

## **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

12.5m long x 5m wide.

1.2m – 1.5m deep.

Water Temperature: average 31deg C.

The Pool has easy access steps with a handrail.

There is an automatic pool cover at the shallow end behind a false wall.

### Bather Load

2 – 6 during private hire

2 – 10 during swimming lessons/organised activities with prior arrangement from the Parlour Pool.

### Changing rooms

There are two changing rooms, each with a shower and underfloor heating. During hire times the changing rooms may be used by groups as they wish. During swimming lessons, they are male, and female as signed on the door.

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 at The Parlour Pool
- Safe use of electricity – No sockets or switches in the Pool area or changing rooms.
- Fire – Fire exits, and doors have been installed
- 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

All pool users will be known to the owners and allocated set times for their swim. All users during swimming lessons will be known to the relevant swim school. All users will have read the Pool Safety Operating Policy prior to use. A timetable will be in the HVAC plant room detailing all users and times for the management team. The pool rules and any relevant information is displayed on the information screen in the lobby area. The Parlour Pool owners will authorise any new users and provide an induction once they have completed a hire agreement form.

Any breach of the rules will result in a verbal reprimand by the owners and possibly removal from the pool. Further breaches may result in a termination of the pool user's membership at the pool.

### Parking

There is onsite parking in front of the pool building. New pool users will be allocated space to park when they complete their hire agreement. Pool users must be aware this is a working farm and there may be machinery in operation at any time. The lane is single track, so users are requested to car share when possible and be considerate to other drivers, walkers, cyclists and horse riders.

### Lifeguards

The Parlour Pool is available to privately hire to pre-arranged groups under controlled conditions. The pool is 1.2m - 1.5m deep. All persons who hire the group are responsible for the members of the group. A working mobile phone charged with reception must be taken poolside by all groups hiring the pool. There is no lifeguard on duty.

### Systems of work

The Parlour Pool Duty Manager is responsible for the operation of the pool. The name and mobile number of the duty manager is displayed on the information screen in the lobby.

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 and life ring)

## Operating Systems

### Pool cover

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

### Building access

The pool building is accessed via a keypad entry system. The code is given out when pool users complete their hire agreement. The code is changed at least quarterly in line with the quarterly swim session timetable.

### 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 pool hall. The Parlour Pool managers are responsible for ensuring the first aid kit is stocked with the correct items.

Where first aid treatment is required, the lobby or upstairs area may be used as to treat someone.

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.

The Parlour Pool is a private hire facility and does not provide first aiders. The Group Leader/Teacher is responsible for the health and safety of those in the group and must have a charged mobile phone with a useable signal in case the emergency services are needed.

The Group Leader/Teacher is responsible for ensuring that all rubbish, including used first aid materials and sharps, is removed from The Parlour Pool at the end of the session.

### Fire Alarms

Fire alarms are located as shown on the pool plan. When operated they will sound an internal alarm and a strobe light will come on in the disabled WC.

Emergency lighting will be activated in the event of a power failure directing pool users to the fire exits.

Action to be taken can be found in the Emergency Action Plan below.

### 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

Inform the Group Leader or Teacher, and Pool Duty manager if necessary. Ask the person to leave the pool area and building if necessary. Report to the duty manager for The Parlour Pool owner to follow up as appropriate.

Ring 999 if the offender will not comply.

## Lack of water clarity

If the water clarity deteriorates during a session call the duty manager and clear all bathers out of the swimming pool.

The duty manager 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

The Parlour Pool has fire alarms and exits throughout the building. A strobe light will operate in the disabled WC if the fire alarm sounds. In the event the fire alarm sounds people should exit the pool but stay poolside while

In the event of a fire everyone must leave the building using the nearest exit and go to the fire assembly point (in the paddock by stables or if cold go to the owner's residence).

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

The Parlour Pool has emergency lighting which will activate in the case of an emergency. All bathers must leave the pool and change which they can do using the emergency lighting. Contact the Pool manager who will close the pool and resolve the fault. The pool will remain closed until lighting is restored.

### 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 (in the paddock opposite the pool) 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 who can 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

Overall responsibility for Health and Safety lies with the Pool Manager but Group Leaders take responsibility for themselves and their group whilst at The Parlour Pool.

## 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 complex.
4. Report all health and safety concerns to the Pool Manager.

## HEALTH AND SAFETY RISKS

A risk assessment was conducted in May 2018. It will be reviewed and updated as necessary (annually or after an incident as a minimum)

## CONSULTATION WITH EMPLOYEES

The Parlour Pool will consult with staff about Health and safety as necessary.

## COMPETENCY FOR TASKS AND TRAINING

The Parlour Pool explains to all Group Leaders that they must adhere to the health and safety rules at the pool by including their responsibility to adhere to all sections of this PSOP in the Pool Rules and the Swimming Agreement.

## ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

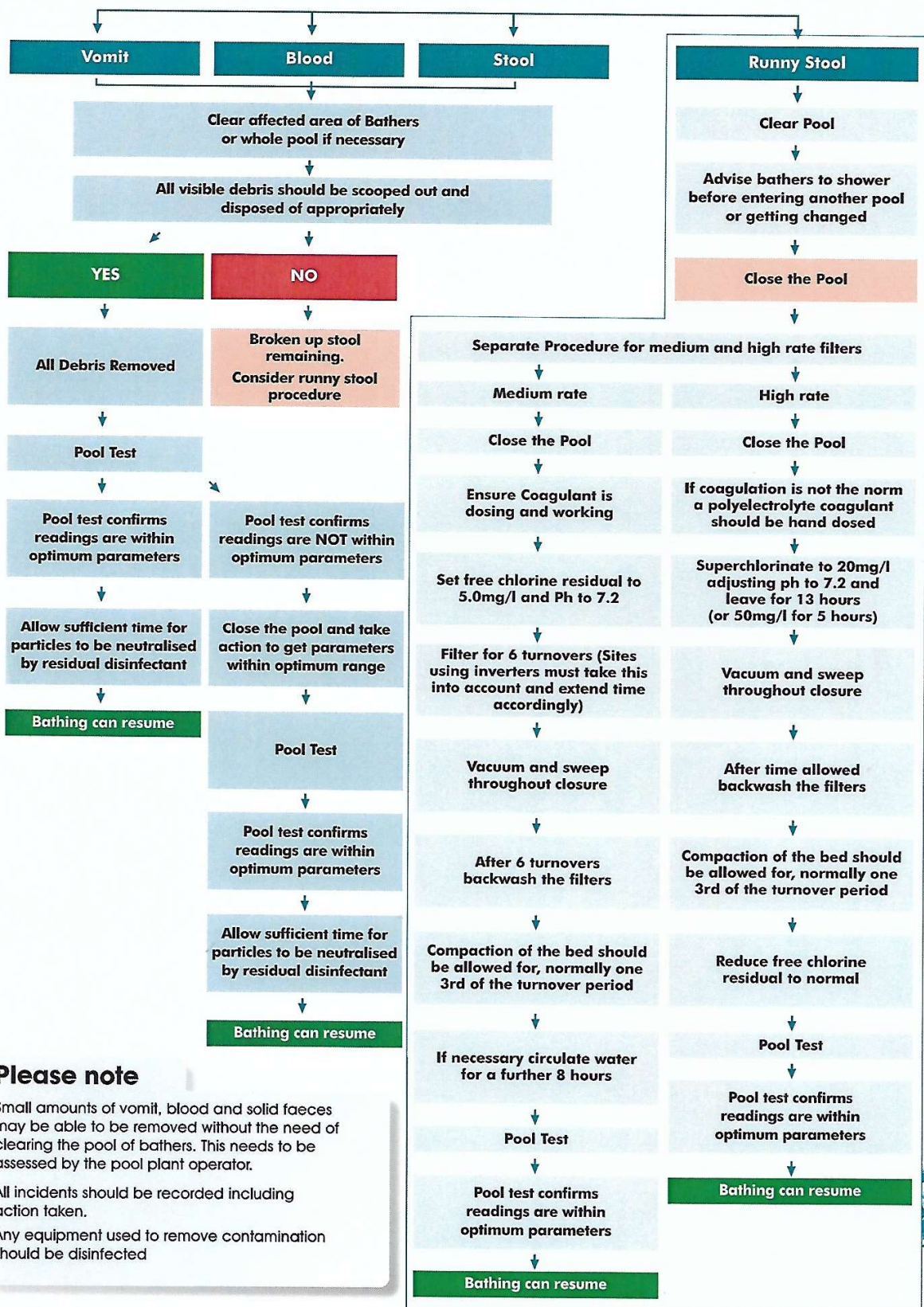
Should an accident occur record it in the Accident Book in the Lobby area and inform the duty manager.

## MONITORING

The Duty Manager will monitor that Group Leaders and staff are adhering to the requirements in this PSOP and the pool rules whilst carrying out their duties.



# Hazardous Contaminants





**Parlour Pool Plan**

