



**Last Review Date:** June 2023

**Next Review Date:** June 2024

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## **POOL SAFETY OPERATING PROECDURES**

### **Introduction**

The purpose of this procedure is to ensure the safe operation of the pool filtration and disinfection system to ensure good water quality for users of the pool facilities.

This procedure gives clear directives on water treatment and plant instructions, including backwashing procedures and how to handle pool chemical deliveries.

### **Responsibilities**

The premises manager, in conjunction with the premises team are responsible for ensuring the existence of adequate control measures and systems of work to ensure the safe operation and maintenance of the pool filtration and disinfection systems.

The premises manager is responsible for ensuring that external, independent biological pool water testing is carried out periodically.

The premises manager is responsible for the implementation and dissemination of this policy.

The premises team are responsible for the day-to-day monitoring and water quality and operation of the pool filtration and disinfection systems.

### **Contents**

**Section 1:** Pool Details

**Section 2:** Potential Risk Factors

**Section 3:** Sytems of Work/Team Member Roles

**Section 4:** Operational systems

**Section 5:** Detailed work instructions

**Section 6:** Routines/First Aid/Training

**Section 7:** Emergency Equipment and Systems

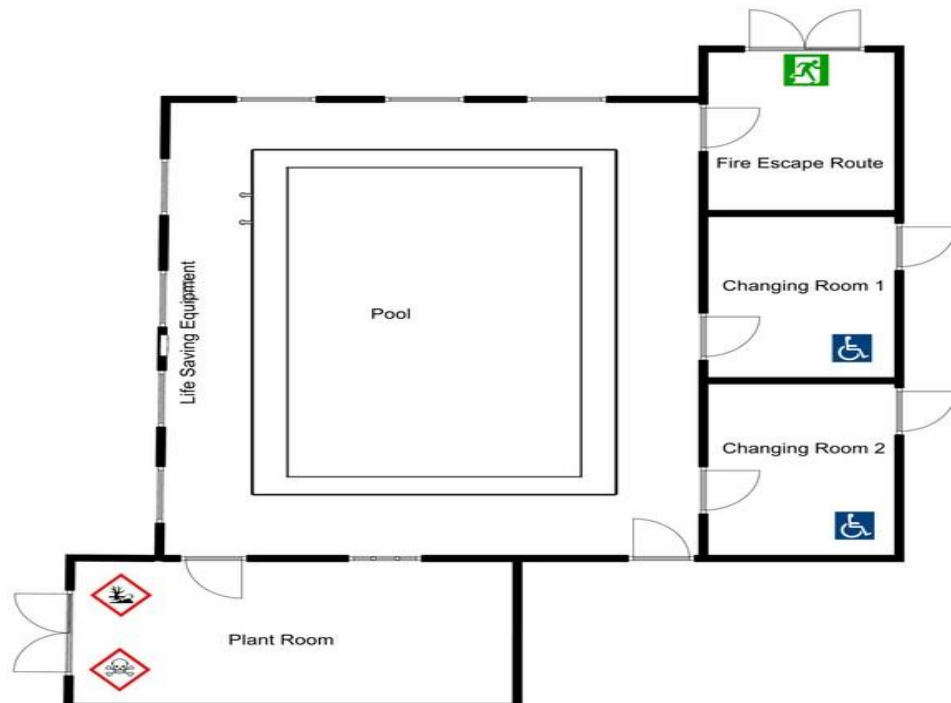
**Section 8:** Conditions of Hire

## 1. Pool Details

### 1.1 Dimensions & Depth

Pool	Length (m)	Width (m)	Depth (m)	Description
Leisure Pool	12	6	0.8 Shallow 1.5 Deep end	Traditional pool with a gradual depth level.
<b>Maximum bather load for pool</b>				24

### 1.2 Pool Hall Layout



### **1.3 Location of Pool Rescue Equipment**

- The location of the pool rescue equipment is detailed within the diagram above. This equipment should only be used by trained individuals and when a rescue is required.

### **1.4 Fire Alarms & Emergency Exits**

- The location of the emergency exit is detailed within the diagram above, wide clear walkways provide excellent disabled access in case of emergency.

## **2. Potential risks**

### **2.1 Premises & Utility Risks**

#### **2.1.1 Control of pool access:**

- Access to the pool is restricted via door in the hallway which are kept locked until approval is given, and trained personnel are present

#### **2.1.2 Lock up:**

- Pool area and changing room facilities are checked for anyone still present in the building. After a check has taken place, all doors are locked to prevent accessing again.

#### **2.1.3 Pool Hall safety:**

- All areas of the pool hall are always supervised by an appropriately trained member of staff.
- Teachers and teaching assistants will present a headcount to the trained member of staff before accessing the pool.
- The premises team will complete spot-checks at times to ensure all health and safety guidance's are followed.

#### **2.1.4 Water depth:**

- The pool has a gradual depth leading from the entry rail (0.8m) to the far side of the pool (1.5m)

#### **2.1.5 Handrails:**

- Handrails are inspected weekly to ensure they are secure and are free from damage.

#### **2.1.6 Floor surfaces:**

- A swimming pool grade tiled floor is present on poolside, this is regularly checked to ensure it does not pose a risk. If this does pose a risk, measures will be implemented to reduce slip risk and adequate water drainage.

#### **2.1.7 Glare and reflection:**

- Many windows are present on poolside, these windows have a frosted layer to prevent glare entering the pool area.

#### **2.1.8 Skimmer covers:**

- All skimmer covers are checked daily to ensure they are secure and are damage free,

#### **2.1.9 Pool entry**

- A ramp is provided to ensure safe access for disabled users accompanied by a handrail for extra security.

#### **2.1.10 Poor water clarity**

- Chemical levels are checked daily to ensure consistency throughout, if chemical levels are maintained the pool floor is easily visible in and out of the pool.

### **2.2 Pool Feature Risks**

- Handrail leading into the pool.
- Slippery surfaces for example tiles / or steps.
- Depth of water
- Inlet to the pool
- Steps into the pool

### **2.3 People Risks**

- People who have consumed food prior to swimming
- Persons with communication difficulties
- Persons entering the pool inappropriately for example diving/jumping

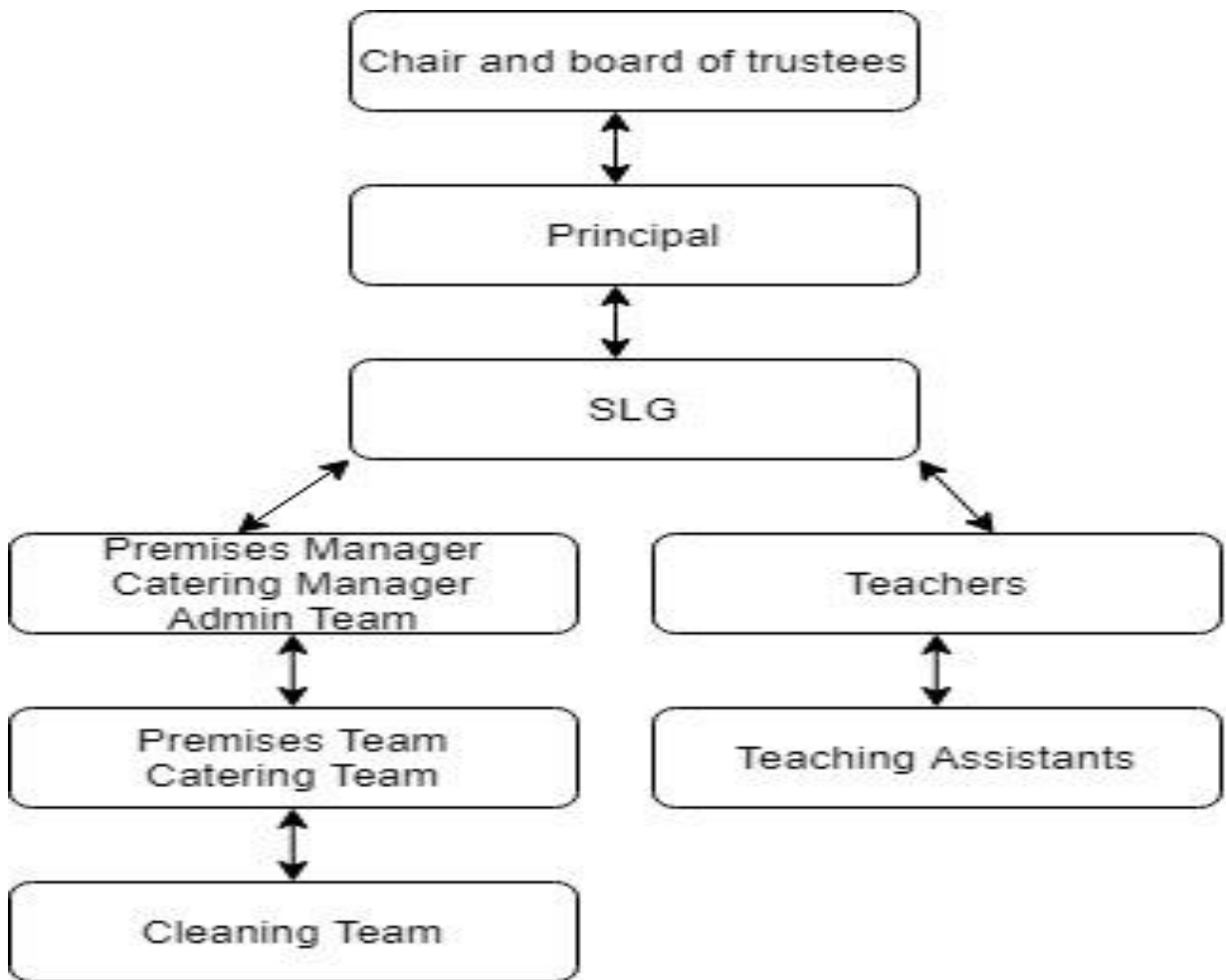
### **2.4 Task & Activity Risks**

- Misuse of facilities or equipment
- Using floats, inflatable equipment or toys
- Diving or jumping into the pool.

## **2.5 Health & Safety Overview**

The decision that constant supervision in the pool is needed due to catering for children with specialist needs. Whenever the pool is in use, there will always be an appropriately trained member of staff present. The pool must not be in use if any of these people are not present. There will be a several members of staff who is "on call" to respond to emergencies, whether it be the onsite premises team, or the appropriately trained personnel already in the pool.

## **3.0 Systems of work**



### **3.1 Team member roles and responsibilities**

## Chair/Board of trustees

- Planning and structure of organisation

## Principal

- Setting objectives, policies and procedures.
- Identify persons responsible for each task.

## SLG/Business Manager

- Identifying risks and risk assessments.
- Oversee the implementation of maintenance standards.

## Premises Manager

- Review of risks and risk assessment.
- Responsible for developing and reviewing the Pool Safety Operating Procedures.
- Delivering staff training.
- Future planned maintenance.

## Premises Team

- Opening checks, daily tests and routines.
- Routine periodic tasks and inspections.
- Reactive maintenance and repairs.
- Service and periodic inspection of pool plant equipment.

## Teachers

- To supervise and educate the persons in the pool.
- Reporting of occurrences in the pool to the premises team.

## Teaching Assistants

- Aid teachers with the supervision of the pool.
- React to any emergency until help arrives (aided by premises team/teachers)

## **4.0 Operational systems**

### **4.1 Access to the pool:**

Access to the pool is gained via the entrance to the changing rooms behind a locked door, which is only opened with the authorization and presence of the session leader.

### **4.2 Pool monitoring:**

Maintenance team perform opening checks and regular spot checks to ensure:

- Swimming pool rules are being adhered to
- Supervision requirement are being met
- Only authorised people are in the area
- The poolside fire exit is closed
- The swimming pool entrances are locked
- Perform close down checks after last session.

#### 4.3 Security:

- Pool plant room must always be kept locked and only accessed by qualified personnel.
- Activity store must be kept locked when not in use.
- Both locks must be on to the entrance to pool when not in use for extra security.
- A procedure is in place for the evening close down for the premises team.

#### 5.0 Detailed work instructions

<b>Test</b>	<b>Periodicity</b>	<b>Target Value</b>	<b>Acceptable Range</b>
Side of pool & changing areas	Pre-opening	No obstructions	N/A
Visual inspection of pool	Pre-opening	Clear water	No items in pool
Water Temperature	Daily	30 degrees	29-34 degrees
Air Temperature	Daily	31 degrees	28-35 degrees
Ph	Daily	7.2	7.0- 8.0
Free Chlorine	Daily	1.5 ppm	0.8 – 5 ppm
Total Chlorine	Daily	N/A	X 0.50 - 1 - Free Chlorine
Combined Chlorine	Daily	0-1.00ppm	N/A
Water Clarity	Daily	Clear	Bottom Visible
Backwash	Weekly	4 Psi	
Alkalinity	Monthly	120 ppm	80-200
Total Dissolved Solids (TDS)	Monthly	1500 ppm above tap water	3000 ppm above tap water
Calcium Hardness	Monthly	120 ppm	80-200
Water Balance	Monthly	-0.2 - + 0.2	-0.4 - +0.4
Microbiological Test	Monthly	N/A	Pass



### 5.1 Testing:

Daily tests are to be carried out in the morning before the pool is opened and sessions take place.

### 5.2 Water Sampling:

- Wash and dry your hands before taking a sample
- Rinse the sample bottles before testing
- Take a water sample from the sample point
- Test the samples immediately, leaving it longer can affect test results.
- On completion of testing, rinse all sample bottles and return to original place

Microbiological Testing is performed once a month by an independent accredited operator.  
(WCS Environmental)

### 5.3 Recovery Procedures:

Factor	Action If Low	Action If High
Water Temp	Check boilers/settings	Call out service engineer
Air Temperature	Check Calorex function/settings	
PH	In all cases the system should be recalibrated. If faulty an engineer (LSS) should be called to rectify the issue.	
Free Chlorine		
Total Chlorine		
Combined Chlorine		
Total Alkalinity		
Calcium Hardness		
Total Dissolved Solids	N/A	Backwash

If any values are outside the operating parameters, the following actions must be taken:

- Close the pool until within operating limits
- Inform the premises manager
- Remedial action or call out engineer as required
- The premises manager / assistant premises manager should also be immediately informed of any change of pattern of the pool readings.

## **6.0 Routines**

Poolside lights must be switched on prior to pool sessions commencing and is done by person leading the session.

### **Daily**

- Ensure bottom visible and water clarity is good.
- Visually check rescue equipment
- Tidy pool area
- Ensure no debris is left in the bottom of the pool and remove
- Ensure dosing systems are operational and have sufficient chemicals
- Check system readings
- Perform manual tests on Temperature, Chlorine and Ph and record results

### **Weekly**

- Backwash filters and record
- Check pressure readings of filter flow.

### **Monthly**

- Ensure a site microbiological test sample is taken
- Clean injectors / strainers / skimmers
- Check overall condition of pool and surrounding features
- Perform balanced water test.
- Check pipes for loose fittings.

## **6.1 Service Contracts**

All service of pool plant and air handling should be carried out annually by a competent person.

Electrical periodic inspection tests to be carried out at 12-month intervals.

Filter media to be replace every 3-5 years as and when required.

## **6.2 Safe Working**

The majority of pool chemicals are hazardous, particularly in the concentrations in which they are supplied. The main hazards include damage to respiratory tract, burns or irritation to skin, discolouration to clothing/equipment.

When handling pool chemicals PPE must be worn at all times, this is to include the following:

- **Respirator Mask**
- **Safety Goggles**
- **Protective Gloves**
- **Overalls / Apron**

Mixing of acid with alkaline products is likely to result in the generation of toxic fumes or explosion. These chemicals must be handled with care and stored separately.

To assist in dissolving, always mix the chemical with pool water and to avoid the possibility of concentrated chemical splashes always add the chemical to the water when mixing.

Deliveries should be dealt with as soon as possible and chemicals should not be left in a location where unauthorised persons could have contact with them.

Both chlorine and acid to be kept 2m apart in the chemical store. (Adjacent plant room).

## **First Aid and Training**

### **6.3 Staff Training:**

All staff who have a responsibility in or work within the swimming pool area will receive appropriate training, will have read and understand the PSOP (including EAP) and the swimming pool risk assessment and its significant findings.

### **6.4 First Aid Kit:**

A first aid kit including face shield is available near poolside via pool store.

## **7.0 Emergency equipment and systems**

### **7.1 Safety Equipment:**

A spinal board, reach pole, throw line and torpedo buoy are available on poolside

### **7.2 Fire Extinguisher:**

Installed in the swimming pool and changing areas for emergency use.

### **7.3 Emergency Lighting:**

Installed in the swimming pool and changing areas

### **7.4 Equipment:**

A telephone is installed on poolside for use in emergencies.