

# YMCA Geelong- Extreme Heat Policy



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Procedure Number	Date Approved	Date Last Amended	Status
YG 136-O	10/02/2014	10/02/2014	APPROVED

## 1. EXTREME HEAT POLICY

## 2. INTRODUCTION

### EXTREME HEAT RESPONSE LEVEL GUIDE: IMPORTANT INSTRUCTIONS

- Use this document as a quick reference guide on the lead up to or on hot days. Centre / program specific risk controls should be added to this document once the extreme heat risk assessment tool is complete.
- The table below will provide YMCA centres with recommended actions / OHS requirements for extreme heat conditions
- This document should be utilised in conjunction with the YMCA extreme heat protocol to ensure that Heat illness and injury is minimised.
- It is recommended that activities involving a high level of exertion or involving high risk groups, be scheduled outside the hottest part of the day (11:00am - 3:00pm) especially from November - March.
- Pre planning and thorough risk assessments prior to summer should include considerations for high level risk controls that cannot be developed and implemented on short notice once the hotter weather begins. (ie, security, staffing resources, facility improvements, CCTV etc)

## 3. POLICY

- 3.1 Ensure an assessment is undertaken during days of extreme weather conditions
- 3.2 Record assessments
- 3.3 Ensure all risks associated with extreme weather are minimised and actions taken as outline in the matrix.

## 4. RELATED LEGISLATION, REGULATIONS

- [YMCA Working in Extreme Heat Risk assessment template](#)
- [SMA Preventing heat illness in sport policy 2008](#)
- [SMA Beat the heat -information on heat illness](#)
- [YMCA Mandatory Operating Procedure - Sun Protection for Outdoor Workers](#)
- [YMCA Staff Agreement Clause 25.7](#)

## 5. RELATED STANDARDS or GUIDELINES/PROTOCOLS

- Governance Framework
- Board Charter
- Committee Guide
- YMCA Geelong Inc. Constitution and By-Laws
- Board Recruitment Selection Criteria & Weighting

## 6. SCOPE & PURPOSE

This Policy applies to the YMCA Geelong Inc. operations and associated Clubs.

## 7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Health and Safety Co-ordinator	Ensure the policy is developed and review regularly and communicated to co-ordinators/managers
co-ordinators/managers	Implement Assessment and Policy requirements on Extreme heat days.

## 8. Monitoring and Evaluation

This policy is reviewed annually by the Senior Management Team in accordance with advice from YMCA Victoria Health and Safety team.

AMBIENT TEMPERATURE	OUTDOOR POOLS	OUTDOOR PROGRAMS AND EVENTS	YMCA INDOOR PROGRAMS & SERVICES
	<b>INCLUDING STAFF CONTROLS</b>	<b>Aquathons, Marathons, Fun Days, Personal Training, Challenge Fitness Camp</b>	<b>For indoor programs take indoor temperature</b>
<b>40 +</b>	<p><b>IN THE LEAD UP:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine need for security based on Occ Violence assessment</li> <li><input type="checkbox"/> Liaise with local Police</li> <li><input type="checkbox"/> Engage additional cleaners/ daytime cleaning hours to reduce the pressure on staff.</li> <li><input type="checkbox"/> Ensure adequate staff ratios</li> <li><input type="checkbox"/> Double roster duty officers/ roster additional staff</li> <li><input type="checkbox"/> Limited shift length to 3 hours where possible</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with Extreme Heat risk assessment</li> </ul> <p><b>STAFF:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure staff are aware of extreme heat procedures.</li> <li><input type="checkbox"/> Ensure staff are adhering to the sun protection for outdoor workers MOP</li> <li><input type="checkbox"/> Ensure staff are provided with additional breaks as per the certified agreement.</li> <li><input type="checkbox"/> Provide additional first aid ice packs/cool tubes and provide to staff.</li> <li><input type="checkbox"/> Provide staff with spray bottles</li> <li><input type="checkbox"/> Encourage staff to take a swim during their break.</li> <li><input type="checkbox"/> Provide additional shade with umbrellas, portable shade shelters</li> <li><input type="checkbox"/> Provide staff rotation between indoor and outdoor areas if possible.</li> <li><input type="checkbox"/> Provide wet clothes for staff.</li> <li><input type="checkbox"/> Purchase and give out icy poles/ice tubes to staff</li> <li><input type="checkbox"/> Utilize administration staff to go around and fill up staff drink bottles and spray bottles with water every hour.</li> <li><input type="checkbox"/> Promote hydration and Sun Smart practices</li> </ul> <p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase vigilance and supervision</li> <li><input type="checkbox"/> Run scheduled announcements / safety messages to the public</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>CANCELLATION OF PROGRAM OR POSTPONMENT TO COOLER PART OF THE DAY.</b></li> <li><input type="checkbox"/> <a href="#">Check the Wet bulb globe temperature</a></li> </ul> <p><b>WARNING: IF ACTIVITIES CONTINUE:</b></p> <ul style="list-style-type: none"> <li>o COMPLETE A RISK ASSESSEMENT</li> <li>o DETERMINE &amp; IMPLMENT SUITABLE CONTROLS.</li> <li>o DOCUMENTED THE PROCESS.</li> </ul> <p><b>REFER TO OUTDOOR POOL STAFF CONTROLS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>CANCELLATION OF STADIUM ACTIVITIES IF TEMPERATURE CAN NOT BE CONTROLLED BY AIR CONDITIONING ETC</b></li> <li><input type="checkbox"/> <b>Complete:</b> <a href="#">Extreme Heat: YMCA Sports Events and Program cancellation assessment</a></li> </ul> <p><b>REFER TO OUTDOOR POOL STAFF CONTROLS</b></p>
<b>36 -39</b>	<p><b>STAFF:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure staff are aware of extreme heat procedures.</li> <li><input type="checkbox"/> Ensure staff are adhering to the sun protection for outdoor workers MOP</li> <li><input type="checkbox"/> Ensure staff are provided with additional breaks as per the certified agreement.</li> <li><input type="checkbox"/> Provide additional first aid ice packs/cool tubes and provide to staff.</li> <li><input type="checkbox"/> Provide staff with spray bottles</li> <li><input type="checkbox"/> Encourage staff to take a swim during their break.</li> <li><input type="checkbox"/> Provide additional shade with umbrellas, portable shade shelters</li> <li><input type="checkbox"/> Provide staff rotation between indoor and outdoor areas if possible.</li> <li><input type="checkbox"/> Provide wet clothes for staff.</li> <li><input type="checkbox"/> Purchase and give out icy poles/ice tubes to staff</li> <li><input type="checkbox"/> Utilize administration staff to go around and fill up staff drink bottles and spray bottles with water every hour.</li> <li><input type="checkbox"/> Promote hydration and Sun Smart practices</li> </ul> <p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase vigilance and supervision</li> <li><input type="checkbox"/> Run scheduled announcements / safety messages to the public</li> </ul>	<p>If program continues ensure suitable controls and document action taken including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Re-scheduling,</li> <li><input type="checkbox"/> Change of venue or position within venue</li> <li><input type="checkbox"/> Consultation between centre staff, senior management</li> <li><input type="checkbox"/> Allow players to rest in naturally shaded outdoor areas or providing portable structures that create shade where and when required</li> <li><input type="checkbox"/> Provide fans and ice packs</li> <li><input type="checkbox"/> Provide additional fluids to allow participants to spray or douse themselves to assist cooling</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with risk assessment</li> </ul> <p><b>REFER TO OUTDOOR POOL STAFF CONTROLS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Consider cancellation or postponing to cooler part of the day.</b></li> <li><input type="checkbox"/> <b>Complete:</b> <a href="#">Extreme Heat: YMCA Sports Events and Program cancellation assessment</a></li> <li><input type="checkbox"/> <b>Further assessment should occur for Children &amp; High Risk Groups.</b></li> </ul> <p>If program continues ensure suitable controls and document action taken including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All players should be rested for at least 25% of the period they would normally participate. This may be achieved by rotation of players through an interchange bench or via the reduction in the regular playing time for all players.</li> <li><input type="checkbox"/> Provide fans and ice packs</li> <li><input type="checkbox"/> Provide additional fluids to allow participants to spray or douse themselves to assist cooling.</li> <li><input type="checkbox"/> Consultation between centre staff, senior management</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with risk assessment</li> </ul> <p><b>REFER TO OUTDOOR POOL STAFF CONTROLS</b></p>
<b>30-35</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure staff are adhering to the sun protection for outdoor workers MOP.</li> <li><input type="checkbox"/> Determine need for security based on Occupational Violence Risk assessment.</li> <li><input type="checkbox"/> Provide staff rotation</li> <li><input type="checkbox"/> Promote hydration and Sun Smart practices</li> <li><input type="checkbox"/> Ensure adequate staff ratios.</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with risk assessment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide additional drink stations along the course</li> <li><input type="checkbox"/> Provide additional fluids to allow participants to spray or douse themselves to assist cooling</li> <li><input type="checkbox"/> Ensure shade, sun protection and Sunsmart strategies are in place</li> <li><input type="checkbox"/> Consultation between centre staff, senior management</li> <li><input type="checkbox"/> <b>Consider modification for Children &amp; High Risk Groups</b> Children, older adults &amp; the elderly can be at greater risk from the effects of heat illness due to physiological &amp; medical factors (refer SMA policy)</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with risk assessment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Limit intensity.</li> <li><input type="checkbox"/> Limit duration to less than 60 minutes per session for activities</li> <li><input type="checkbox"/> All players should be rested for at least 25% of the period they would normally participate. This may be achieved by rotation of players through an interchange bench or via the reduction in the regular playing time for all players.</li> <li><input type="checkbox"/> <b>Consider modification for Children &amp; High Risk Groups</b> Children, older adults &amp; the elderly can be at greater risk from the effects of heat illness due to physiological &amp; medical factors. (refer SMA policy)</li> <li><input type="checkbox"/> Initiate branch specific risk controls in accordance with risk assessment</li> </ul>
<b>Under 30</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure staff are adhering to the sun protection for outdoor workers MOP</li> <li><input type="checkbox"/> Ensure staff stay hydrated.</li> <li><input type="checkbox"/> Provide staff rotation</li> </ul>		

**Extreme Heat: Programs & Events Cancellation Assessment**

Date \_\_\_\_\_ Sport event/ program \_\_\_\_\_

To determine what action is required for programs and events in hot weather you **must** complete this checklist. You will need to circle the score that is most relevant to you for each question and calculate your total score. Then refer to recommended guidelines for each score range.

**1. \*Wet bulb globe temperature.**

<18degrees	2
18 to 22 degrees	10
23 to 28 degrees	14
Above 28 degrees	20

Click [HERE](#) for current wet bulb temperatures

Use Shade temperature for indoor & sun for outdoor.

**2. Overall duration of event.**

Less than 30 min.	2
30 to 60 minutes	4
60 min. to 2 hours	6
Greater than 2 hours	8

**3. Individual Intensity during the event.**

Easy pace throughout	2
Moderate pace, breaks in intensity	4
Moderate pace throughout	6
Sustained effort with some breaks	8
Sustained effort throughout	10

**4. Acclimatisation of participants.**

Used to hot weather conditions	2
Used to warm weather conditions	5
Used to cool / cold conditions	8

**5. Athletic ability of individuals.**

Elite fitness levels	2
Good fitness level	6
Moderate fitness levels	6

**7. Time between available drinks.**

Less than 15 minutes	2
15 to 25 minutes	4
25 to 35 minutes	6
35 to 45 minutes	8
45 minutes plus	10

**8. Time of the event.**

Before 9am	2
After dark	2
9am till 11am	5
3pm till sunset	5
11am to 3pm	10

**9. Surface Type.**

Water	1
Grass	2
Boards	4
Sand	6
Synthetic surface	6
Asphalt	8

**10. Venue.**

Indoor air conditioning	1
Indoor no air conditioning	4
Outdoor	8

**11. Other predisposed medical conditions of**

			<b>participants.</b>	
Low fitness levels	8	No		0
		Yes		6
<b>6. Age of participants.</b>				
18 to 30	2	<b>12. Other factors to consider.</b>		
13 to 17	5	Shade available during breaks	Yes / No	
30 to 40	5	Water freely available at venue	Yes / No	
Over 40	8	Sports trainer/first aid person on site	Yes / No	
Under 13	8	Individual body fat of participants	High / Low	

Your Total Score =

\*Follow link for Wet Globe Temperatures: <http://www.bom.gov.au/products/IDV65079.shtml>

### Recommended Guidelines for sport events and programs

#### Point Score

**Above 75** It is recommended you cancel your event.

**66 to 74** It is recommended you cancel or reschedule your event if

- the WBGT is above 28 or
- the age of participants gets a point value of 8.

**If this is not the case and the event goes on then:**

- Extra drink breaks should be allowed.
- Shade should be provided.
- Promotion of fluid replacement should be actively encouraged. (eg Through PA systems or umpires.)

**56 to 65** It is recommended play may go ahead BUT

- Extra drink breaks should be allowed.
- Shade should be provided.
- Promotion of fluid replacement should be actively encouraged. (eg Through PA systems or umpires.)

**55 and below** It is recommended play with usual fluid replacement measures in place.

Cancellation of events or withdrawal from participation may be appropriate even in circumstances falling outside of these recommendations.

**Individuals can use the guidelines and point scores to ascertain whether they should be involved in a particular event.**

ACTIONS TAKEN: Please Tick

**Event cancelled / Postponed**  
assessment will need to be completed.

**Event to continue**

if event continues list what further actions will be taken. A more detailed risk

Name of Staff member \_\_\_\_\_ Approved by: \_\_\_\_\_

Source: Adapted from SMA Hot weather checklist 2009.

Approved by: CEO

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Resolution number:

Effective date: 11/02/2014

Review date: 11/02/2017

Policy Owner: CEO

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	10/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.

As Adopted by the YMCA Geelong on 10 /02 /2014



Shona Eland  
Acting Chief Executive Officer YMCA Geelong Inc.