



STAMFORD BRIDGE COMMUNITY SWIMMING POOL

POOL SAFETY OPERATING PROCEDURES

Introduction

The Pool Safety Operating Procedures are prepared in accordance with HSE Guidance 179, *Managing Health and Safety in Swimming Pools*. They take account of recommendations from *Lifesavers*, the Royal Lifesaving Society UK, the Institute of Sport and Recreational Management and the Amateur Swimming Association.

This document must be distributed to all staff upon being employed by the pool. Additionally, all staff must undergo an induction session explaining the procedures prior to commencing work at the pool. No member of staff shall be allowed to commence or to continue working unless the Swimming Pool Committee, is of the opinion that the member of staff has sufficient understanding of these procedures herein.

This document plays an important legal role. Following major incidents, the police and the Health and Safety Executive may have cause to assess the response of staff in light of these procedures. Failure to follow the correct procedure may leave staff open to civil or criminal liability. Staff are cautioned that if failure to follow correct procedures amounts to gross negligence and happens to result in a fatality, they can be charged with manslaughter, which carries a maximum custodial sentence of life imprisonment. Staff with any queries about the implementation of these procedures should therefore ensure they are resolved prior to carrying out their duties.

Staff who breach these procedures are liable to face disciplinary proceedings.

These Pool Safety Operating Procedures have been written for Stamford Bridge Swimming Pool following a risk assessment. These Procedures are only suited for the particular activities of Stamford Bridge swimming pool and should not be used by other organisations.

Stamford Bridge Swimming Pool

NORMAL OPERATING PROCEDURES

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

Health and Safety Operational Guidelines

For the sake of brevity and clarity Stamford Bridge Swimming Pool Management operates within the constraints of specific national guideline documents; these are:

- Managing Health & Safety In Swimming Pools (Appendix One)
- BS EN 15288-2 – Part 1 Safety requirements for operation (Appendix Two)
- BS EN 13451 -1 Swimming Pool Equipment – Part One (Appendix Three)
- BS EN 13451 – 2 Swimming Pool Equipment Part 2 Ladders (Appendix Four)
- BS EN 13451 – 5 Swimming Pool Equipment Part Five Lane Lines (Appendix Five)
- Diving and Jumping into Swimming Pools and Open Water Areas (Appendix Six)
- Safe Management of Swimming Teaching and Coaching (Appendix Seven)
- ASA Aquapedia (Appendix Eight)
- BSi PAS 39:2003 ‘Management of public swimming pools – water treatment systems, water treatment plant and heating and ventilation systems – Code of Practice’.

BUILDING LAYOUT

The building is of a timber frame covering a concrete floor construction.



The roof is corrugated frame arrangement with panel in-fills. Lighting is by wall mounted up lighters.



The pool is bounded by exterior walls on three sides with the changing rooms on the fourth side.

There are windows on the three external sides of the pool hall providing some natural lighting and a fire exit door and other exit door on the adjacent walls to the changing rooms.



Access

The pool has two customer access/exit point, through the changing rooms. This consists of a wooden door into each changing room.

Interior to these doors are the changing rooms and internal entrance doors lead to the pool pool side approximately half way down the pool length. As this is the only entrance to the pool it must be kept clear of obstruction and trip hazards.

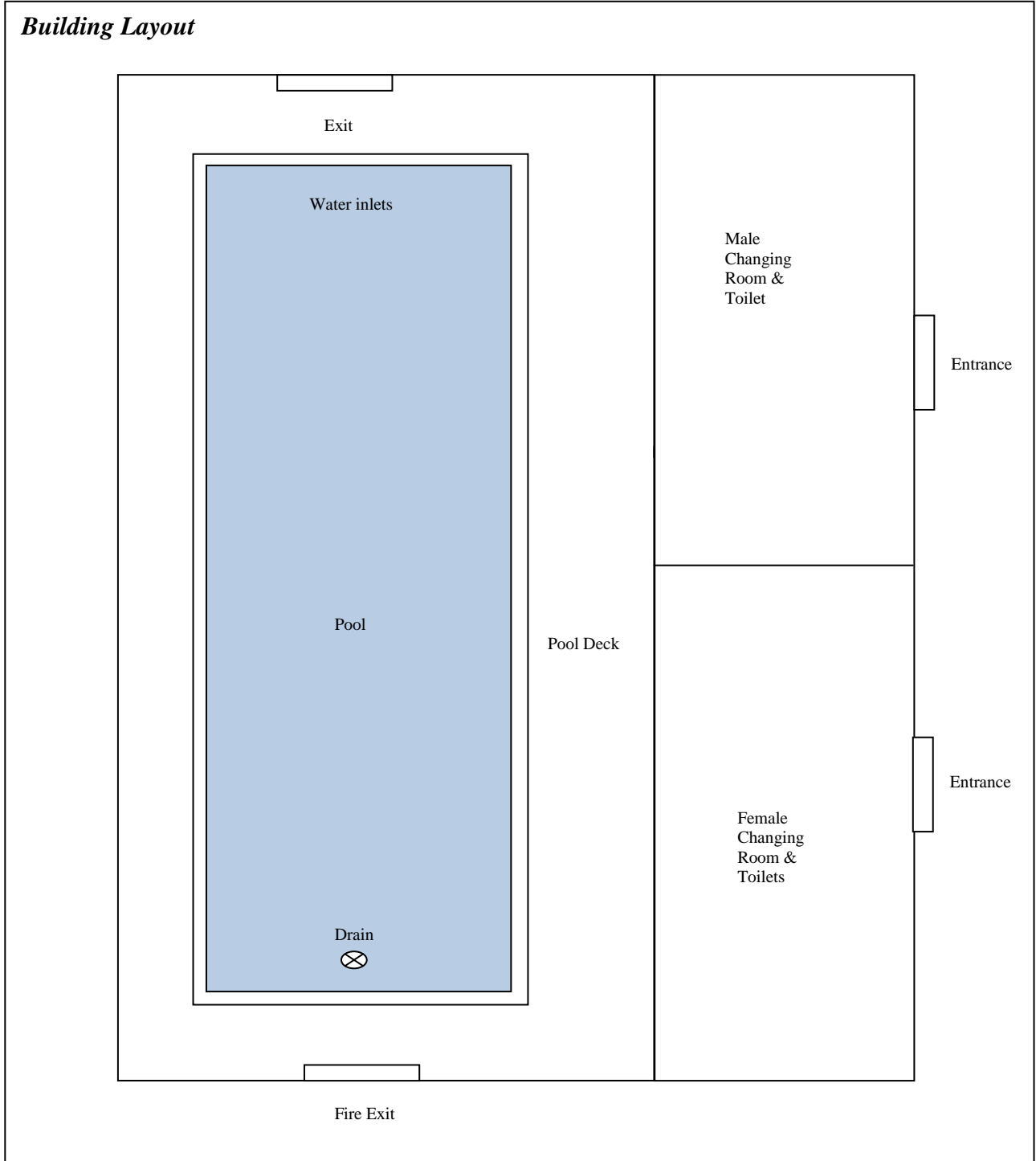
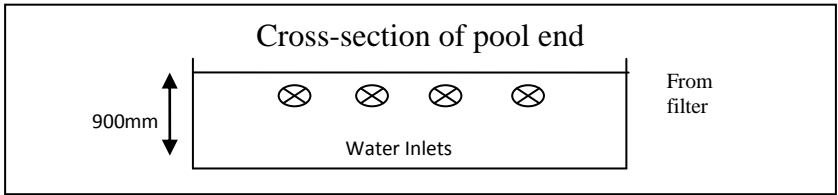
Changing rooms and toilets

The single sex changing rooms exit from either side of the pool. Both changing rooms are open plan with benching and hooks but currently with no lockers or cubicles.



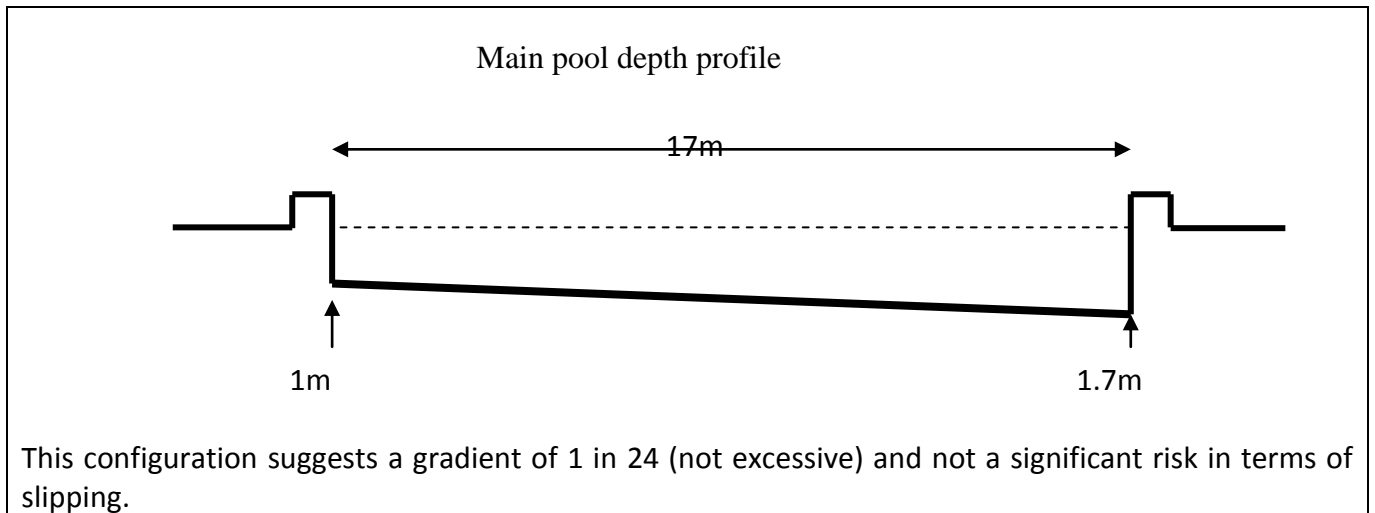
There is a shower cubicle in each changing room and also a toilet cubicle. The showers are operated by an electric shower unit. The shower water comes direct from the warm water heater housed in the plant room from a water pipe run at height through the ceiling above the changing room units.

The only toilet(s) serving both swimmers and spectators are in the changing rooms, which causes additional pollution issues.



Main Pool

1. The swimming pool is an indoor pool approximately 17 metres long by 5.7 metres wide. The shell of the pool is concrete and is tiled throughout with tiles.



2. This should be a 'no diving' pool.
3. Notices remind and instruct users regarding the depths and diving. Pool users should be instructed and/or reminded about these precautions.
4. The swimming pool has lane markings and starting platforms should only be fitted at the deep end.
5. Access to the pool is by protruding pool ladders 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 either the male or female changing rooms. Care should be taken to ensure users cannot return to the pool when supervisory staff has left the pool side.
7. The male changing and female entrances are towards the centre of the pool hall. Care should be taken to ensure non-swimmers do not enter the pool from the changing rooms at the entrance point.
8. There is no barrier between the changing rooms and the pool, meaning that only doors to the changing rooms inhibit swimmers from making a thoughtless entry.
9. There are rescue aids (i.e. 2 poles, located at the deep end on each side of the pool).
10. First Aid Box and emergency blankets – Located on shelving at the shallow end of the pool.
11. Seating - There are seating facilities on the poolside area. Seating in the form of benches is available in both changing facilities. No spectators are allowed during swimming lessons unless organised with the teacher in charge.
12. Cleaning - The cleaning is carried out by an employee of PACT on a daily usage basis.

- 13 Emergency telephone – On the poolside at the deep end changing area side.
- 14 There is one fire exit centrally placed on the side of the pool adjacent to the changing rooms. There is a further exit at the opposite side of the pool, however this leads to a potentially enclosed area so is not appropriate as a fire exit.

Potential Risk

Pool area

1. The main pool is extremely dangerous for anyone diving and jumping into the pool, adults in particular and is prohibited.
2. The vertical ladders into the pool are also difficult for elderly people to negotiate.
3. The protruding hand rails in the pool are a hazard, particularly if a swimmer impacts against them when jumping in.
4. In un-programmed sessions the behaviour of the public can introduce hazards if they are not controlled.
5. There is not an abnormal amount of glare on the pool water surface but teachers and lifeguards are advised that positioning themselves with the light source behind them reduces glare.
6. The single suction outlet at the bottom of the deep end of the pool is an extreme hazard that can cause entrapment by vacuum entrapment of hair entanglement. Swimmers should be cautioned away from this feature.

Changing areas & toilets

7. Water on the changing room floors can contribute to slips
8. Soapy shampoo in the shower areas can contribute to slips

Generic Risk

It must always be remembered that water is inherently dangerous: whilst the risks from water can be minimised, that can never be removed completely.

Lifesavers, the Royal Lifesaving Society UK, and the Institute of Sport and Recreational Management have identified the following as being factors in fatalities and serious injuries that occur in swimming pools:

1. Prior health problems
2. Youth and inexperience
3. Consumption of alcohol, drugs and food prior to swimming
4. Unauthorised access to closed pools
5. Weak or non-swimmers swimming in water too deep for their ability
6. Diving into insufficiently deep water
7. Diving boards
8. Disorderly behaviour and misuse of equipment
9. Unclear pool water
10. Absence of, or inadequate response by, pool staff

The following particular hazards must be monitored by staff at Stamford Bridge Swimming Pool:

1. Activity likely to lead to slipping on poolside
2. Dangers through distraction caused by introducing young swimmers to water for the first time
3. The risk of diving into water less than 1.5 metres deep
4. The possible entrapment dangers that may arise from inlets, outlets and other grills
5. Potential blind spots

The following customers have been identified as having been particularly at risk, and must be carefully watched when using the centre:

1. Weak swimmers
2. Boisterous swimmers and 'show offs'
3. Swimmers who insist on crawling along the poolside or lane ropes
4. Swimmers using buoyancy aid
5. Children unsupervised or inadequately supervised
6. Parental/carer 'teaching'
7. Customers using floats, inflatable devices and other similar equipment
8. Customers with special needs
9. Customers under the influence of drinks and/or drugs

Customer Interaction

Our customers are not always right, but they are always our customers. Members of staff must treat our customers with this key point in mind.

The majority of the Pool's work involves the teaching of swimming to children, school use and general public swimming. Members of staff should always bear in mind that our adult customers will be happy when their children are happy. Children should always be treated as individuals and with respect.

The following guidelines should be respected at all times

- Greet our customers with a smile
- Use polite language at all times, never becoming angry
- Reasons should be given for all directions
- Actively assist our customers when you can, and direct customers to another member of staff when you cannot
- Our customers are diverse; they must all be treated equally, as individuals.
- Personal and work related issues should be discussed in non-customer areas

Safety Education

Our customers will be safer if they are educated about potential risks, and how to act in light of them. Notices should be displayed throughout the building where risks are present, and safety information should be provided to new customers. It is crucial that this is backed up by staff identifying and correcting unsafe behaviour as it occurs.

Usage of the pool and dealing with swimmers

Un-programmed swimming

- 1 The pool must not be used unless a suitably qualified lifeguard supervises the pool
- 2 The maximum number of swimmers in the pool in an un-programmed swimming session at any one time is 20.
- 3 When introducing lane swimming the maximum number of swimmers may have to be reduced if lanes are specified for fast adult swimming involving fly and back crawl.
- 4 The minimum number of qualified lifeguards supervising the pool at any one time is **1**. However there must be an additional responsible adult on the premises to cover for the other lifeguard in cases when the supervising lifeguard has to deal with incidents that removes his attention from the pool. So in reality there will always be 1 qualified lifesaver and 1 responsible adult in the building at any given operational period.
- 5 Under 8 year olds must be accompanied by an adult in public sessions and private hire sessions. (This refers to ISRM Guidelines).
- 6 Lifeguards should identify weak swimmers for special monitoring.
- 7 The lifeguard should report poor water clarity to the staff member to consider activating EAP.
- 8 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.
- 9 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

The house rules above should be enforced. Other dangerous behaviour in the pool and on the pool surrounds should be stopped.

- 10 The swimmers must be constantly observed by lifeguards to ensure accidents and incidents are prevented. Call out procedures are:

Whistle communication

Whistle communication by Lifeguards is a recognised method of communication, there is actually a very effective contact code between lifeguards.

- | | |
|---------------------------|---|
| One short blast | = Gets the attention of your bather |
| Two short blasts | = Gets the attention of another teacher/Lifeguard/First Aider |
| Three short blasts | = Lets the other teachers/Lifeguards know you are taking |
| emergency action | |
| One long blast | = Indicates action to clear the pool |

Fun Session/Inflatables

When operating Fun Sessions that introduce into the swimming pool large or small inflatables and other items of fun equipment i.e. water pistols, stepping stones, rafts, large tyres etc.; the nature of the un-programmed event can become more hazardous and an additional risk assessment process needs to be undertaken to determine if the maximum swimmer numbers needs to be reduced to ensure safety and/or lifeguard supervision may need to be increased..

Factors to be considered are:

- Large inflatables reduce the water area of the pool available for swimmers to move in; they also may mask the lifeguard's view of parts of the pool so that additional lifeguards may need to be employed so that all of the pool water areas can be observed.
- All Fun Sessions tend to raise the excitement levels of the swimmer you are usually children and young persons thereby increase the risk factor.
- Some items of equipment such as stepping stones need lifeguard input to control the usage and prevent swimmers falling from the equipment and impacting on the pool decks.

Swimming Lessons & School Swimming Lessons

The pool must not be used unless a suitably qualified lifeguard or swimming teacher supervises the group or pool. The whole area of the pool is high risk but with adequate, active supervision these risks are reduced to a minimum.

School pupils and swimming lesson pupils are not allowed onto the poolside without permission of a staff member. When on the poolside outside shoes should not be worn.

School pupils and swimming lesson pupils may not enter the water without direct instructions to do so from a member of staff or swimming teacher.

Before a pupil's first lesson in the swimming pool and at regular intervals (termly) thereafter, the emergency evacuation procedures should be explained and practiced. The attention of pupils should be drawn to depth markings.

The maximum number of swimmers in the pool in swimming lessons at any one time is 20. This may be divided into:

- 3 x classes of 10 supervised by a minimum one teacher for each class
- 2 x classes of 15 supervised by a minimum one teacher for each class
- 1 x class of 20 supervised by a minimum one teacher for each class

The ratio of teachers' per class is determined by the ability and age of the group. Generally beginner/non-swimmer classes approximately aged 5-6 years should never exceed 10 swimmers per teacher. The guidance document ASA/IOS/RLSS/ISRM Safe Management of Swimming Lessons should be referred to. A good guide to ratios for swimming lessons is:

- Beginner Classes 1 teacher to 10 swimmers
- Improver Classes 1 teacher to 20 swimmers
- Special needs swimmers should be subject to an individual risk assessment and if need be 1 to 1 classes.

The teacher pupil ratio for all lessons involving school pupils under the Government's Nursery Scheme "Sure Start" should not exceed 1 to 8.

The ratios for swimming lessons apply to school classes.

The school children should be supervised at all times and in the changing rooms this task should be undertaken by the school teacher *in loco parentis*.

A swimming lesson register must be kept for each class group indicating:

- Each pupils progress and competency to date
- Any medical issue relating to any pupil in the class that may be relevant to their safety and development
- Any other issues that may be relevant for stand-in teacher to be aware of to ensure the safety and well-being of the class

Fun Sessions in swimming lessons and school sessions should be treated in the same manner as in un-programmed fun sessions.

Pool Hire

1. Occasionally the swimming pool is hired out for clubs and parties (See Contract for Hire).
2. The Contract for Hire or Hire Agreement includes a clause requiring the hirer to observe and operate within the parameters of the Pool Safety Operating Procedures, which includes this document and the Emergency Action Plans (EAP).
3. Fun Sessions in Pool Hire sessions should be treated in the same manner as in un-programmed fun sessions.

Competencies

- a. All the staff (employees, volunteers, workers) must be competent to undertake their roles. The following is a guide to the minimum competencies of the principle protagonists in the operation of the swimming pool. The term competency means a mixture of qualifications and experience that identifies that the staff member is able to perform the function required safely, efficiently and effectively.
- b. Lifeguard – a lifeguard for un-programmed swimming sessions must hold a RLSS National Pool Rescue Test or equivalent certificate. It must be kept valid by on-going training and re-validation.
- c. Swimming Teacher – a swimming teacher for a swimming lesson programme where he/she is managing a swimming class should hold an ASA Level 2 Swimming Teachers certificate or equivalent. ASA Level 1 Swimming Teacher can teach between 4 to 6 pupils within the class a supervising ASA Level 2 Swimming Teachers is managing. Swimming Teachers may teach from in the pool as long as there is sufficient pool side supervision provided.
A swimming teacher can life save their own class if they hold a minimum of a RLSS Rescue test for swimming Teachers and Coaches.
A swimming teacher, in the water, can no longer life save his own class.
- d. School Teachers – qualified school teacher have qualifications and competencies in class management but no skills relating to swimming teaching. An appropriate swimming teaching qualification such as the ASA Level 1 Swimming Teacher

Certificate will enable them to teach a class unsupported. Alternatively just with their school teaching competencies they can assist an ASA Level 2 Swimming Teacher with the class or support schoolteachers should have in addition to their teaching qualifications a ASA/BT School Teachers Award or equivalent or be a PE teacher with appropriate swimming teaching competencies.

- e. Water Treatment Management – staff who are responsible for taking pool water readings, adjust pool chemical dosing, handle pool water treatment chemicals, perform backwashes and minor maintenance tasks must have undertaken and have a valid ASA Pool Water Treatment Certificate or equivalent
- f. Helpers - Additional helpers need not be qualified, but must operate under the supervision of the qualified swimming teacher or schoolteacher.
- g. Contract hirer – Where the pool is hired out for use under a contract for hire and the Trust's staff is not used for lifeguarding then the hirer's lifeguards must meet the same standards that are applied to the Stamford Bridge Community Pool staff.

Systems of work

1. The pool programme has sessions of an insufficient duration to require work rotation and/or significant staff breaks. However fluid intake is important and lifeguards and swimming teachers should always have access to fluid when working in hot humid conditions.
2. Lifeguards working on the poolside for periods in excess of two hours must have a work rotation system so that they maintain concentration this does not mean rest breaks but alternative work patterns. A lifeguard should not work on the poolside for longer than two hours without relief from concentration.
3. Lifeguards that are young persons (between the ages of 16 and 18) must be supervised by an adult member of staff.
4. No swimmers must be left unsupervised in the pool hall or on the pool surround.

Operational Systems

- The Daily Safety Check should be carried out by a member of staff every morning before business. (see Routine Check List (Appendix Nine)
 1. The swimming pool covers must be placed on the pool every night where supplied
 2. Fire exits must be checked every morning before use to ensure they are free to operate properly in an emergency
 3. Lifeguard training must include means of escape and evacuation procedures.
 4. No glass should be brought into the swimming pool area.
 5. Evacuation Drills to be carried out quarterly.
 6. All portable electrical appliances brought on to the poolside whilst the pool is in use shall be battery operated.
 7. All staff must wear the appropriate Personal Protective Equipment provided as appropriate

Detailed work instructions

1. The bottom of the swimming pool should be swept of debris daily.
2. The scum accumulating on the pool walls at the water surface should be cleaned off as appropriate but at least weekly.
3. The pool surround should be sluiced down with disinfected water daily.
4. Debris must be removed from the bottom pool outlet and the grill checked to ensure it is secure.
5. All damaged equipment should be reported to the person(s) supervising the facility for replacement on authority of the Stamford Bridge Swimming Pool Committee.

Faeces contamination procedures (See also EAP):

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, the pool should be evacuated for the period of one complete water filtration cycle 4 to 6 hours.
3. In the event of receiving a positive plate count from a microbiological 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.

Epilepsy procedures:

Epileptics can swim and take part in normal activities providing that they have been seizure free for one year and on appropriate medication, or accompanied by an adult one to one helper. A 'buddy' system can be operated.

Asthma procedure:

Asthmatics should be recorded on swimming lesson and class registers in programmed sessions. Asthma inhalers should not be shared nor administered by staff except in severe conditions. Asthma sufferers should be encouraged to partake in public swimming sessions.

Disabilities

A disabled ramp has been provided to the pool hall externally but inside the current layout of temporary seating would have to be removed to allow sufficient space to get a wheel chair safely to the changing room. No disabled hoist or toilet is available. Lifeguards must assist the disabled swimmer in whatever way possible to ease access and exit from the pool.

First-Aid Supplies

- a. There must be a fully stocked first aid box accessible on the pool surround in all sessions.
- b. A qualified first aider should be available in the facility whenever the swimming pool is in use.
- c. There is an Incident/Accident Report Book available for the swimming pool. All incidents/accidents must be entered in this book.
- d. Accidents that must be reported to the HSE because of RIDDOR must be completed on the RIDDOR report form on the HSE website.
- e. Medication such as aspirin should not be offered to customers nor stocked in the First Aid Box.

Details of alarm systems and any emergency equipment, maintenance arrangements

- 1) There is a fire alarm system within the facility and lifeguards, swimming teacher and other staff should familiarise themselves with the manual system of raising the alarm in the EAP.
- 2) Emergency telephones calls should be made by mobile telephones
- 3) Fire extinguishers are situated in the plant room and in the main pool hall at both the shallow end and deep end. Staff should familiarise themselves with their type, size and use.
- 4) Fire extinguishers must be checked annually under a maintenance contract and checked by the staff weekly to ensure they are operational.

Canoeing

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

Sub Aqua

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

Staff Training

1. All staff must undertake the Fire Prevention Training within their first week of employment.
2. All staff must maintain their competencies and attend in-house training sessions where and when appropriate – see Competencies.
3. All staff should undertake a Manual Handling Course within one month of starting employment.

Child protection

Definition of Child Abuse

Child Abuse usually fits into one of the following categories:

- Physical Abuse
 - Deliberately injuring a child
 - Failing to prevent physical injury or suffering
- Sexual Abuse
 - Using a child or adolescent sexually for a persons' own gratification
- Emotional Abuse
 - The denial of proper love of affection
 - "Overprotection" of a child
- Neglect
 - Failing to meet a child's basic needs

Child Protection Officer

It is not the responsibility of anyone working in SBCP, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

SBCP will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Staff Clearance and Training

The Centre shall require successful completion of an Enhanced Criminal Records Bureau check prior to any member of staff commencing employment.

Photography

Use of photographic/filming equipment at sporting events. Written parental and child consent is required prior to taking and using photographs.

Videeing as a coaching aid: parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Poolside staff shall notify the person(s) supervising the facility in the case of breaches, who shall act to ensure the activity ceases

Procedure

Upon any issue relating to Child Protection arising, members of staff should make an immediate verbal report to the Chair of SBCP Committee, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Chair of SBCP Committee will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

Stamford Bridge Swimming Pool

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) details what must be done to evacuate both the swimming pool and changing rooms in the event of specific emergencies.

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

All staff and hirers must be fully familiar with these procedures and must be able to carry them out in emergencies and staff should receive appropriate training to undertake these procedures.

1. Fire

In the event of a fire 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 supervising the facility should then shout 'Fire, fire, fire'.

If there is an additional member of staff they should immediately dial 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 in the adjacent car park. This would be the normal assembly point from the front entrance and the alternative fire exit at the opposite side of the pool.

The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Bathers wearing swimwear should not be permitted to try and retrieve their clothes.

When the users are safely away from the fire area the person(s) supervising the evacuation should alert the Fire Brigade by dialling 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 a 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' or 'clear the hall'. 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 disinfection dosing equipment is housed at the deep end of the pool evacuation is always likely to be one of

the two available exits but probably that fire exit on the opposite side of the pool from the plant room as exiting from the main entrance/exit corridor forces the evacuees past the external plant room access. Bathers should not be permitted to try and retrieve their clothes.

When the users are safely away from the gas emission the person(s) supervising the facility should alert the Fire Brigade by dialling 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 whole adjacent school campus and adjacent residential housing.

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 blast of a whistle and announce 'clear the pool' or 'clear the hall'. The users should be moved to the area here 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 maximum figure of **30**. The person(s) supervising the swimming pool shall give one long blast 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 blast 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 999.

6. 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.

The pool should be cleared in the normal manner.

7. 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 999. First Aid should be administered if there is a qualified first aider present or capable of being summoned.

8. 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 blast 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 water and use the emergency mobile telephone to summon assistance as appropriate (see 7 above) or should then alert the Ambulance service by dialling 999 or arranging for another helper to do so.

9. Serious injury to other sports user

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 short blast of a whistle and announce 'stop what you are doing'.

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

10. 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. Swimmers 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 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.

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.

11. Faecal Fouling

4. 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.
5. In the event of a loose stool (Diarrhoea) being found in the pool, the pool should be evacuated for the period of one complete water filtration cycle 4 to 6 hours.
6. In the event of receiving a positive plate count from a microbiological 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.
7. In the event of faecal fouling the pool may be evacuated in the same manner as for loss of clarity.

There is no Emergency Action Plan for BOMB ALERT as it is considered that this is too remote a likelihood at this facility.

Appendices

- Appendix 1 – HSG 179 - Managing Health & Safety In Swimming Pools
- Appendix 2 - BS EN 15288-2 – Part 1 Safety requirements for operation
- Appendix 3 - BS EN 13451 -1 Swimming Pool Equipment – Part One
- Appendix 4 - BS EN 13451 – 2 Swimming Pool Equipment Part 2 Ladders
- Appendix 5 - BS EN 13451 – 5 Swimming Pool Equipment Part Five Lane Lines
- Appendix 6 - Swimming Pool Temperatures
- Appendix 7 - Safe Management of Swimming Teaching and Coaching
- Appendix 8 - ASA Aquapedia
- Appendix 9 - BSi PAS 39:2003 ‘Management of public swimming pools – water treatment systems, water treatment plant and heating and ventilation systems – Code of Practice’.
- Appendix 10 - Stamford Bridge Pool Fire Drill Form
- Appendix 11 - Getting to grips with manual handling
- Appendix 12 – Guidance on the submersion of babies
- Appendix 13 – HSE Legionnaire’s Disease – Code of Practice
- Appendix 14 – ISRM Guidance on Pseudomonas and inflatables
- Appendix 15 – ISRM Lane Swimming Guidance
- Appendix 16 - Guidance Booklet for the Management and Delivery of Teaching and Coaching of Swimming
- Appendix 17 – Risk Assessment – Young Persons at Work
- Appendix 18 - Risk Assessment for New and Expectant Mothers
- Appendix 19 – Swimming Teaching whilst pregnant
- Appendix 20 – Safe use of ladders
- Appendix 21 – Top ten tips for backs
- Appendix 22 – Guidance notes for the use of wheelchairs on poolside
- Appendix 23 - Diving into swimming pools – the issues facing swimming clubs and swim schools
- Appendix 24 – Breathing techniques and over breathing
- Appendix 25 – Risk Assessment – swimming competition events
- Appendix 26 - The Use of Electrical Equipment and Appliances near Swimming Pools
- Appendix 27 - Accident/Incident Report Form
- Appendix 28 – Contractors Health & Safety Information Leaflet
- Appendix 29 – Asthma and Swimming
- Appendix 30 – Teaching in the water and the handling of pupils
- Appendix 31 – The use of swimming goggles
- Appendix 32 – Activities and water depths
- Appendix 33- Disability provision
- Appendix 34 – Diving into swimming pools
- Appendix 35 – Jumping into swimming pools
- Appendix 36 – Swimming pool teachers and pool breaks
- Appendix 37 – Hire Agreement
- Appendix 38 – Health & Safety Policy Statement
- Appendix 39 - Routine Checks
- Appendix 40 – Water Treatment Records & Log Sheet