

Pool Safety Operating Procedures

Trinity Trainer Pool Greys Hill Henley-on-Thames

This document is produced in accordance with the guidance given in Managing Health and Safety in Swimming Pools (third Edition, 2003) and contains the following information:

Normal Operating Procedures (NOP)	Pages 2 - 7
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Version 1	May 2007	
Version 2	October 2009	
Version 3	January 2012	
Version 4	April 2013	
Version 5	July 2014	Review date July 2015
Version 6	July 2015	Review date July 2016
Version 7	November 2016	

Trinity Trainer Pool is a registered charity (Registered number 286435) and is managed by a committee of volunteers. The building is owned by Oxfordshire County Council.

1. DETAILS OF THE SWIMMING POOL AND BUILDING

1.1 The pool

A new pool was installed by Purley Pools in August 2004. It is an indoor pool and of an above ground construction. It is 0.75metres deep, 9.5 metres long and 3.5 metres wide (Total area= 33.25m). The pool is lined with a heavy duty butyl liner. The flooring surrounding the pool, shower and toilet areas was renewed in August 2009 with Tact tiles which are non-slip tiles specifically for use in wet areas.

The pool is entered via purpose made steps with handrails on both sides. The pool has a plastic footbath which is refilled with water from the pool by each party using the pool. It is emptied after each use and the footbath left to drain by the access steps.

When not in use the pool is covered by a purpose made cover suspended on a roller at the end of the pool. Due to the temperature of the water combined with the action of the chemicals, the cover only lasts about two years before starting to break up. The cover was replaced in March 2013.

The water level in the pool has to be topped up manually using the hose that is placed on the wall next to the boiler room. The water level should be maintained just below the longitudinal hand rail. Generally this requires the water to be topped up about once a week depending on usage. The water will always need to be topped up after a backwash as this is when most water is lost.

1.2 The building

The building is an old building, formally Trinity School. It is accessed via a single entrance which is locked when the pool is not in use and the keys are kept in a keysafe which is locate next to the entrance door and is accessed through a code which is changed every 2 months.

From the single entrance there is a hallway giving direct access to the pool area straight ahead. To the right of the hall there a door giving access to a corridor which has male and female changing rooms off it. From this corridor there is a

second doorway giving access to the pool side. The public are asked to remove outdoor shoes beyond this point and there are notices to that effect.

Toilets and showers are to the left of the hall but are accessed by a door from the main pool hall.

The boiler room is situated in the left hand corner of the main pool hall. It is a partitioned construction accessed via a door which is kept locked.

New showers were installed in August 2004. The shower area was fitted with specialized shower boarding in 2012. The entire inside of the building was repainted and decorated in August 2004 and specific areas are repainted annually according to need and most recently in Spring 2016.

1.3 Pool plant

The pool water is heated by a boiler situated in the boiler room. A new Worcester Bosch wall mounted boiler with heat exchanger was installed in August 2013. The desired temperature is 31-33°C (88-92°F). The water temperature is adjusted by the temperature controller on the back wall of the plant room. The boiler is serviced annually by Henley Heating and Plumbing and a gas safety certificate issued.

The time clock controls the boiler in order to maintain adequate temperature; the water is heated approximately 10 hours in every 24hrs.

The circulation pump runs continuously and takes approximately 6 hours to circulate the water once.

1.4 The boiler room

The boiler room contains the following equipment.

- Sand filter – Triton TR 100
- Chlorine hopper
- Water pump – on floor (pump new August 2010)
- Boiler – Worcester Bosch
- Time clock and temp controller on back wall of plant room.
- Mains water stopcock – On the far left wall behind the sand filter
- Electric boiler for water to showers and basins

1.5 Heating of premises, showers and hot water taps.

The main pool hall, toilets, shower area and the changing room are heated by Oxfordshire County Council (plant in basement underneath Social Services Office)

The showers and basins are heated by an independent electric boiler situated in the plant room.

2. POTENTIAL RISKS

The risks of providing a pool facility have been assessed and the risks arising from the unique features of this pool have been identified. The detailed requirements included within these normal operating procedures and emergency action plans have been formulated to ensure control and/or reduction in the risks present.

See Appendix 1 for full details of risk assessment and controls

2.1 Pool Hazards

The pool is covered by a plastic cover when not in use. This must be fully rolled back off the pool before anyone enters the pool. There are notices to this effect.

As the pool is an over ground pool the sides are high from the ground. Pool users are not allowed to sit on the edge of the pool or stand on the sides of the pool to jump in. There are notices to this effect.

2.2 Flooring in area surrounding the pool and in the shower and changing areas

The floor area surrounding the pool and in the shower and changing room areas can become very wet and potentially slippery. The flooring material around the pool and in the shower and toilet areas is slip resistant. There is slip resistant flooring in the changing room area. Pool users are forbidden to run on the pool side and changing rooms. Parents are asked to supervise children in the shower area so that this area does not become excessively wet.

2.3 Radiator and hot water pipes

Large heating pipes run from the social services building next door through the building at floor level. These sometimes become very hot. The temperature is controlled by the social services. To reduce the risk of burning these pipes have been covered with purpose made covers with vents to allow the heat to come through. There are notices asking people not to sit or stand on these covers. There are hazard notices above the radiators

2.4 Steps from changing area to pool hall

There is a steep step up and down from the changing area into the main pool hall and from the pool hall into the toilet and shower area. These steps are red to differentiate from the other floor surface colour. There are warning notices to this effect.

2.5 Steps into the swimming pool

The steps for entering into and getting out of the pool are purpose made for use with above ground pools and have hand rails and anti-slip surface.

2.6 Chemicals

Strong chemicals are used to purify the water; these are controlled to normal limits. Chemicals are stored in a locked cupboard and are only used by authorized personnel. Protective clothing is provided – gloves, eye protection and aprons. The first aid box contains eye wash should any user get chemicals into their eyes.

2.6 Hot taps and showers in the shower/toilet area

The showers and hot taps are fitted with thermostatically controlled valves.

3. DETAILED WORK INSTRUCTIONS

3.1 Access to the pool

Access to the pool building is controlled by the keys being stored in a key safe situated near the door. The access code is only given to those authorized to use the pool.

3.2 Inspection of the pool before swimming starts

Before any swimmers enter the pool the designated adult in charge should make a visible check of the building and the pool to ensure all health and safety measure outlined in this document are in place.

3.3 Removal of the pool cover

The designated adult in charge must make sure that the pool cover is fully retracted before any swimmers enter the pool and that the cover is replaced after use. Before replacing the cover a visible check of the pool should be made to ensure all swimmers are out of the pool.

3.4 Supervisory arrangements

The maximum number of people allowed in the pool at any one time is 16.

In a teaching situation the maximum ratio is one teacher to twenty pupils (16:1) if established swimmer.

For beginners and non swimmers the ratio is one teacher to twelve swimmers (12:1)

For Adult/baby or child max ratio is 8 pairs :1

For private pool hire the ratio of at least one adult to two children under the age of eight applies.

There needs to be 2 adults present in the building at all times when hiring the pool.

The designated responsible adult in charge must remain in the pool area at all times and ensure that all swimmers are out of the building before he/she leaves the pool area.

All teachers must have the minimum lifesaving qualification – Royal Life Saving Society Rescue Award for Swimming Teachers and Coaches

3.5 Behaviour

All pool users must abide by the pool rules set out in appendix 2 and displayed in the pool area and changing rooms.

3.6 Swimming aids

There are a number of swimming aids available at the pool side. Floats are stored on the ledge behind the pool. All other aids are stored in open containers in the main pool hall. Swimming aids are checked for wear and tear on a regular basis and damaged equipment removed as necessary. Before using swimming aids the designated responsible adult must check that they are in good condition. All pool users must ensure that swimming aids are put back in their designated storage area after use

4. FIRST AID EMERGENCY EQUIPMENT SUPPLY

First aid equipment is located in the main pool hall and includes a first aid box, resuscitation mask and pool evacuation box including space blankets

In emergency situation 999 should be called.

The rescue equipment is located on the wall in the main pool wall and includes a reach pole and a rescue ring and rope

5. DETAILS OF MAINTENANCE ARRANGEMENTS

5.1 General cleaning of the pool building

The entire pool building, showers, basins and toilets are cleaned three times a week. Pool users are asked to leave the building clean and tidy after use. Soiled nappies should be taken away.

5.2 Maintenance of the pool

Strong chemicals are used to purify the water; these are controlled to normal limits. The chemical levels are also checked daily and levels are recorded on the record sheets in the plant room. In addition the pool is serviced weekly basis by Aztec Services, Henley on Thames. Should any user experience any form of irritation, or notice unusually strong chlorine-type smells the procedures outlined in the Emergency Action Plan should be followed

Chemicals used

Chlorine tablets

Chlorine granules

pH plus – added to raise pH levels

Water clarifier.

- Shock dose chemical

Jolly Gel pool flocculent.

5.3 Boiler maintenance

The boiler that heats the pool is serviced annually by Henley Heating and Plumbing and a gas safety certificate issued.

A new wall mounted Worcester condenser boiler for heating the pool water was installed in August 2013.

5.3 Electrical safety

Electrically safety inspection is carried out annually and a safety certificate issued.

5.4 Cleaning and disinfecting shower heads

The shower heads are descaled and disinfected every three months.

6. CONDITIONS OF HIRE

6.1 Swimming teachers and schools hiring the pool

Any person offering swimming lessons at Trinity Trainer pool must:

- Sign and abide by a contract with the Trinity Trainer Pool Association Committee.
- Provide evidence to the Trinity Trainer Pool Association committee that they are
 1. fully qualified swimming instructors
 2. have been DBS enhanced level checked in the last three years
 3. hold as a minimum Royal Life Saving Society Rescue Award for Swimming Teachers and Coaches
 4. hold personal and public liability insurance

- take full responsibility for the group while in the pool and any other part of the building
- report any problems with the pool or equipment to a committee member
- ensure the cover is replaced on the pool after use
- ensure that the main pool hall, the changing rooms, showers and toilet areas are left clean and tidy
- take responsibility for the safe keeping of the key issued to them and ensure that it is not given to any unauthorized person
- Ensure that lights are turned off and the building is locked when leaving
- Follow all procedures laid down in the Pool Safety Operating Procedures document.

6.2 General pool hire by the public

The pool may be hired by individuals or groups. A designated adult should take responsibility for the group. This person must sign a pool booking contract. The key can be accessed from the key safe located next to the door. The code will be given by the booking secretary following receipt of a signed contract. The code must not be given to anyone else. Trinity Trainer Pool Association has Public Liability cover in place for the pool but this will not cover your direct liability if you injure through your negligence anyone in your party.

The designated responsible adult must:

- take full responsibility for the group while in the pool and any other part of the building
- ensure a ratio of at least one adult to two children under the age of eight
- read and abide by all notices
- report any problems with the pool or equipment to a committee member
- ensure the cover is replaced on the pool after use
- ensure that they do not leave the pool hall until all other users have left the building.
- ensure that the main pool hall, the changing rooms, showers and toilet areas are left clean and tidy
- take responsibility for the safe keeping of the key issued to them and ensure that it is returned to the key safe immediately after use
- ensure that lights are turned off and the building is locked when leaving

EMERGENCY ACTION PLAN

Introduction

The following procedures are set out so that all pool hirers are able to react to an emergency situation with confidence and efficiency so that the effects of an emergency situation on pool users can be controlled and minimized.

All pool hirers have a statutory responsibility under the Health and Safety at Work Act (1974) to have read and learnt these procedures before using the pool or taking responsibility for others (primarily children) using the pool.

Overcrowding

The maximum number of people allowed in the pool is 16.

In a teaching situation the maximum ratio is one teacher to twenty pupils if established swimmer (1:16)

For beginners the ratio is one teacher to twelve swimmers (1:12)

For Adult/baby or child ..max ratiop is 1: 8 pairs.

For private pool hire the ratio of at least one adult to two children under the age of eight applies

For private hire there should be at least 2 adults present in the building at all times.

Disorderly behavior

All swimmers must behave in an orderly fashion and obey the pool users rules outlined in appendix 2 and displayed in the changing rooms and on the wall of the main pool hall. Parents are required to supervise children at all times particularly siblings of those taking part in swimming lessons. Any person who fails to abide by the rules will be asked to leave the pool area.

Lack of water clarity

Water clarity – The designated adult in charge should check the clarity of the water before anyone enters the pool. If the bottom of the pool is not clearly visible then the pool should not be used and this should be reported to the booking secretary or a committee member

Water Contamination – This is likely to be caused by vomit, faecal fouling or blood getting in the water.

- Diarrhoea – upon discovery the person in charge of the group using the pool should immediately evacuate the pool. They should don disposable gloves available in the pool hall. Visible faeces should be removed from the pool using the red bucket which can be found by the pump room, and disposed of in the toilet. The bucket should be disinfected. The incident should be reported immediately to the booking secretary or a committee member.

The committee member should shock dose the pool with one sachet of pool shock and vacuum any obvious retained faeces. The skimmer basket must be cleaned and a backwash carried out for a minimum of three minutes. The pool should be topped up with fresh water as necessary.

The pool must be closed for a minimum of 6 hours post shock dose.

Before reopening a full chemical test must be carried out to establish safe water quality.

- Solid stool – upon discovery the person in charge of the group should immediately evacuate the pool. The stool should be removed from the pool immediately using the net which can be found hanging on the end wall of the pump room, put into the red bucket and disposed of in the toilet. The net and bucket should be disinfected. If there is no visual contamination the pool can continue to be used. The incident should be reported immediately to the booking secretary or a committee member.

The committee member should carry out a visual assessment of the pool and a full chemical test.

- Blood and vomit – for small amounts of blood such as a minor nose bleed, remove the casualty from the pool immediately and remove the blood from the pool using the red bucket.

For large amounts of blood or vomit treat as per diarrhoea.

Outbreak of fire

In the event of a fire the designated responsible adult must order the pool to be evacuated. All pool users must leave the building immediately via the main door, which is clearly labeled as a fire exit, without going to the changing rooms to collect personal belongings. There is an emergency evacuation box kept in the main hall which contains foil blankets to be provided to swimmers who have had to be evacuated to outside. The designated responsible adult should pick up the box on the way out of the building. The designated meeting point is in the corner of the car park. Once the building has been evacuated call 999 from a mobile phone and inform member of the committee..

There are four fire extinguishers, one hydrospray in the entrance hall, one in the changing room area, one CO² in the main pool hall and one water in the shower area. Extinguishers are serviced annually by Chubb. These should only be operated if it is safe to do so.

Bomb threat

Should a bomb threat be received the pool should be evacuated in accordance with the fire evacuation procedures.

Lighting failure

In the event of normal lighting failure, emergency lighting will come on automatically in the main pool hall (the emergency lighting is tested once a week using the test switch which is wall mounted in the entrance hall on the left just before you go through the double doors into the main pool hall.) The designated person in charge must order the pool to be evacuated immediately. Swimming should not be resumed until power is restored.

Structural Failure

In the event of structural failure the pool should be evacuated in accordance with the fire evacuation procedures.

Emission of toxic gases

If swimmers notice a smell of gas the adult in charge should immediately evacuate the pool as per fire evacuation. The booking secretary or a member of the committee should be notified as quickly as possible. The pool will be closed and an out of order notice placed on the door until the situation has been investigated and resolved.

Serious injury to a bather

In the event of an accident, sudden illness or other incapacity involving a pool user, the designated responsible adult (i.e. swimming teacher or person hiring the pool) should take appropriate action.

For minor injuries there is a first aid kit on the table in the main pool hall.

In the event of a serious injury the pool should be evacuated and the designated responsible adult should perform an effective rescue. There is a safety hook with an extending handle hanging near the boiler room and a resuscitation mask with the first aid box.

If the event is life threatening the person in charge should stay with the victim and give first aid as appropriate. Another responsible adult should telephone the emergency services using their mobile phone or the telephone on the changing room wall. This telephone is provided for the sole purpose of making emergency telephone calls.

When phoning, give the pool address as

TRINITY TRAINER POOL

GREYS HILL

HENLEY ON THAMES

RG9 1SJ

BETWEEN TRINITY CHURCH GRAVE YARD AND SACRED HEART SCHOOL

If the person attending to the casualty does not require assistance, the second person or a third responsible adult should supervise remaining children in the changing room.

All accidents whether minor or more serious MUST be recorded in the accident book which is on the table in the pool entrance hall.

Important information for pool hirers

All serious injuries sustained at the pool and requiring hospital treatment or more than three days off work for self or school employed personnel **MUST** be reported to the booking secretary either in writing or by e-mail within 24hrs of the accident.

The following information must be provided:

Name of the injured party

Address of the above

Contact telephone number

Age

Cause of accident

A brief description of the events leading to the accident, any action taken and by whom.

This information is required under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). Failure to do so could lead to the cancellation of any further use of the pool.

Discovery of a casualty in the water

The adult in charge should quickly clear the pool and perform an effective rescue of the swimmer. Carry out emergency procedures as for serious injury to a bather.

Risk Assessments

Date: March 2013, updated Nov 2016

Key: Likelihood/Severity 1= Low 2 = Medium 3 = High

Risk = Likelihood x Severity

Activity/element	Hazard	Who might be effected	Risk Analysis			Can the risk be eliminated	Controls in place to reduce the risk
			Likelihood	Severity	Risk		
Access to the pool	Unauthorized people may access the pool resulting in unsupervised swimming	Unauthorized users	1	3	3	No	Key to the external door is kept in a key safe by the door into the building. The access code is changed every 2 months. The code is only given to authorized users
Steps from the entrance hall into the main pool hall	Fall or trip	All pool users	1	2	2	No	The step has hazard warning tape and there are signs to highlight the step
Steps from the corridor outside the changing room into the main pool hall	Fall or trip	All pool users	1	2	2	No	The step is coloured red and there are signs to highlight the step
Steps from the main pool hall into the shower/toilet area	Fall or trip	All pool users	1	2	2	No	The step has hazard warning tape and there are signs to highlight the step
The floor area	Slip or fall	All pool	2	2	4	No	The floor covering is

surrounding the pool and in the shower and changing room areas can become very wet		users					anti-slip material. There are signs to warn of the hazard
Using the pool	Drowning	All pool users particularly children	2	3	6	No	All users to follow safety guidelines within The pool Safety Operating Procedures. All teachers to hold as a minimum the Royal Life Saving Society Rescue test for teachers and coaches. Pool hirers and families to follow rules laid out in the contract for hire document
Steps getting into and out of the pool	Fall from a height	All pool users particularly children	2	3	6	No	The steps are specifically designed for the purpose of entering an above ground pool. They have anti slip surface and a hand rail. Only one user at a time is allowed to use the steps

The pool is an above ground pool and the sides are high	Fall from a height	All pool users particularly children	2	3	6	No	Pool users are not allowed to sit or stand on the edge of the pool and are not allowed to jump in. There are signs to this effect and it is outlined in the hirers contract.
Pool water	Risk of Cryptosporidium infection	All pool users	1	3	3	No	Chemicals are used to disinfect the pool water. Chemical levels are tested on a daily basis and the pool is serviced by Aztec once a week. The pool water is tested for bacteria monthly by Eaton Environmental.
Pool cover	Entrapment in the pool	All pool users	1	3	3	No	Pool cover has to be rolled back before pool is used. There are signs to this effect
Radiator and hot water pipes	Burning	All pool users particularly children	2	2	4	No	Pipes are boxed in and there are signs asking people not to sit on the boxes. There are warning signs above the radiators. Parents are asked to supervise children at all times
Hot taps and showers in the changing room	Scalding	All pool users particularly children	2	3	6	No	Showers and basin taps are fitted with thermostatically controlled valves

Domestic water in showers and basins	Legionella	All pool users	1	3	3	No	The showers are descaled and disinfected every three months. The water is tested by Eaton Environmental on an annual basis. During periods of low usage of the pool e.g. during summer holidays the water in the showers and basins is run regularly.
Glare from the windows causing reflection off the water.	Reduced visibility in the pool	All pool users	2	3	6	No	All teachers are made aware of this risk. New windows with tinted glass were fitted by Oxfordshire County Council in Spring 2014.
Chemicals	Skin irritation	All pool users	2	2	4	No	The chemical levels in the pool are tested daily and records are kept in a folder in the plant room.
Chemicals	Poisoning		1	3	3	No	Chemicals are stored in a locked cupboard.
	Toxic fumes	Personnel using chemicals. Pool users				No	The material safety data sheet (MSDS) for each chemical used is printed out and available in the plant room.

							Emergency procedures are outlined in the Emergency Action Plan.
Chemicals	Splash to the eyes	Personnel using chemicals	2	2	4	No	There is protective clothing in the plant room for use when using chemicals- gloves, apron and eye protection. There is eye wash available in the plant room and in the first aid box.

Appendix 2

Pool Rules

Swimmers must not enter the pool unless there is a designated responsible adult in the pool hall. An adult must be in the pool during a private booking.

Two adults must be present on-site for private bookings sessions.

There must be no more than 12 people in the pool at any one time for private bookings.

The pool cover must be removed before anyone enters the pool. It should be replaced at the end of a session if no one else is present for a later session.

People must not enter the pool building if they have had vomiting or diarrhoea until 48 hours after the last symptoms. This applies to adults taking children to swimming and any siblings of those swimming even if they are not entering the pool themselves.

Outdoor footwear must be removed in the entrance hall.

All users must blow their nose and have a shower before entering the pool. Parents are responsible for making sure that their children do so.

All users must wash their hands after using the toilet

If babies have soiled their nappies their bottoms must be thoroughly cleaned before they enter the pool. The person changing the nappy must wash their hands immediately.

Nappies must be taken away and NOT disposed of in the pool bins.

All open cuts or wounds must be covered.

Children must be supervised by an adult at all times.

No running in the changing rooms or pool hall.

No sitting, standing on, or jumping in from the pool edge.

No biting, spitting, hitting, ducking or petting!

No food to be consumed in the pool hall. Chewing gum must be removed before swimming.

Enjoy your swim