaching Platform will tilt and allow water to wash off the Swim Teaching Platform Surface
- As the Swim Teaching Platform rises from the pool you may wish to shift your grip from the handrail to the platform
- When free from the water and water has washed free of the platform pull the platform over the edge of the pool
- Once on the pool deck lift the platform base on the opposite side to the wheel and push/pull the Swim Teaching Platform to its storage area.

## Staffing & Supervision

### ***RATIOS***

Despite the load capacity of the Swim Teaching Platform the owner or operator is responsible for ensuring the teacher – student ratios are in conformance with GSPO AP7. The owner and or operator is responsible to undertake a risk assessment and determining the minimum number and placement of staff needed to teach with and supervise the Swim Teaching Platform and to ensure safety and visibility of learn to swim students at all times.

### ***TRAINING***

The owner or operator/manager is responsible for ensuring that each learn to swim teacher, pool deck supervisor, pool attendant and lifeguards receives adequate training in all aspects of the safe setting up, daily checks, removal from the pool, maintenance, supervision, and operation of the Swim Teaching Platform.

### ***RISK ASSESSMENT & CHECK LIST***

The owner/operator of the Swim Teaching Platform is responsible for making a risk assessment of their facility, operating methods, teaching methodology and to devise suitable Rules of Use for their facility.

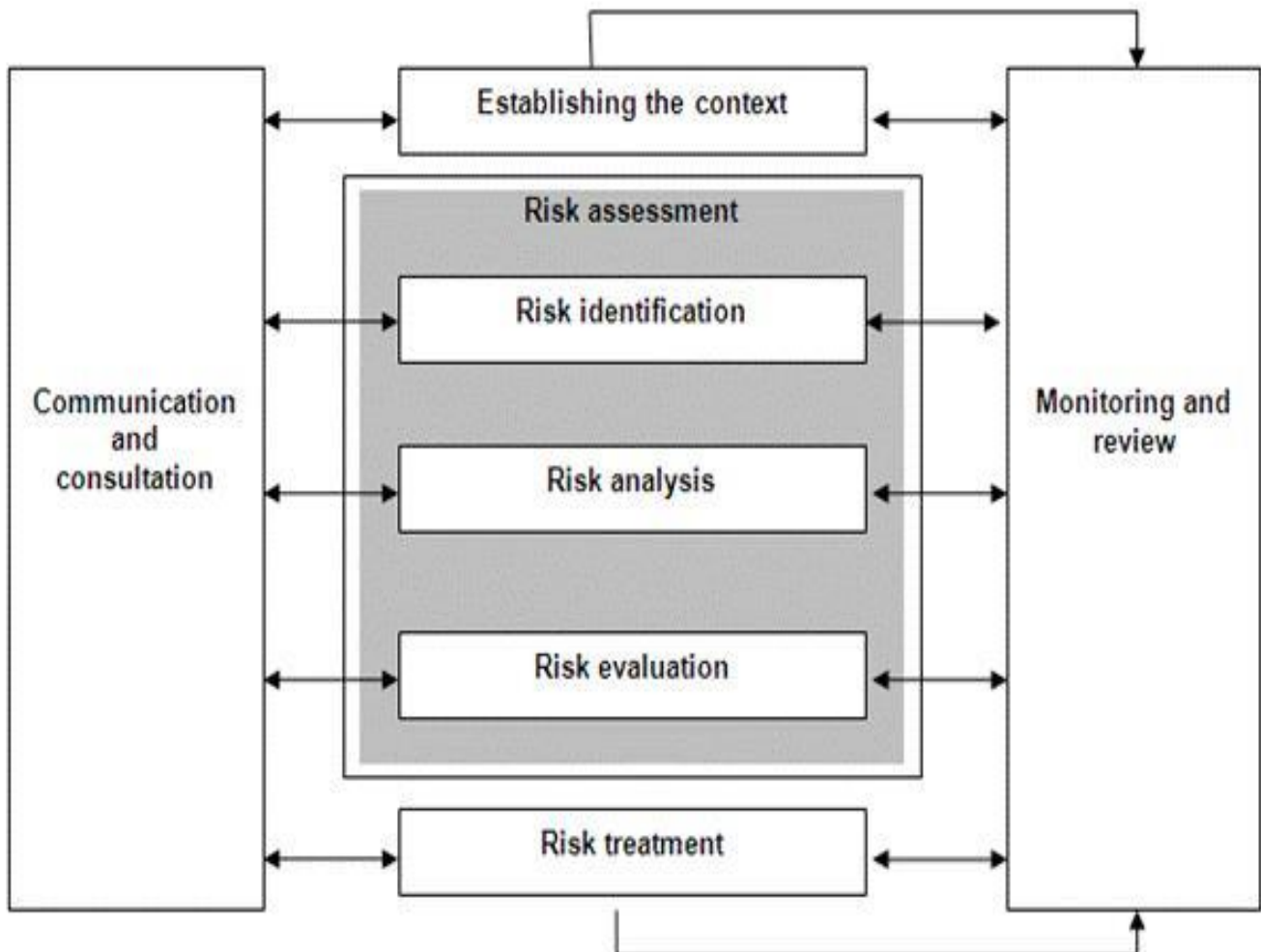
## GENERIC RISK ASSESSMENT

*The Generic Risk Assessment Checklist on the following page is intended as an example only and is not a complete list of all potential risks associated with Swim Teaching Platforms in each unique situation. Operators should ensure that they undertake a full risk assessment process before using the swim teaching platform*

# Risk Assessment Session Details

Date:				
Physical Site:				
Department:				
Area:				
Risk Assessment Title / Description:				
Risk Assessment Scope: (Boundary of assessment/Subject)				
Risk Assessment type: (Work place risk assessment, Construction risk assessment, Corporate risk assessment)				
Other References: Documents/Photographs:				
<b>Risk Assessment Team Details:</b>				
Name	Position	Signature	Industry Experience in similar industry	Job Experience in similar role (Years)
Approved By:	Name:	Signature:	Date:	

# Risk Process



# Risk Assessment

Risk Assessment Record and Risk Reduction Plan										
Use of Learn to Swim Platforms										
Location/Work Area:	Task	Hazard/Aspect	Un-wanted Event	Inherent Risk (I)			Residual Risk (Z)			RISK REDUCTION PLAN
				Level (I)	Likelihood	Consequence	Level (Z)	Likelihood	Consequence	
	Platform materials	Sharp and rough surfaces / edges, Cracks and splits	Cuts and abrasions / 1st aid injury	Moderate	C-Possible	2-Minor	Low	D-Unlikely	2-Minor	Replace platforms when at end of life. Complete a document / report on inspection (weekly)
	Manual Handling	Lifting	Back or muscle strain	High	B-Likely	3-Moderate	Moderate	D-Unlikely	3-Moderate	Formal manual training
	Operations - Positioning	Positioning of platform in swimming pool / Misuse of equipment / Impact with pool edge/floor.	Drowning / Spiral / 1st aid injury	Extreme	C-Possible	5-Catastrophic	High	E-Rare	5-Catastrophic	Develop a standard operating procedure for lifeguard / swimming instructor onboarding inductions and annual in-services.
	Operations - Storage	Storage of platform when not in use / Misuse of equipment	1st aid injury	High	B-Likely	2-Minor	Low	D-Unlikely	2-Minor	Develop a designated storage area that is not accessible by public.
	Supervision - Scanning	Patron rescue	Patron rescue / Drowning	Extreme	C-Possible	5-Catastrophic	High	E-Rare	5-Catastrophic	Develop a standard operating procedure for lifeguard / swimming instructor onboarding inductions and annual in-services.
	Supervision - Capacity	Maximum load capacity 6 students each side of 1800 Swim Teaching Platform 4 students each side of 1200 Swim Teaching Platform	Equipment failure or breaks / patron rescue	Extreme	C-Possible	4-Major	High	D-Unlikely	4-Major	Owner/Operator to ensure student to teacher ratios as per GSFO AP7 do not exceed load capacity of Swim Teaching Platform, refer to website for current load capacity (www.kbswimequip.com.au)
	Emergency Response	Patron rescue	Patron rescue / Drowning	Extreme	D-Unlikely	5-Catastrophic	High	E-Rare	5-Catastrophic	Regular emergency simulation training



# Control Hierarchy

