

# Lonsdale Swimming Pool

## NORMAL OPERATING PROCEDURES

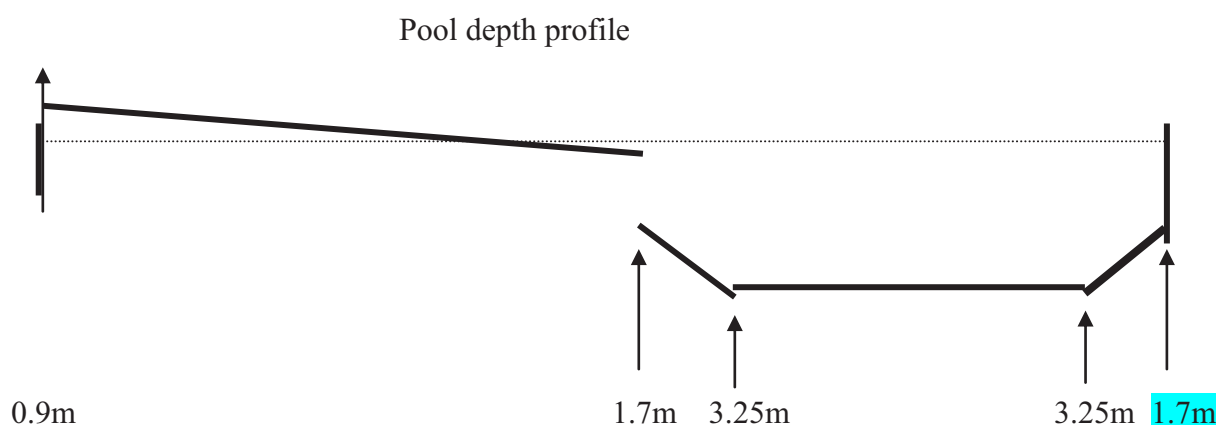
This document should be read in conjunction with the emergency action plans.

### SWIMMING POOL

#### (a) Details of the pool

1. The swimming pool is indoor pool approximately 25 metres long by 9 metres wide, 5-lane pool. The swimming pool water is circulated by a ribbon flow from the inlets at the shallow end to rectangular surface draw off weirs outlet at the deep end and one bottom draw off grill at the bottom of the deep end well. The pool is not deck level with a varying depth freeboard of approximately 20cm.

The pool tank has an unusual configuration that increases pool bottom gradients.



This configuration suggests gradients varying but is not excessive, except for the steep inclines into the diving well.

Lifeguards and swimming teachers need to be aware that this is a slip hazard for tall people.

Additionally there are no distinct colour edgings to the depth changes on the pool floor and unwary pool walkers may slip from the shallow levels into the deep end well

2. There is 'no diving' in the shallow two thirds of the pool. Shallow plunge dives and racing dives are permitted in the deep well of the pool from the end and sides. Racing dives may be practised and executed from starting blocks at the deep end of the pool.

3. Notices remind and instruct users regarding the depths and diving. Pool users should be instructed and/or reminded about these precautions and about the significant changes of pool floor gradient as outlined at 1 above.
4. The swimming pool has lane markings and starting blocks have been fitted at the deep end. The shell of the pool is concrete and painted throughout.
5. Access to the pool is by protruding pool steps that pose a hazard to swimmers swimming against the wall and in the outside lanes when the lanes are fitted.
6. Access to the pool surround is via the front entrance lobby and then through either the male or female changing rooms or the staff entrance door/fire exit. When the pool is closed and not in use the entrances to the pool should be kept locked. The pool surrounds at the ends and on the opposite side to the changing rooms are very narrow (1-metre) and customers should be persuaded not to use them.
7. The male changing entrance to the pool hall is at the shallow end of the pool. The female entrance to the pool is at the deeper end of the pool and is an identified hazard and lifeguards and teachers should be aware of the possibility of swimmers unwittingly entering deep water from this entrance.
8. There is one single door fire exit at the shallow end of the pool accessing to the front pavement and car park. The main entrance lobby is the other fire exit from the middle of the pool and also servicing the changing rooms. This exit also leads onto the front pavement and access road.
9. Telephones for emergency use are located:
  - a) On the poolside at the main double door entrance.
  - b) In the office off the foyer
10. There are rescue aids (i.e. throw bags torpedos and poles at intervals around the pool).
11. There is a fire alarm system throughout the buildings and should be activated in accord with the fire EAP.

### **Pool Staffs Duties and Responsibilities**

1. Observation of the pool and anticipate any problems.
2. Carry out rescues and any other action necessary
3. Give immediate first aid.
4. Do a daily check on all first aid and rescue equipment
5. Keep the pool safe clean and in a hygienic condition.
6. Record all safety checks on sheets.
7. Carry out regular pool water tests (at least 3 times a day)

## **Poolside Rules For Pool Staff**

1. Pool staff must wear the uniform provided when on duty
2. Pool staff must never leave the poolside when the pool is in use.
3. Food must not be brought onto poolside and consumed.
4. Pool staff must be aware of unsupervised children.
5. Pool staff must not have personal mobile phones on poolside.
6. Pool staff must attend regular staff training. Which is provided by Lonsdale Swimming pool (All staff under the age of 18yrs must be under supervision of a staff member over the age of 18yrs)

### **(b) Potential Risk**

1. The shallow end of the main pool (first 18 metres) is extremely dangerous for anyone diving and jumping into the pool, adults in particular and is prohibited.
2. The varying gradients around the diving pit may increase risk of poor and non-swimmers slipping out of their depth.
3. The narrow pool surrounds can contribute to slips into the pool.
4. Pool users gathering in the entrance hall. Causing an obstruction of the emergency escape.
5. Swimmers entering or exiting the pool area by the main entrance rather than the shower and foot bath area. Obstructing the lifeguard's view of the pool, making the floor wet and very slippery.

### **(c) Usage of the pool and dealing with swimmers**

1. The pool must not be used unless a suitably qualified member of staff or swimming teacher supervises the group. The whole area of the pool is high risk but with adequate, active supervision these risks are reduced to a minimum.
2. School pupils and swimming lesson pupils are not allowed onto the poolside without permission of a staff member. When on the poolside outside shoes must not be worn unless protective shoe covers are placed over them.
3. School pupils and swimming lesson pupils must be discouraged from entering or exiting the pool area from the foyer, but should enter via the changing rooms. They must not enter the water without direct instructions to do so from a member of staff or swimming teacher.
4. Before a pupil's first lesson in the swimming pool and at regular intervals (termly) thereafter, the emergency evacuation procedures should be explained and practised. Their teachers should draw the attention of pupils to depth markings.
5. The majority of swimmers are in swimming classes and/or clubs and in a programmed environment. The swimming instructor/coach or schoolteachers should give all instructions.
6. The rest of the programme is for the public who are supervised by lifeguards.
7. The swimming pool is hired out for clubs and parties (See Contract for Hire).

8. The maximum number of bathers in the pool 48. However each session will be restricted to **30** at any one time. To avoid exceeding the daily load on the pool plant which is 288 per day. The number of lifeguards required on poolside for this maximum number is **2**. **1** lifeguard is required up to **20** swimmers and where there is less than this number of swimmers in the pool **1** lifeguard can supervise the pool but with at least **1** support member of staff who can be on the poolside in an emergency within **20** seconds. This support person must hold a pool lifeguard qualification. The pool capacity in general (including spectators) will not exceed **50** under any circumstances.
9. An adult must accompany children under 8 years old in public sessions and private hire sessions. (This refers to ISRM Guidelines). Generally within an unprogrammed session an adult should not supervise more than 2 children under the age of 8.
10. Lifeguards should identify weak swimmers for special monitoring.
11. The lifeguards should report poor water clarity to the Facility Manager to consider activating the EAP.
12. Pool staff should ensure that children are not exposed to child abuse in the swimming pool area and particularly the changing rooms, which should be checked regularly.
13. The Trust and facility manager adheres to the guidelines given within the 'Managing of Health and Safety in Swimming Pools' document published by the HSE (HSG179). Based on this document and given the physical attributes of the swimming pool and the controlled use it experiences it has been determined that a lifeguard holding the RLSS National Pool Lifeguard Qualification or equivalent is required (See MHSSP Page 66 Figure 3) in all uncontrolled sessions.
14. The Trust and facility manager also adheres to the guidelines issued by the Institute of Sports and Recreation Management. 'Diving in Swimming Pools and open water areas' the Amateur Swimming Association's 'Promoting the welfare of children within our sport' and the BSi PAS 39:2003 'Management of public swimming pools – water treatment systems, water treatment plant and heating and ventilation systems – Code of Practice'.
15. Suitable alternative precautions for controlled sessions (i.e. school swimming and Swimming lessons) are:  
 The swimming teacher and/or schoolteacher should hold the RLSS National Rescue Award for Teachers and Coaches of Swimming or equivalent.  
 In the case of pool hirers either of the above qualifications as at 13. or 15. Is acceptable depending on the nature of usage and this will be specified in the hire agreement terms. However when the pool is open there will be at 1 member of Lonsdale staff on duty.
16. The swimming teachers should hold the ASA Swimming Teacher qualification or Equivalent for the level of provision.. Support schoolteachers should have in addition to their teaching qualifications ASA/BT schoolteachers Award or equivalent or be a PE teacher with appropriate swimming teaching competencies.

Additional helpers need not be qualified, but must operate under the supervision of the qualified swimming teacher or schoolteacher.

17. Lonsdale and facility manager adheres to the guidelines on programmed swimming lesson session as outlined in the ASA/ISTC/RLSS/ISRM Safe Supervision of Swimming Teaching and Coaching booklet.

18. Lonsdale will deliver its swimming lessons in accordance with the National Teaching Plan for Swimming

19. The ratios for teaching lessons at Lonsdale will be:

- a) Beginner Classes 1 teacher to 10 swimmers
- b) Improves Classes 1 teacher to 20 swimmers
- c) Special needs swimmers should be subject to an individual risk assessment and if need be 1 to 1 classes.
- d) The teacher pupil ratio for all lessons involving school pupils under the Government's Nursery Scheme "Sure Start" should not exceed 1 to 8.

20. Rules of use are clearly shown on posters around the pool, there should be:

NO DIVING	NO BOMBING
NO RUNNING	NO SMOKING
NO EATING IN POOL	NO SWEARING

21. Lifeguards or other Lonsdale representatives will enforce the rules governing all dangerous behaviour in the pool and on the pool surrounds.

22. All portable electrical appliances brought on to the poolside whilst the pool is in use shall be battery operated.

23. The swimmers will be constantly observed by lifeguards to ensure accidents and incidents are prevented. Call out procedures are:

1 blast of whistle to attract attention of a bather to give instruction

2 blasts of whistle to attract attention of other lifeguards

3 blasts of whistle to indicate lifeguard is taking emergency action

1 long blast of the whistle to indicating the pool is to be cleared

24. Evacuation Drills will be carried out quarterly.
25. Key personnel (Facility Manager and lifeguards) should have some fire prevention training.
26. The pool office and the storage room must be kept locked when the public are in the building

**(d) Systems of work**

1. The swimming lessons are of an insufficient duration to require work rotation and/or significant staff breaks.
2. Lifeguards working on the poolside must have a work rotation system so that they maintain concentration. A lifeguard should not work on the poolside for longer than 90 mins without relief from concentration.
3. An adult member of staff must supervise lifeguards that are young persons (between the ages of 16 and 18).
4. No swimmers must be left unsupervised in the pool hall or on the pool surround.
5. Members of staff that are lone workers should have means of contacting a liaison person (relative or other member of staff) who can monitor their work time and safety.

**(e) Operational Systems**

1. A member of staff will carry out the Daily Safety Check every morning before business.
2. A member of staff will check fire exits every morning before use to ensure they are free to operate properly in an emergency. Both of the double doors to the pool hall must be unbolted when users are in the pool.
3. Lifeguard training will include means of escape and evacuation procedures.
4. **No** glass to be brought into the swimming pool area.

**(f) Detailed work instructions**

1. The cleaning schedule should be completed daily/weekly/monthly, as appropriate
2. The bottom of the swimming pool should be swept of debris daily.

3. The scum accumulating on the pool walls at the water surface should be cleaned off as appropriate but at least weekly.
4. The pool surround should be sluiced down with disinfected water daily.
5. The changing rooms to be cleaned at the end of each session, and in between when necessary.
6. COSHH Training is offered to all staff on use of cleaning chemicals and must be followed.
7. Chemicals must not be mixed they will not give a better clean, Mixing can give rise to dangerous gases and reactions.

**(g) Faeces contamination procedures:**

1. In the event of a well-formed stool being found in the pool it is to be netted out. The water is to be tested and if an acceptable level of free chlorine is present swimming can continue.
2. In the event of a loose stool (Diarrhoea) being found in the pool and there is no history of illness, the pool should be evacuated. Disinfectant level is maintained at the top of the recommended range. The pool must be vacuumed and swept. A backwash of the filters. Then the pool is to be closed for the period of one complete water filtration cycle 4 to 6 hours..If there is a history of illness then the same procedures are to be followed but the pool will need to be closed for 6 turnovers (24 hrs.) if the person has had diarrhoea for a number of days then the CCDC must be notified.
3. In the event of receiving a positive plate count from the chemical analysis and/or the identification of cryptosporidia, the swimming pool should be closed and drained down and the pool and filter disinfected under the supervision of contractors and the Environmental Health Officer.

**Blood and vomit**

1. If substantial amounts of blood or vomit are spilled into the pool it should be temporarily cleared of people to allow the pollution to disperse any larger bits to be netted out. The water is to be tested and if an acceptable level of free chlorine is present swimming can continue.
2. Spillage of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning materials.

All cleaning materials must be disposed of safely.

**(g) Epilepsy procedures:**

Epileptics can swim and take part in normal activities providing that they are on appropriate medication, and inform the lifeguard of their condition, and the 'buddy' system can be operated.

**(h) Asthma procedure:**

Swimmers suffering form asthma should bring their medication on to poolside with them however it is not the lifeguards responsibility for the safe keeping. If the swimmer should have an attack and the attack is mild and eases after 2 or 3 minutes, they may return to the pool. Lifeguards should not encourage the sharing of Asthma inhalers.

**(j) Disabilities**

The swimming pool is disability friendly and compliant.

Pool staff must ensure that sufficient helpers are available to assist disabled swimmers into and out of the pool.

**(k) First-Aid Supplies and training**

- 1) There must be a fully stocked first aid box accessible in the pool hall in all sessions.
- 2) A qualified first aider should be available in the facility whenever the swimming pool is in use. The first aid boxes are housed on the poolside and in the administration office
- 3) There is an Incident/Accident Report Book available for the swimming pool. All incidents/accidents must be entered in this book
- 4) Accidents that must be reported to the HSE because of RIDDOR must be completed on the RIDDOR report form on the HSE website. By the manager or a director.

**(l) Details of alarm systems and any emergency equipment, maintenance arrangements**

- 1) There is a fire alarm system throughout the facility (which will be tested once a week) and lifeguards, swimming teacher and other staff should familiarise themselves with activation button locations.
- 2) There are emergency telephones in the pool hall adjacent to the doors and in the Administration office, to get an outside line 9 must first be pressed then 999
- 3) There is a mullet-purpose fire extinguisher in the foyer and staff should familiarise themselves with its locations.

**(m) Canoeing**

All canoeing activity within the pool should observe and meet BCU guidelines.

**(n) Sub Aqua**

All sub aqua activities within the pool should observe PADI or BSAC guidelines.

**(o) Programmed sessions**

1. All programmed sessions must abide by the Normal Operating Procedures of the swimming pool and the terms of the Contract for Hire.
2. All damaged equipment should be reported to the Facility Manager for replacement or repair.

# **Lonsdale Swimming Pool**

## **EMERGENCY ACTION PLAN**

These Emergency Action Plan (EAP) details what must be done to evacuate either the swimming pool, or their changing rooms in the event of specific emergencies.

The emergency tasks are to be carried out by the swimming pool staff or in the event of a hire arrangement by the persons contracted to carry out these functions (see Contract for Hire).

### **1. Fire**

In the event of a fire the person(s) supervising the facility shall give 1 long blast of a whistle and announce 'clear the pool'. The person supervising the facility should then operate the nearest fire alarm and shout 'Fire, fire, fire'.

If there is an available member of staff in the administration office they should immediately dial 9 999 and inform the fire brigade of the location of the fire and that evacuation is in progress.

The person(s) supervising the facility shall indicate that evacuation is away from the source of the fire. If the position of the fire allows the users should evacuate the facility and assemble to the side car park. This would be the normal assembly point from the front entrance and the additional single door fire exit.

The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Doors should be closed, windows shut and electrical appliances shut off where possible (the reverse is required in the event of a bomb scare and no electrical switches should be activated) Bathers wearing swimwear should not be permitted to try and retrieve their clothes and where appropriate be issued with a thermal protection blanket.

When the users are safely away from the fire area the person(s) supervising the evacuation should alert the Fire Brigade by dialling 9 999 and inform them the facility is clear and that (s) he will meet the fire appliance at the entrance to the swimming pool car park.

Only when users are safely away from the fire should members of staff consider fighting the fire provided it is without personal risk! Fire extinguishers should only be used initially to provide way through fires and save lives.

### **2. Uncontrolled gas emission**

In the event of an uncontrolled gas emission, which is most likely to be caused by mixing the chlorine pool disinfectant with an acid based cleaner, the person(s) supervising the facility shall give one long blast of a whistle and announce 'clear the pool'. The person(s) supervising the facility shall indicate that evacuation of the facility is 'up wind' of the chemical release. Because the plant room and disaffection dosing equipment is housed at

the deep end of the pool evacuation is always likely to be out of the shallow end single door fire exit. Bathers should not be permitted to try and retrieve their clothes and where appropriate be issued with a thermal protection blanket.

When the users are safely away from the gas emission the person(s) supervising the facility should alert the Fire Brigade by dialling 9 999. They should inform the Fire Brigade if the vehicular approach is 'down/up wind' of the gas release.

An uncontrolled gas emission is capable of affecting a large area that could include the adjacent residential housing and in this instance the evacuation procedures would have to be activated with the above provisos.

### **3.Lighting**

The facility should be evacuated if the natural light becomes so poor that the users are not clearly visible. This may occur in thunderstorms, heavy rain downpours when the switching on of artificial light is not recommended; or when artificial light is cut off for some reason in darkness hours.

The person(s) supervising the facility shall give one long blasts of a whistle and announce 'clear the pool'. The users should be moved to the area where most light is available until sufficient lighting is restored or to dress and leave the premises until the fault is rectified. The emergency lighting within the facility should be sufficient to effect an evacuation without recourse to torches.

The users are to be deemed reasonably safe in the facility in the dark as long as they do Not try to continue their sporting activity.

### **4.Overcrowding**

In the event of the swimming pool having a significant number of bathers over the recommended figure of **30**. The person(s) supervising the swimming pool shall give one long blasts of a whistle and announce 'Clear the Pool'.

The person(s) supervising the swimming pool should then resolve the over crowding Problem.

### **5.Disorderly Behaviour**

In the event of disorderly behaviour the person(s) supervising the facility should Give one sharp blasts of the whistle and request that the disorderly user behave or leave the facility. If the problem persists the person(s) supervising the facility may wish to clear the whole area and stop the activity.

Finally, as a last resort the police may be summoned by calling 9 999.

### **6.Assault on a member of staff.**

In the event of a member of staff being assaulted by a member of the public .If any injury has been sustained the police will be called and charges will be pressed. The member of the public will be banned from the pool.

## **7.Lack of Water Clarity**

If the water becomes cloudy or turbid and the person(s) supervising the swimming pool can no longer see swimmers beneath the water or on the floor of the pool the swimming should be stopped until the clarity is regained.

## **8.Serious injury to a bather**

If a serious injury to a bather occurs the person(s) supervising the swimming pool should not permit swimming to continue whilst assisting the injured person.

The person(s) supervising the swimming pool shall give one long blast of a whistle and announce 'Clear the Pool'.

When the users are safely away from water the person(s) supervising the swimming pool should alert the Ambulance service by dialling 9999. First Aid should be administered if there is a qualified first aider present or capable of being summoned.

In the event of a spinal injury occurring in the shallow end of the pool, The head splint turn will be used with the old practised method. Then casualty will be stabilised in the water until the ambulance service arrives. Unless the casualty stops breathing then they will be recovered to poolside as quickly and safely as possible by enlisting the help of bystanders. If a spinal injury occurs in the deep end of the pool the vice grip turn and tow will be used, Then casualty will be stabilised in the shallow end.

## **9.Discovery of a casualty in the water**

If there is a casualty in the water the person(s) supervising the swimming pool shall give one long blasts of a whistle and announce 'Clear the Pool'.

The person(s) supervising the swimming pool should then rescue the casualty by the appropriate method (throw, reach, wade and tow).

Support staff should ensure all other users are safely away from the water then alert the Ambulance service by dialling 9 999 or arranging for another helper to do so.

## **10.Serious injury to other user or staff**

If a serious injury to a user occurs the person(s) supervising the facility should not permit the activity to continue whilst assisting the injured person.

The person(s) supervising the facility shall give one long blast of a whistle and clear the pool.

When the users have stopped the activity and the pool as been cleared the person(s) supervising the facility should alert the Ambulance and Police services by dialling 9 999. First Aid should be administered if there is a qualified first aider present or capable of being summoned.

## 11. Structural Failure

If a part of the structure of the facility collapses or is deemed to be in imminent danger of collapsing the person(s) supervising the facility shall give one long blast of a whistle and announce 'clear the pool' or 'clear the hall'.

The person(s) supervising the facility shall indicate that evacuation is away from the dangerous part of the building. If the position of the structural failure allows the users should evacuate the facility and assemble on the car park. The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Bathers or sports hall users wearing sport kit should not be permitted to try and retrieve their clothes.

If the structural failure has imperilled lives the Fire Brigade and ambulance services should be summoned by dialling 9 999. Any attempt to rescue trapped users should not be attempted until all other users are safely evacuated and at no risk to the supervisor's safety.

## 11. Bomb Threat

Clear the swimming pool and the changing rooms as quickly as possible

The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Doors should be closed, windows shut where possible. (**No electrical switches should be activated**) Bathers users wearing swimwear should not be permitted to try and retrieve their clothes and where appropriate be issued with a thermal protection blanket.

When the users are safely away from the area the person(s) supervising the evacuation should alert the Emergency services by dialling 9 999 and inform them the facility is clear and that (s) he will meet the emergency services at the entrance to the swimming pool car park.

In the event of any of the above emergencies a staff member should meet the emergency services at the entrance to the swimming pool car park and direct them to the incident area giving clear instructions of the nature of the emergency. Unless to do so would place the member of staff at risk.

# **Lonsdale Swimming Pool Plant Rooms**

## **NORMAL OPERATING PROCEDURES**

### **Plant and Maintenance**

#### **Chemical Dosing of Swimming Pool**

1. The Lonsdale swimming pool is managed and maintained to meet The standards BSi PAS 39:2003 – Management of public swimming pools – Water treatment systems, water treatment plant and ventilation systems – Code of Practice.
2. All chemicals are to be stored in a dry and secure place above ground.
3. Alkaline (Gas Chlorine, Sodium Hypochlorite, Calcium Hypochlorite etc.) and Acids (Hydrochloric Acid) are not to be stored together.
4. Containers and buckets for alkaline and acids are to be kept separate and clearly marked.
5. The Pool Plant Operator must wear full Personal Protective Equipment when mixing and dosing water with chemicals:  
  
Goggles, rubber gloves, Wellington boots, rubber apron.  
  
There should be an eye wash station in the plant room.
6. The eye wash station in the plant room to be checked daily to ensure it is usable in an emergency.
7. The Facility Manager is the COSHH assessor and should keep a meticulous record of all chemicals stored and used. The COSHH register must be up to date.

#### **Pool Water Chemical Readings**

1. The chemical readings should be taken manually at least three times per day. One of Which should be before bather use. The readings should always include:

Free Chlorine (to be within a recommended range of 0.5 p.p.m. to 3.00 p.p.m.)  
Combined Chlorine (to be within a recommended range of 0.25 p.p.m. to 1.00 p.p.m.)  
Total Chlorine (to be within a recommended range of 1.00 p.p.m. to 3.00 p.p.m.)  
PH (to be within a recommended range of 7.2 to 7.6)

1. Readings for Total Dissolved Solids, Calcium Hardness and Alkalinity should be taken monthly and together should be used to determine 'balanced water'.
2. Pool Testing Log Sheet must be kept up to date, together with any action taken to rectify problems. Tests for water balance should be taken and calculated monthly.
3. A Bacteriological Sample should be taken monthly
4. The Pool Plant Operator should follow the manufacturers guidelines for the maintenance of this equipment.

### **Boiler Management**

1. An annual contract for the maintenance of the boilers will be maintained.

### **Electricity.**

1. A contract for the electrical supply and fittings will be maintained.
2. Emergency Alarms to be tested weekly.
3. All portable electrical appliances to be tested annually, this to include any electrical personal appliances brought onto site.

### **Water supply**

1. All temperature control settings to be checked weekly.
2. All water systems to be checked for infestation, scale build-up and contamination quarterly.

### **General**

1. The plant rooms is to be kept clean and tidy with flammable material kept to a minimum.
2. Contractors on site working on maintenance issues to report to the Facility Manager's office and log in/log out. To be supplied with a copy of the Emergency Action Plan and dos and don't s of site, And all contractors to sign asbestos register.
3. The pool plant operator(s) to be competent to the level of ISRM or ISPAL Pool Plant Operators Certificate or equivalent.
4. All maintenance staff to complete a Manual Handling course.
5. All plant and equipment to be visually checked daily.
6. All plant and machinery to be operated according to manufacturers and suppliers instructions.