



# Greater Hume Shire

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## **SIGNS AS 'REMOTE SUPERVISION'**

Date Adopted: 18 April 2007

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### PROCEDURE OBJECTIVE

To ensure clear and concise directions, as to the location, content and frequency of signs at swimming pools, reserves, parks and other public areas under Council's control, to minimise public liability exposure emanating from provision of services to the community.

### PROCEDURE STATEMENT

- 1 Council has prepared a set of procedures in relation to its signs used as remote supervision. These procedures are based on the current State Wide Mutual Best Practice Guide lines and Australian Standards( AS 1319-1994, AS 2342-1992 & AS 2416-2002) Such signage shall be used to direct, advise, or warn members of the public of inherent dangers in the environment in which they are operating, and/or in the confines of these said areas.
- 2 A regular inspection program of Council's remote supervision signage shall be conducted by Council's staff (Refer Appendix B – Inspection Schedule).  
Generally speaking, an inspection program will be initiated through one of the following mechanisms:
  - Formal inspection initiated by Council, as detailed above
  - Service requests from facility users, the general public or Councillors,
  - Service reports received from Council employees or contractors
- 3 Areas of Public Liability exposure at swimming pools, reserves, parks and public areas under Council's control, noted as inadequately sign posted shall be assessed with the view to:
  - a) eliminating the risk
  - b) reducing the risk
  - c) accepting the risk
  - d) using signs as remote supervision
- 4 Signs in existence currently not meeting the current Best Practice Guidelines and/or Australian Standards shall be replaced as funds permit, in priority order based on public usage of the respective areas and the rating formula detailed in the procedures.
- 5 Council's Directors shall seek an annual budget allocation from Council to be used for the replacement of old signs and the installation of new signs where areas of high risk are identified as per the procedures.

### RESPONSIBILITY

The implementation of the maintenance and inspection procedure and associated procedures shall be the responsibility of the General Manager.

Council's Directors shall be responsible for carrying out the activities and works resulting from this procedure.

Council will establish a full and detailed inventory of all facilities that Council owns or operates and facilities that are trusted to Council to care and manage.

These facilities include reserves, parks, pools and other public areas under Council's control. Each facility will be allocated an identification code or number and all assessments attended will be recorded individually.

Council will determine the level of development, improvements or existence of natural features that have taken place within or about the facility. Development and improvements includes the infrastructure Council has provided for the public for example:

- parking, parks, and recreational equipment.
- natural features: including creeks/watercourses, trees and vegetation, etc.
- other development and changes to Council's amenities, facilities and property under Council's control.

These developments, improvements and natural features all contain potential hazards/risks requiring pre and post risk assessments to evaluate and assess relevant signage needs to meet Council's legal obligations.

Council will ascertain and evaluate the usage of all public facilities by the public and install appropriate signage at all facilities to meet Council's Legal Obligations. (Refer Appendix A to assist in assessing and determining appropriate signage)

By utilising the information gathered, the assessment of each facility, the potential for injury and the calculation of the visitation rate, Council will be in the position to determine the most appropriate signage required for each facility to meet Council legal obligations.

### PROCEDURE

#### **Step 1 Identify Facilities:**

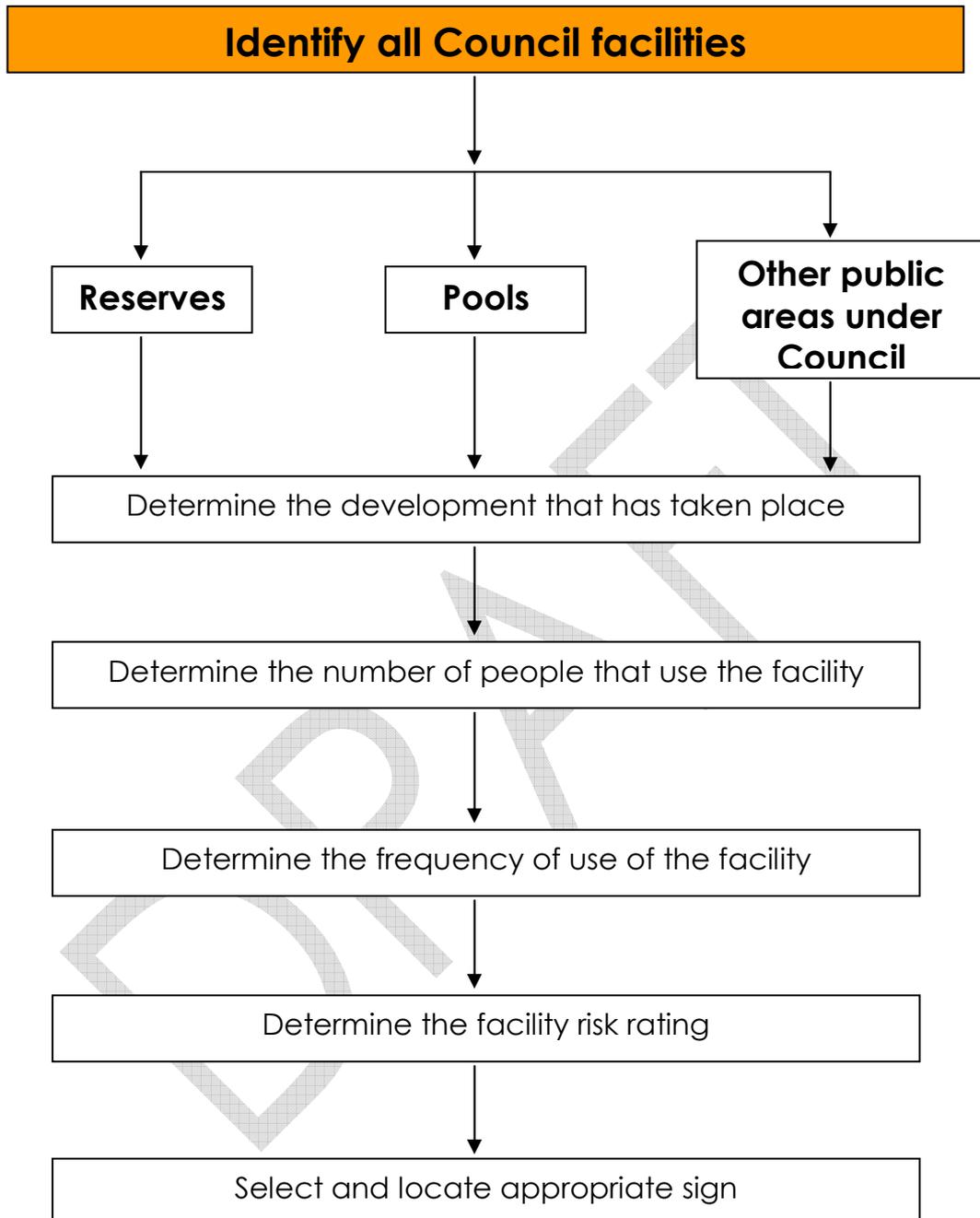
Council will establish a detailed inventory of all Council owned or operated facilities (see **Figure 1 Flow Chart: Identify all Council Facilities**)

Council shall formulate the following Risk Identification Program to identify their legal obligation and quantify the risks/hazards within Greater Hume Shire Council through:

- Site inspections
- Checklists
- Group discussions
- Review of plans
- Consultation with Managing Bodies

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Figure 1: Flow Chart to Assist in Assessing Risk and Determining Appropriate Signs



## Step 2 Level of Development

Council will determine the level of development, improvement or the existence of natural features that have taken place within or about the facility. Council will therefore establish a list describing the range of facilities provided by Council. This range will be divided into 5 categories, 1 being the most amount of development and 5 being the least.

**Table 1 – Example of a Typical Development and Natural Hazards Rating for Reserves**

| Rating   | Development   | Natural Hazards  |
|----------|---|--|
| <b>5</b> | Extensively developed infrastructure with artificial lighting eg sporting complex, artificially lit tennis courts.          | Contains river, dams and cliffs greater than 3 metres.                                   |
| <b>4</b> | Council owned infrastructure with no artificial lighting eg golf course, football field, recreational ground, caravan park. | Creeks, ponds and ledges between 1 metre and 3 metres.                                   |
| <b>3</b> | Cleared land with mobile infrastructure eg grassed area with play equipment, cycleway, markets, leash free dog areas.       | Reserve contains natural waterway that runs during wet weather, drops less than 1 metre. |
| <b>2</b> | Cleared land, static infrastructure eg grass area with tables and chairs, toilet block, lookout.                            | Sloping ground, no natural water eg walking track around reserve.                        |
| <b>1</b> | Virginal bush, cleared land, no infrastructure.   | No hazardous natural features.   |

It is necessary to rank the hazards in order of the potential severity of the injury that may occur to an individual, in the worst-case scenario.

Table 2 lists a range of risk variables suitable for use in determining the potential severity of injury

**Table 2 – Example of Severity Risk Variables**

| Rating | Variable             | Description  |
|--------|----------------------|--|
| 5      | Death                | As a result of the injuries sustained.   |
| 4      | Permanent Disability | A serious injury resulting in a permanent disability.                              |
| 3      | Serious Injury       | Broken limb, facial lacerations, partial disability etc requiring hospitalisation. |
| 2      | Sprains and strains  | An injury resulting in time being spent at home.                                   |
| 1      | Minor Injury         | Minor cuts, grazes, bruising, bleeding.  |

Using the contents of Table 2, Council will prepare a comprehensive list of the hazards found within the facility, ranking the hazards from 1 through to however many were identified. 5 being the most hazardous, 4 the next, 3 the next etc.

Table 3 is an example of a list of typical infrastructures and natural features and their hazard potential that could appear in or on Council facilities.

**Table 3 – Example of Hazard Potential for Infrastructures and Natural Features on Council's Facilities**

| Hazard Rating | Hazard                           | Description                           |
|---------------|----------------------------------|---------------------------------------|
| 4             | Water course embankment >1 metre | Death or permanent injury from fall.  |
| 3             | Skateboard Track                 | Broken limb from fall off skateboard. |
| 2             | Leash Free dog area              | Sprain due to uneven surface.         |
| 1             | Play equipment                   | Minor injury due to cuts from slide   |

**RISK EVALUATION**

**Step 3 Population Use**

Council will determine the usage of the facility by defining the average population that use the facility at any given point in time during an organised or impromptu function.

**Table 4 – Example of a Typical Population Use Rating for a Pool**

| <b>Rating</b> | <b>Population Use</b>             |
|---------------|-----------------------------------|
| <b>5</b>      | Greater than 500 people at a time |
| <b>4</b>      | 100 to 500 people at a time       |
| <b>3</b>      | 50 to 100 people at a time        |
| <b>2</b>      | 5 to 50 people at a time          |
| <b>1</b>      | Less than 5 people at a time      |

**Step 4 Frequency of Use**

Council will define and determine the frequency of use of the facility by the number of times the facility is used by patrons.

**Table 5 – Suggested Frequency of Use Rating for Sportsgrounds**

| Rating | Population Use   |
|--------|--|
| 5      | The Sportsground is in continuous use for the majority of the day.       |
| 4      | An activity or event takes place at the sportsground on a daily basis.   |
| 3      | An activity or event takes place at the sportsground on a weekly basis.  |
| 2      | An activity or event takes place at the sportsground of a monthly basis. |
| 1      | An annual activity or event is held at the sportsground.                 |

**Step 5 Facility Visitation Rate.**

Council will calculate the Facility Visitation Rate (FVR) by calculations based on the data collected during the evaluation process. The data collected includes the amount of development of the facility from table 1, the population use of the facility from table 4 and the frequency of use of the facility from table 5.

The three values are inserted into the equation and the resulting value is the Facility Visitation Rate.

$$\text{Facility Visitation Rate} = (\text{Development} \times \text{Population}) + \text{Frequency}$$

The value of the FVR is an indication of the risk that Council is exposed to related to the activities that occur in each facility. This value will allow Council to decide on the most appropriate sign which in turn will act as the most suitable form of remote supervision.

### RISK CONTROL

#### Step 6 Determining the Sign

After completing Steps 1 to 5, Council is now in a position to determine the most appropriate sign for the facility.

Council needs to satisfy whatever duty of care might arise with respect to each facility and that the provision of signs informing the public using the facility under their care and control has been undertaken using a systematic and repeatable approach using factual information.

Some of the factors which will need to be considered in determining these reasonable measures include:

- The Council's knowledge of the use of the facility
- The character of the facility
- Level of usage of the facility
- Whether the hazard is one created by the actions of Council or is naturally occurring
- Whether the hazard is hidden or obvious

Risk Control is the technique adopted by Council to deal with the events as identified and analysed to be significant risks. The four basic techniques adopted include:

- Elimination
- Reduction
- Retention
- Transfer

Where possible, Council will eliminate the risk. Generally this is not practicable because many of Council facilities are without full time supervision. By Council erecting the appropriate signage to control people's behaviour and advising the public of risks, Council adopts the technique of using the signs as remote supervision to reduce the risk.

Once all investigations and evaluations of Council's facilities has been completed, Council will then be in the position to calculate the Facility Visitation Rating, and decide on the most appropriate sign for the facility. This will be achieved by utilising the FVR value

**Table 6: Example of the use of the Facility Visitation Rating to determine the most Appropriate sign for a Council Facility**

| FVR          | General Sign Description  | Location   |
|--------------|---|--|
| <b>2-3</b>   | No sign is required.  | Nil  |
| <b>4-6</b>   | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council Ordinances that apply to the facility should appear on the sign as prohibition pictograms.</p>   | A sign should appear in a prominent position within the facility.  |
| <b>7-10</b>  | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>The highest ranked potential hazard identified within the facility should appear on the sign as a warning symbol.</p> | A sign should appear at all entrances provided by Council to the facility and spaced no greater than 1000 metres apart around the perimeter of the facility where access cannot be controlled. |
| <b>11-15</b> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>The two dominant hazards identified within the facility should appear on the sign as warning symbols.</p>             | A sign should appear at all entrances provided by Council to the facility and spaced no greater than 500 metres apart around the perimeter of the facility where access cannot be controlled.  |
| <b>16-20</b> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the</p>   | A sign should appear at all entrances provided by Council to the facility and  |

| FVR          | General Sign Description  | Location   |
|--------------|---|--|
|              | <p>facility should appear on the sign as prohibition pictograms</p> <p>The three dominant hazards identified within the facility should appear on the sign as warning symbols.</p>  | <p>spaced no greater than 250 metres apart around the perimeter of the facility where access cannot be controlled.</p>   |
| <b>21-26</b> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All council's Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>All hazards identified within the facility should appear on the sign as warning symbols.</p>  | <p>A sign should appear at all entrances provided by Council to the facility and spaced no greater than 100 metres apart around the perimeter of the facility where access cannot be controlled.</p> |
| <b>27-30</b> | <p>Council should consider full time supervision whilst the facility is occupied. The level of risk is such that a sign warning people of the hazards would not be the most appropriate risk reduction technique</p> <p>Full time supervision may be supplied by an organising group, police, security firms or the 355 Committee. Whatever level of supervision Council elects, the supervisory body must be experienced for the activity</p> <p>Physical barriers preventing access should be provided and installed unless there is full-time supervision.</p> |  |

The noted outcome of this value will determine the appropriate signage the location and placement required to meet Council's legal obligations.

All signs should be composed of at least four components and may include two other components depending on the need of Council. Each component is made up of words or symbols. All symbols are to follow the International Convention and Australian Standard AS 2342-1992 (Development, testing and implementation of information and safety symbols and symbolic signs).

### ELEMENTS OF A SIGN

#### ▪ **Components 1: Council's Facility Identification Data**

All facilities within Council municipality shall be identified. Each signage requirement will be identified back to that facility and will relate to the assessment sheet used by Council.

#### ▪ **Component 2: General Safety Message**

Council will include general safety messages on all signage, including a simple message asking for the co-operation from facility user.

#### ▪ **Component 3: Prohibition Symbols**

All Council's Ordinances will appear as prohibition signs (**Insert an example eg 'No Bike Riding' signage**). These symbols are depicted by a red circle on a white background with a red diagonal slash across the front of the sign.

**(It must be noted that Prohibition Signs are only useful in a defence if Council can demonstrate that the prohibition is enforced.)**

#### ▪ **Components 4: General Warning Symbols**

General warning symbols reflect the activity that Council is warning the facility user of. These symbols are depicted by a yellow diamond with a black border.

#### ▪ **Component 5: Other information**

Any other comments or instruction that Council wishes to appear on a sign should appear either as information of a safety message or symbol. This information is depicted by a white symbol or word on a blue background Safety information such as exits, first aid etc should appear on the sign as white symbols or words on a green background.

**APPENDIX A**

**Identification Checklist and Facility Visitation Rating Guide**

**NAME OF FACILITY:** .....

**CALCULATION OF FACILITY VISITATION RATE (FVR)**

(A) DEVELOPMENT or IMPROVEMENT: \_\_\_\_\_

(B) POPULATION USING RESERVE \_\_\_\_\_

(C) FREQUENCY of USE \_\_\_\_\_

FVR = (A x B) + C \_\_\_\_\_

**LIST OF COUNCIL ORDINANCES TO BE DEPICTED ON THE SIGN**

(A) \_\_\_\_\_ (E) \_\_\_\_\_

(B) \_\_\_\_\_ (F) \_\_\_\_\_

(C) \_\_\_\_\_ (G) \_\_\_\_\_

(D) \_\_\_\_\_ (H) \_\_\_\_\_

**LIST OF HAZARDS (PRIORITISED)**

(A) \_\_\_\_\_ (E) \_\_\_\_\_

(B) \_\_\_\_\_ (F) \_\_\_\_\_

(C) \_\_\_\_\_ (G) \_\_\_\_\_

(D) \_\_\_\_\_ (H) \_\_\_\_\_

|   |       |
|---|-------|
| <b>GENERAL WARNING HAZARDS TO BE DEPICTED ON THE SIGN</b> |       |
| (A)   | _____ |
| (B)   | _____ |
| (C)   | _____ |

**APPENDIX B**

**Inspection Schedule**

| <b>Facility Visitation Rating</b> | <b>Inspection Schedule</b> |
|-----------------------------------|----------------------------|
| 2-10                              | Every 5 years              |
| 11-20                             | Every 2 years              |
| 21-30                             | Annually                   |