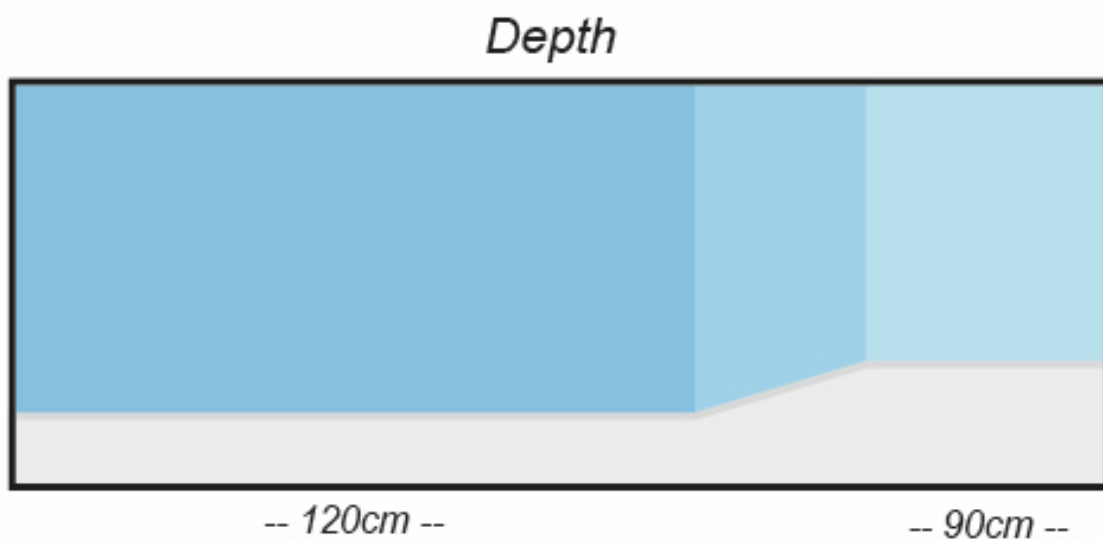


Pool Safety Operating Procedure Morriswood Swimming Pool

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INTRODUCTION

The Pool Safety Operating Procedure (PSOP) consists of the Health and Safety Policy (HSP,) the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the Pool, Changing facilities and associated Plant and Equipment.

This document uses the following terms:

Pool Owner He/She has ultimate accountability for health and safety on site and generally onsite most days, can be called for advice on 07500 808898 if not on site.

Private Hire Group Leaders this is the adult who has made the booking and is responsible for the safety and behaviour of their group (or the adult they have delegated these responsibilities to in their absence.) For Swim School sessions, the Group Leader is the Senior Coach/Teacher.

Swimmer this is anyone using the Pool, so it includes non-swimmers too. We thought that 'bathers' seemed a bit dated and 'pool users' sounds too impersonal!

Morriswood Swimming Pool Owners are aware of our obligations under the Health and Safety at Work Act 1974 and recognise that accidents, incidents and ill health are preventable in many cases. It is our intention to foster the necessary organisational arrangements and culture to control the risks to the best of our ability.

The Policy applies to all staff, Contractors, Group Leaders, Swimmers and Visitors.
Our general policy is:

To provide adequate control of the health and safety risks arising from the use and maintenance of the Morriswood Swimming Pool complex.

To consult with private hire Group Leaders and Staff on matters affecting their health and safety

To provide and maintain safe plant and equipment.

To provide information and instruction for our Group Leaders on health and safety issues.

To ensure that all staff are competent to do the tasks they have been asked to do and ensure training is given where necessary.

To maintain safe and healthy working conditions.

To review and revise this policy as necessary at regular intervals.

Overall responsibility for Health and Safety lies with the Pool Owner but Group Leaders take responsibility for themselves and their group whilst in the pool complex.

GROUP LEADERS' RESPONSIBILITIES

Group Leaders must:

Adhere to the Normal Operating Plan and the Emergency Action Plan below.

Ensure that they and members of their group never interfere with anything provided which has been put in to ensure their safety.

Report all health and safety concerns to the Pool Manager.

Look after their own health and safety as well as those in their group whilst using the Pool complex.

HEALTH AND SAFETY RISKS

A risk assessment was conducted in January 2021 as Morriswood Swimming Pool was about to open. It will be reviewed and updated as necessary at least once per year and always after any major incident.

COMPETENCY FOR TASKS AND TRAINING

This document and the Pool Owner explains to all Private hires/ Group Leaders /Swimming Teachers that they must adhere to the health and safety rules at the Pool by including their responsibility to adhere to all sections of this PSOP in the Code of Conduct and the Swimming Agreement.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Should an accident occur, record it in the Accident Book in the Cupboard on poolside The health and welfare of our Pool Swimmers, Visitors and Staff is of paramount importance to us.

MONITORING

The Pool Owner will monitor that Group Leaders and Staff are adhering to the requirements in this PSOP and the Code of Conduct whilst carrying out their duties.

The Normal Operating Plan (NOP) sets out the way Our Pool operates on a daily basis. It includes details of the layout, equipment, manner of use, user group characteristics and any hazards or activity-related risks.

DETAILS OF THE POOL

Length	
Width	4.5m (14ft to 7m (21ft)
Depth	90cm (3ft) to 1.2m (4ft)
Surface Water Area	60m ² (
Temperature	33° Centigrade
Maximum Swimmer Load	33 persons per hour continuous use.
Minimum Swimmer Load	2

Our Pool is contained in a brick built building with large patio doors and lots of natural light. It's a concrete, tiled Pool refurbished in November 2020 to commercial standards.

The pool tiles are made from recycled glass. There are two sets of ladder steps into the Pool for accessing and leaving the Pool and a safety handrail all the way around the inside of the Pool.

There are eight individual changing rooms. All floors have non-slip tiling.

From the Pool, Swimmers will be able to enjoy views over the town of Horsham and you the South Downs is also visible in the distance.

There are 21 parking spaces in front of the main house. Please be aware of traffic moving on site at all times.

Our Pool is used by the following types of users:

Swim Schools, where the Pool is hired to a recognised teaching company, who are responsible for the health, safety and behaviour of those in their class.

Private sessions, where the Pool is hired by members of the public for use by them, their friends and/or family.

The person making the booking (the Group Leader) is responsible for the health, safety and behaviour of those in their group.

Owner/staff sessions, where the pool is used by the owners or their staff, their friends and/or family when the pool is not booked by the above.

The Owner or Staff member arranging the session is deemed to be the Group Leader and is responsible for the health, safety and behaviour of those in their group.

A plan of the Morriswood building can be found at Appendix A.

POTENTIAL RISKS

An appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified. The following hazards have been assessed as being High or Medium severity in the current Morriswood Pool Risk Assessment:

Persons entering the Pool inappropriately, for example, by diving or 'bombing.'

Persons exhibiting boisterous or unruly behaviour.

Persons gaining unauthorised access, for example: persons gaining access to the Pool when it is not in use or not supervised.

Non-swimmers wandering back into the pool from the Changing rooms at the end of a swimming session.

Absence of, or inadequate response of, the Group Leader in an emergency.

Tag games or 'horseplay' in the pool or on the poolside.

Acrobatics and throwing games.

Water contamination.

DEALING WITH THE PUBLIC

Safety messages are communicated to Swimmers by the following means:

Posters and/or letters on the notice board in the Reception area
(e.g. addressing issues that need to be notified immediately or reminders of safety rules that have been breached repeatedly)

Email circulars
(e.g. new or updated safety rules)

Issuing Our Pool Code of Conduct
(issued to all Group Leaders when they first book and to all Group Leaders when updated)

Making Our Pool Code of Conduct available to all Swimmers
(displaying a copy on the Owners and Swim School web sites)

Swimmers gain access to the Pool Complex and property entrance by entering the code into the electric gates or via obtaining a key from keysafe near the entrance door. This twin lock system ensures access to the property to the hirers only.

When the Complex is not being used, the Pool Manager locks it with the key.

All Group Leaders are welcome to meet the Owner for a personal induction session in the Pool Complex before hiring the Pool for the first time. If you have never visited the Pool before, please call 07500 808898 before making a booking to arrange a meeting/viewing.

Any breach of the Pool Code of Conduct will result in a warning by the Pool Owner. Any further breach will result in the session being terminated. Repeat offenders may have their hire contract terminated.

GROUP LEADERS' / SWIMMING TEACHERS DUTIES AND RESPONSIBILITIES

Our Pool operates as a private hire Swimming Pool and does not provide lifeguards. Group Leaders are responsible for the health and safety of those in their group and for ensuring that all those in their group follow the directions in this document and in the Pool Code of Conduct.

Group Leaders must report any failures of safety equipment by calling the Pool Manager.

SYSTEMS OF WORK

The Pool Manager is responsible for the operation of Our Pool. The name and mobile phone number of the Pool Manager on duty is posted on the notice board on Pool Side.

The Group Leader is responsible for the health, safety and behaviour of all members in the group and for escalating issues to the Pool Manager (e.g. contacting the Pool Manager in the event of an accident or reporting broken safety equipment.) In the event of an emergency, the Group Leader must call 999 (the Group Leader must have a mobile phone with a useable signal at every session). A reminder of the number to call and the full address of Our Pool are posted on the notice board on Pool side.

No diving is allowed at any time. If possible, lifesaving should be carried out from the poolside using the equipment supplied (reach pole, ring pole and life buoy).

OPERATIONAL SYSTEMS

The Pool cover is rolled out and the Pool building is locked up after the last session each night by the Pool Manager, who is trained in the safe use of Pool covers. The Pool building is unlocked and the pool cover is wound in before the first session each morning by the Pool Manager.

Access to the pool building is via a numeric keypad at the main door. The code is changed at least every quarter.

DETAILED WORK INSTRUCTIONS

Diving into the pool is prohibited as the pool is only 4 feet (1.2 metres) deep at its deepest point. No-one will have access to the Plant Room without the Pool Manager's Consent. The Plant Room is kept locked at all times and no access is allowed unless with prior consent – signs rendering the Plant Room non-permissible are visible on the Plant Room door.

Water sampling will be carried out before the Pool Complex opens in the morning and at regular intervals thereafter.

Backwashing will be carried out after the final session of the day (rather than during a swim session) whenever possible.

The Health & Safety Executive (HSE) 'Managing Health & Safety in Swimming Pools' 2003 HS(G)179 and Pool Water Treatment Advisory Group (PWTAG) 'Swimming Pool Water Treatment & Quality Standards' 1999 books are kept in the Plant Room for reference purposes.

FIRST AID SUPPLIES AND TRAINING

A fully-equipped First Aid Kit is located in a marked cupboard on Pool side.

The Pool Manager will check the First Aid Kit every Monday morning and replace any used or faulty items. Owing to the nature of the business, we do not provide first aiders.

The Group Leader is responsible for the health and safety of those in the group and must have a mobile phone with a useable signal in case the emergency services are needed. The Group Leader is responsible for ensuring that all rubbish is taken off of the premises and disposed of in a timely fashion.

DETAILS OF ALARM SYSTEMS AND EMERGENCY EQUIPMENT

A 'bells only' Alarm is located near the entrance door to the Pool along with a 'fire action' Sign.

A Co2 Fire Extinguisher is located outside the Plant Room door.

In the event of a power failure, the emergency lighting will be activated. Actions to be taken can be found in the Emergency Action Plan below.

Each of the toilets is fitted with an alarm. In most circumstances, the Group Leader will be able to rectify the situation but if the situation requires the toilet door to be opened from the outside, call the Pool Manager.

The following rescue equipment is available by the Poolside:

2x Life Buoys
2x Lifeguard Floation aids
2x Reach Poles

EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) gives specific instructions on the action to be taken, by all staff, in the event of a foreseeable emergency.

OVERCROWDING

Do not allow any more people into the Pool and remove the excess swimmers immediately!

DISORDERLY BEHAVIOUR (INCLUDING VIOLENCE TO STAFF)

Inform the Group Leader immediately. If the offender is not one of your group call the Pool Manager. If necessary, clear the Pool and isolate offenders.

Do not argue and do not attempt any physical intervention.

Call 999 if necessary.

LACK OF WATER CLARITY

If the clarity of the water deteriorates during a session clear everyone from the Pool IMMEDIATELY and call the Pool Manager.

If the clarity of the water is poor on entering the building, do not allow the Swimmers to enter the pool and call the Pool Manager.

The Pool Manager will:

Conduct a water test.
Check that the Plant Room Equipment is operating correctly.
Close the Pool until normal conditions are restored.

FAECAL OR VOMIT CONTAMINATION

Clear the Pool IMMEDIATELY.
Ensure all Swimmers shower thoroughly.
Close the Pool and call the Pool Manager (who is a trained Pool Plant Operator)
No unauthorised Personnel are to enter the Pool building until the 'all clear' has been given by the Pool Manager.

The Pool Manager will:

Remove the Contaminant.
Conduct a Water test.
Close the Pool until normal conditions are restored

DIARRHOEAL CONTAMINATION

Clear the Pool IMMEDIATELY.
Ensure all Swimmers shower thoroughly.
Close the Pool and call the Pool Manager (who is a trained Pool Plant Operator.)
No unauthorised Personnel are to enter the Pool building until the 'all clear' has been given by the Pool Manager.

The Pool Manager will:

Remove as much of the Contaminant as possible.
Maintain Chemical levels at top of range.
Add Coagulant filter for three turnover cycles.
Backwash as recommended for filter.
Reopen the Pool when normal conditions are restored.

OUTBREAK OF FIRE (OR SOUNDING OF THE ALARM TO EVACUATE THE BUILDING) ON DISCOVERING A FIRE

Activate the alarm.
Call Swimmers from the water.
Instruct everyone to leave via the nearest exits and go to the fire assembly point (the Stables opposite the Pool Main Car Park.)
If it is safe to do so, check the changing rooms, toilets and showers to ensure nobody is left in the building and ensure all doors and windows are closed.
Call 999 and ask for the Fire Brigade.
Call the Pool Manager.
Do not re-enter the building (or allow anyone else in your group to do so) until the Pool Manager gives the 'all clear.'

ON HEARING THE FIRE ALARM SIGNAL

Leave via the nearest exit and go to the fire assembly point (the Stables opposite the Pool Car Park.)
If it is safe to do so, check the changing rooms, toilets and showers to ensure nobody is left in the building.
Do not re-enter the building (or allow anyone else in your group to do so) until the Pool Manager gives the 'all clear.'

LIGHTING FAILURE

In the event of mains failure, the emergency lighting will automatically come on. There will be sufficient lighting to enable Staff to clear the Pool/Changing Rooms but the emergency lighting is not sufficient to continue using the complex safely. Instruct people to change and clear the building, collecting all their belongings. Close all the doors.
Call the Pool Manager.

STRUCTURAL FAILURE

If any signs of main structural failure appear, clear the building IMMEDIATELY and contact the Pool Manager.

EMISSION OF TOXIC GASES

If there is a release of toxic gases, clear the Pool IMMEDIATELY.
On leaving the building, activate the fire alarm and move to the fire assembly point (the Stables opposite the Pool Complex entrance.)
Contact the Emergency Services by dialling 999.
Contact the Pool Manager.

SERIOUS INJURY TO A SWIMMER

Assess the injury and administer first aid and/or call the emergency services on 999.
Keep the injured person safe and warm.

Clear the Pool, instructing the other Swimmers to get changed and wait on Pool side or leave the premises, as necessary.

Call the Pool Manager, who will make any arrangements necessary for cancelling subsequent Swim Sessions.

Call the Parent, Guardian and/or next of Kin of the injured Swimmer, if appropriate.

If the injured Swimmer is suspected of having sustained a Spinal Injury, stabilise them in the water or Poolside and do not attempt to move them prior to the arrival of the emergency services.

All serious injuries requiring hospital treatment MUST be reported in the Accident Book in the Poolside Cupboard.

Provide the following information:

Name and address of the injured party

Contact telephone number

Age

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

You have a legal duty to supply this information.

Failure to do so could lead to the cancellation of your group's Swimming Pool booking.

DISCOVERY OF A CASUALTY IN THE WATER

Rescue the Casualty and follow the instructions above for Serious Injury to a Swimmer.

DOCUMENT INFORMATION REVIEW

The PSOP will be reviewed and revised if necessary:

With the installation of new Equipment.

After a major Incident (e.g. accident requiring hospitalisation or near drowning.)

Following the identification of a trend of Minor Accidents.

Structural Change

At least once per Calendar year.

Any revisions to the PSOP will be communicated to all Staff and Group Leaders.

FAECAL CONTAMINATION AT MORRISWOOD SWIMMING POOL

Solid Faeces

Solid Faeces are relatively easy to deal with. It is unlikely that the Perpetrator is suffering from an acute gastrointestinal illness. And the microorganisms in it are relatively contained.

1. The stools should immediately be removed from the pool using a scoop or fine mesh net and flushed down the toilet (not put in any pool drains.)
2. There must be certainty that all the Faeces have been captured and disposed of. If not, and there is possible widespread distribution of the Faeces in the Pool, then the Pool should be closed and the advice below for Runny Faeces considered.
3. All equipment that has been used in this process should be disinfected using a 1% solution of hypochlorite.
4. If the Pool is operating properly with appropriate disinfectant residuals and pH values, no further action is necessary.
5. Depending on the extent of the contamination, how public it has been, and how quickly it can be dealt with, Operators should consider clearing the Pool of bathers for, say, 30 minutes while steps 1- 4 are negotiated. This is certainly necessary if the Faeces has broken up. Bathing should not resume until all the Faeces have been removed.

Runny Faeces

Runny Faeces will result in pool closure for at least six hours. Please contact the Pool Owner on 07500 808898 immediately.

Here the main emphasis is on effective filtration, which should remove some 99% of the Cryptosporidium Oocysts in each pass of Pool Water through the filter.

Coagulation is in constant use at Morriswood Swimming Pool and bugs like Cryptosporidium Oocysts are captured in the floc used. Morriswood being a Commercial Pool also has a UV Steriliser System that also kills 100% of all known germs and 99% of water filtered once an hour when pumps are running on full power. However, 99% isn't good enough and guidance says that a Pool must be filtered six times before reopening.

Secondary disinfection via UV and Superchlorination are also relevant – Please contact Tony Hogben on 07500 808898 after any Runny Faeces Contamination Incidents.

1. Close the Pool and advise any Swimmers to shower.
2. As the Pool Owner, I or another member of Staff will increase the disinfectant levels to the maximum permitted range for our particular Pool (e.g 5.0mg/l free chlorine) and the pH value at the bottom of its range (e.g pH 7.0.) This will maintain an excellent level of microbiological protection, but would fade Swimming Costumes if it was always kept this high.
3. I, or another member of Staff, will ensure that the Coagulant dose is correct – for continually dosed PAC, 0.1ml/m³ of the total flow rate. Again, no action is needed but as the Pool Owner, I will ensure that the Floc dosing Coagulant is working correctly.
4. Our Pool Filters are Deep Bed Sand Filters and exceed the minimum requirement for Commercial Filters by 50%. We have 1.2 metre bed depth on our Filters but this still means that we must filter the water six times before re opening. The variable Speed Pool Pumps will be turned up full and this means that the Pool will be closed for six hours minimum and likely to be for the rest of the day in most cases.
5. We will monitor disinfection residuals throughout this period.
6. We will vacuum and sweep the Pool. Cleaning equipment, including Automatic Cleaners, should be disinfected after use. This will at least remove faecal contamination from surfaces and into the main pool water circulation, for eventual removal.
7. We will ensure the Pool Treatment Plant is operating as it should (filters, circulation, disinfection.)
8. After six turnovers, we will backwash the filters.
9. Allow the Filter Media to settle by running water to drain for a few minutes before reconnecting the Filter to the Pool.
10. All Skimmer Baskets must be emptied before the reopening of the Pool.
11. We will check disinfection and pH levels. If they are satisfactory, re-open the Pool. These should now be turned back down to normal levels.

