

POOL SAFETY OPERATING PROCEDURE

Introduction

The Pool Safety Operating Procedure (PSOP) includes the Normal Operating Plan (NOP), Emergency Action Plan (EAP) for the swimming pool, changing rooms and plant equipment and the Health and Safety Policy.

The Normal Operating Procedure (NOP) details the procedures in place for the safe management (under normal conditions) of The Parlour Pool. The Emergency Action Plan (EAP) gives specific instructions about what to do in an emergency so staff and hirers can react with confidence and efficiency. The Health and Safety Policy (HSP) is designed to control risk to the best of our ability.

Normal Operating Procedure

Pool Specifics

Skimmer pool

10m long x 5m wide.

1.2m deep

Water Temperature: average 28 deg C.

The Pool has easy access steps

There is a manual pool cover and sand filter

Bather Load

2 – 6 during private hire

2 – 10 during swimming lessons/organised activities

Changing rooms

There are twelve changing pods that schools are able to put up where they find them to be the most convenient.

All floors have non-slip tiles.

Risk Assessment

A risk assessment has been carried out to identify potential hazards and the risk of

- Diving – there is absolutely no diving permitted
- Safe use of electricity – No sockets or switches in the Pool area or changing rooms.
- Fire – Fire exits are at the front and rear of the marquee
- Slips, trips and falls – All tiled floors are non-slip, no running allowed
- Control of hazardous substances (COSHH) – Locked in the plant room
- Unauthorised access to the pool and plant room – Plant room is locked

Dealing with the Public

Pool Users

Classes will be split into groups of max 10. They will get in and out the pool via the steps. If required a teacher can be in the water with them. Children will be assessed by the swimming teacher and will be required to use a swimming aid unless stated otherwise.

Parking

Schools should provide adequate parking for our members of staff due to the volume of equipment that they have to bring with them on a daily basis.

Lifeguards

Swimming teachers are lifeguard or SAT trained all for a depth of a minimum of 1.2m. An extra member of staff can be available at an extra cost.

Systems of work

The Group Leader is responsible for the health, safety and behaviour of all members in the group and for escalating issues to the Pool Manager (e.g. contacting the Pool Manager in the event of an accident or reporting broken safety equipment).

In the event of an emergency, the Group Leader must call 112/999 (the Group Leader must have a mobile phone with a useable signal at every session).

No diving is allowed at any time.

If possible, lifesaving should be carried out from the poolside using the equipment supplied (reach pole)

Operating Systems

Pool cover

The pool cover is removed before the first session and replaced after the last pool session by the trained swimming teacher.

Building access

There is restricted access to the marquee and no one should enter unless there is a swimming teacher on site.

Detailed Work Instructions

All persons involved in water quality, sampling and plant room operations have undergone a pool operator's course.

Only persons authorised by the owners will have access to the plant room.

Method for cleaning pool safely – refer to instructions from manufacturers of cleaning equipment.

Water sampling procedures. Sampling will be carried out prior to opening and at regular intervals thereafter.

Backwashing will be carried out after the final session of the day (rather than during a swim session) whenever possible.

First Aid Supplies

A first aid kit is in the marquee.

Minor incidents such as cuts and knocks may be dealt with on poolside if care is taken to comprehensively disinfect any spillages of blood.

The Pool Manager will check the First Aid Kit every Monday morning and replace any used or faulty items.

Maverick Sport Ltd request that if there is a significant injury that a member of the school staff is present to assist if required.

Fire Alarms

If a fire alarm in the school goes off, the children who are currently in a lesson will be wrapped in foil blankets and lined up at the fire assembly point.

Conditions of hire

Conditions can be found in the hire agreement supplied when sessions are pre-booked.

Emergency Action Plan

Overcrowding

In the unlikely event too many people are in the pool the excess bathers must be asked to leave immediately

Disorderly conduct including violence to staff

Swimming teachers have the rights to refuse to teach anyone who does not comply with rules or they feel is a danger to themselves or other bathers.

Lack of water clarity

If the water clarity deteriorates during a session the swimming teacher will immediately stop the session and remove all bathers. This is to allow a backwash of the pool and a correct dosing of chemicals to clear the water.

The swimming teacher will test the water and close the pool until water clarity returns to normal.

Faecal matter or vomit in the pool

Please see attached table

Diarrhoea in the water

Please see attached table

Blood in the water

Please see attached table

Outbreak of fire

In the event of a fire everyone must leave the building using the nearest exit and go to the fire assembly point.

If safe the building should be checked for anyone left inside.

Call 999.

Alert the pool manager.

Do not re-enter the building until the pool manager or fire brigade say it is safe to do so.

Bomb Threat

Evacuate the building and go to the assembly point. Call the duty manager.

Lighting Failure

In the event of lighting being too low in the pool area, the swimming teacher reserves the right to cancel the lessons. The swimming teacher must be able to see the bottom of the pool at all times, if they are unable to do this it will deem a lesson as 'unsafe'.

Structural Failure

Depending in the severity of the failure, evacuate the building and call the duty manager. Do not allow anyone to enter the building. Assemble at the fire assembly point and call the duty manager.

Emission of Toxic gases

Evacuate the building and call the duty manager. Do not allow anyone to enter the building. Assemble at the fire assembly point (in the paddock opposite the pool) and call the duty manager and 999

Serious Injury to a Bather

Clear the rest of the bathers out of the pool and assess the injured bather. Call 999 if appropriate and alert the duty manager and close the pool if necessary.

Ask the rest of the bathers to get dressed and wait in the lobby or leave if appropriate. Keep the injured bather safe and warm until help arrives.

If a spinal is suspected keep the casualty in the pool and immobilise.

Any injury requiring hospital treatment must be recorded in the accident book providing: Name, address, age and cause of accident.

Discovery of a casualty in the water

Rescue the casualty and then follow procedure above.

HEALTH AND SAFETY POLICY

The Policy applies to all staff, contractors, Group Leaders, swimmers and visitors. Our general policy is:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident.
- To provide information and instruction for our Group Leaders on health and safety issues
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and ensure safe storage/use of substances
- To ensure that all staff are competent to do the tasks they have been asked to do and ensure training is given where necessary
- To review and revise this policy as necessary at regular intervals

GROUP LEADERS' RESPONSIBILITIES

Group Leaders must:

1. Adhere to the Normal Operating Plan and the Emergency Action Plan (found in the Lobby)
2. Ensure that they and members of their group never interfere with anything provided which has been put in to safeguard their safety
3. Look after their own health and safety as well as those in their group whilst using the pool.
4. Report all health and safety concerns to the Pool Manager.

HEALTH AND SAFETY RISKS

A risk assessment was conducted in May 2022 It will be reviewed and updated as necessary (half termly or after an incident as a minimum)

Hazardous Contaminants

