



# Congleton Amateur Swimming Club

## Pool Safety Operating Procedures

### 1) Introduction

Pool Safety Operating Procedures are in place to make the pool a safe, clean and fun place to learn how to swim and maintain skills and fitness. They inform the swimmers, volunteers and parents and carers of the working practices of the establishment and the actions to be taken in an emergency. They form part of the Health and Safety policy.

It is essential that all teachers and other volunteers at the club are familiar with, and fully understand, those aspects that affect the activities in which they are involved.<sup>1</sup> Running the pool safely and hygienically can only be done with the co-operation of all users of the pool.<sup>2</sup>

The Leisure Centre Manager is responsible for compiling the Operating Procedures at Congleton Leisure Centre as a representative of Everybody Sport and Recreation, operator of the pool. This procedure is based on the Leisure Centre document.

### 2) Details of the Two Pools

#### 2.1. Main pool

- The pool is a rectangular shape measuring 25mx9m. The depth ranges from 0.9m at the shallow end to 2m in the deep end.
- There are four detachable sets of steps leading from the poolside into the water: - two in the deep end and two in the shallow end
- The pool can be divided into six lanes if needed. The lane ropes are kept on a circular frame in the store room.

#### 2.2. Teaching pool

- The pool is a rectangular shape measuring 5m x 12.5m.
- There are shallow steps with walk-in entry to a depth of 0.9m.

#### 2.3. General

- The disinfecting agent is the responsibility of the Leisure Centre.
- The Plant Room is situated just off the poolside at the opposite end to the entrance. It contains all the equipment and chemicals needed to run the pool.
- The equipment cupboard is at the side of the pool near the Plant Room. All equipment must be replaced after use.
- Lights for the Pool Side are situated in the Manager's office on the far wall.
- The First Aid box and a first aid cupboard are in the Manager's Office, as well as both internal and external phones and emergency first aid kit and laerdal mask are kept on poolside on the windowsill by the pool Manager's office. There are several first aid kits in reception.

#### Emergency Equipment

- 1) Torpedo buoys – 3 x poolside, patrolling lifeguard must carry this aid
- 2) Throw bags – 4 x poolside

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<sup>1</sup> The document is informed by the Health and Safety Executive "Managing health and safety in swimming pools.

<sup>2</sup> Where the word '**must**' is used in this document, it means a legal obligation, ie you are breaking the law if you do not comply. Terms such as '**should**' and, '**need to consider**' do not indicate a legal obligation, but do indicate good practice. Other terms such as '**you may**', '**you are recommended to**' give general pointers on the way an objective may be met as legally acceptable ways to achieve the same objective.



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- 3) Pool alarm – 4 x 1 by lifeguard chair, 1 by First Aid room, 2 in same position on opposite side of the pool
- 4) Reach poles – 6 x poolside
- 5) Pocket masks – 4 x poolside next to pool alarms
- 6) Rescue board – 1 x poolside, 1 x First Aid room (training only)
- 7) Lifeguard chair – 1 positioned as image



- Access is via five entrances; one leading from each of the changing rooms (male, female and disabled), one from the locker area and one from the Leisure Centre Manager's office.
- The main pool cover is situated in the deep end of the main pool on stainless steel brackets with a motorised remote controlled system. It is to be operated by Leisure Centre staff only. The pool cover is to be put on or taken off when there is no member of CASC is on the poolside. The pool cover is 25.2m in length and 9.3m in width.
- The training pool cover is situated in the deep end of the training pool on stainless steel brackets with a motorised remote controlled system. It is to be operated by Leisure Centre staff only. The pool cover is to be put on or taken off when there is no member of CASC is on the poolside.

### 3) Risk Assessment and Hazards

Risk assessment is central to the effective management of health and safety. Although the Leisure Centre pool operator is ultimately responsible for overall safety, this responsibility unequivocally embraces CASC as users of the swimming pool. Risks must be adequately identified, assessed and controlled to prevent harm to anyone affected by the activity.

The degree of risk needs to be balanced against the time, trouble, cost, benefit and physical difficulty of taking measures to avoid or reduce the risk. However, it should not be used as an excuse to avoid taking safety measures, and if unsure the Club should err on the side of caution.

The Leisure Centre Manager carries out a formal risk assessment, which is accounted for in their Pool Operating Procedures. The Manager will update the Club management committee of the Leisure Centre's requirements from this.

However, each time the pool is used, the nominated person from CASC must carry out an Activity Risk Assessment, with information from the Leisure Centre Duty Manager. This is a visual appraisal before and during the activity, based on the users' ability, knowledge of them, and their experience and age.

The hazards most likely to be encountered in this Risk Assessment can be categorised under one of four headings: Physical Hazards; Activity Hazards; People Hazards; and Teaching Hazards.

#### 3.1. Physical Hazards



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This list is not exhaustive. CASC has responsibility for making the club's own risk assessment.

Potential Risk	Suggested Solution
<b>Outside the Pool Hall</b> Wet and/or dirty floors in the changing rooms	<ul style="list-style-type: none"><li>All outdoor shoes should be taken off before entering the changing rooms</li><li>Care should be taken in areas with wet floors</li><li>Warning notices are displayed by the Leisure Centre</li></ul>
<b>Inside the Pool Hall</b> Poolside Hazards- e.g. steps, safety/training equipment, pool cover, frame for lane ropes.	<ul style="list-style-type: none"><li>The people in charge, i.e. the teachers, with the Leisure Centre lifeguards, should properly supervise pool users</li><li>There should be no running on the poolside</li><li>Equipment should always be replaced in the correct place after use</li><li>The pool cover to be put on/taken off by trained members of Leisure Centre staff only</li><li>All people in charge of pool activities should be familiar with the design of the pool and have read the Pool Operating Procedure</li><li>The Leisure Centre will provide specific signs whenever there is a risk that has not been avoided or controlled by other means. Signs will only be used if they would reduce a risk, and where the risk is significant.</li><li>Teachers should be extremely vigilant and keep changing their position</li><li>There are signs on the poolside walls with the depths marked</li></ul>
Lighting causing glare on the water.	<ul style="list-style-type: none"><li>Teachers should be extremely vigilant and keep changing their position</li></ul>
Changes in depth of pool water	<ul style="list-style-type: none"><li>There are signs on the poolside walls with the depths marked</li></ul>

### 3.2. Activity, Teaching and People Hazards

#### 3.2.1. Lifeguards

No CASC session must be run without a qualified lifeguard on duty at all times. They must hold a current National Pool Lifeguard qualification, or another qualification deemed acceptable by the pool management.

Teacher and committee member training will need to be updated every two years, or if the committee sees a training need before this date, and this is the responsibility of the Training Officer.

Lifeguards are there to facilitate safe activity. They are trained to do a job and pool users must respect this.

#### 3.2.2. The Whistle Code

1 short blast: to attract an individual's attention

3 short blasts: everyone in the water must Stop, Look and Listen

1 long blast: everyone must clear the water immediately.

#### 3.2.3. Overcrowding

The maximum number of swimmers in a CASC session is based on the maximum permitted in public swims, i.e: public swims – 100 bathers; family fun swims – 75 bathers; inflatable swims/pool parties – 60 bathers.

The teachers must not allow these numbers to be exceeded.

Teachers must follow guidelines issued by the ASA (Refer to the publication Safe Supervision for Teaching and Coaching Swimming)

Recommended pupil/teacher Ratios: -



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- 1:1 Disabled Swimmers needing constant support 1:1
- 1:4 Beginners Classes minimum 1:1
- 1:6 Early Intermediate
- 1:8 Intermediate

### **3.2.4. Hygiene**

Pool users must be encouraged to use the toilets and to shower before entering the pool. This significantly reduces the amount of dirt and bacteria going into the pool and, consequently, the amount of chemicals needed. There are posters in the changing rooms to encourage use of toilets and showers.

Some users may develop a rash called if they do not shower properly after using the pool.

Spectators are encouraged to remove outdoor shoes or cover them with shoe covers before entering the pool area. This will also help to protect the fabric of the pool surround.

### **3.2.5. Diving**

Only standing, shallow, racing type dives are allowed. Divers must be careful that there are no other swimmers in the area into which they are going to dive

Starting blocks are not used.

### **3.2.6. Swimmers with Medical Conditions**

The parents or carers of any junior member with a medical condition which could affect their swimming, must declare it to the club on registration and if such a condition is subsequently diagnosed. Parents and carers are requested to seek medical approval prior to the junior member swimming:

- Heart problems
- Epilepsy
- Diabetes
- Asthma
- Proneness to frequent blackouts or fainting
- Being under any medication which may affect their performance

In the interests of safety, swimmers who frequently suffer the effects of these conditions are strongly advised to be accompanied by a competent adult who has prior knowledge of the condition and the ability to carry out an effective rescue.

CASC will tell the lifeguard about the swimmer's condition before they get in the water and advise the lifeguard about any medication or assistance they may need.

Swimmers with the following, should not enter the water:

- Vomiting
- Diarrhoea
- Infectious skin rashes
- Open Wounds
- Ear infections

### **3.2.7. Use of facemasks, snorkels and flippers**

No such equipment will be used during any CASC session.

### **3.2.8. Use of Lane Ropes**

Lane ropes will be used for the 7:30pm junior session and the adult session. All lane ropes should be connected by the Leisure Centre staff using the brackets provided and returned to the storage unit after use.



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### 3.2.9. Rules of Lane Swimming:

- No sitting or hanging on the lane ropes
- Swimmers may only stop at either end of the pool unless they get into difficulty
- Swimmers must be very careful to avoid head-on collisions with other swimmers when overtaking
- All swimmers must swim either clockwise or anti-clockwise in the same lane

### 3.2.10. Manual handling

Manual handling is the transporting or supporting of loads by hand or by bodily force.

The risks from manual handling to the health and safety of Club members and volunteers must be included in the activity risk assessment.

The Club is required to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling which cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

Club volunteers should:

- follow appropriate systems of working laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with the Club committee and the Leisure Centre staff health and safety matters.

When manual handling is unavoidable, review the task and think about how good techniques can help reduce the risk. This could include reorganisation or redesign of the task, sharing the load or using mechanical handling equipment, only under the supervision of the Leisure Centre staff.

## 4) Information for CASC volunteers

### 4.1. Key Tasks for Door Volunteers

- The register of swimmers is stored in the CASC locked cupboard in the equipment room.
- All swimmers must be logged in the register at the beginning of each session.
- Advise the swimmers for the first session when the required number of teachers and the lifeguard are in position, before which they must not enter the changing room.
- The register is to be put away in the locked cupboard at the end of the session.
- If any junior member is not met at the end of the session, the door volunteer is to find the emergency contact number from the register file and call the number.

### 4.2. Key Tasks for Teachers

- All equipment to be put away at the end of the session (lane ropes are the responsibility of the Leisure Centre).
- As there is an adult session following the junior sessions, there is no requirement to check that all swimmers have left the pool.
- To supervise pool activities and safe use of equipment
- To encourage responsible behaviour by the swimmers
- Maintain safe, clean and hygienic conditions on the pool sides
- Drinking water during the club session is a good idea to maintain hydration and stay alert. No food is to be eaten on poolside.
- If you feel ill please inform the other teachers as soon as possible. If there are not enough teachers poolside when this teacher leaves, the session must end.

### 4.3. Poolside Rules for all Teachers

- Never turn your back on the pool
- Do not allow food to be eaten on the poolside



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- Keep jewellery to a minimum
- Do not allow yourself to be distracted
- Discourage dangerous or anti-social behaviour e.g.
  - Running dives
  - Running
  - Ducking
  - Pushing in or pulling out of the water
  - Petting
  - Obscene language
  - Bombing
  - Inappropriate clothing
  - Armbands worn on feet

### 5) Emergencies

#### 5.1. First Aid

If necessary, teachers that possess a current First Aid Certificate, National Pool Lifeguard Qualification, Rescue Test for Swimming Teachers and Coaches or other qualification accepted by the pool management can administer First Aid. When doing this, they must make sure the pool is adequately supervised or evacuate the pool hall.

There are 2 First Aid boxes in the Pool Managers office (see point 2.3). It is the responsibility of anyone using first aid equipment to let the Duty Manager know it has been used. This should be done when they fill in the Accident Report Form, with as much detail about the incident as possible.

There is also an emergency first aid kit and laerdal mask kept poolside on the windowsill by the pool Manager's office (see point 2.3).

#### 5.2. Emergency Action Plan

In any type of emergency the most important thing is to remain calm and to THINK.

##### 5.3.1. Minor emergencies

Minor emergencies are those that, if handled properly, do not result in a life-threatening situation. If not dealt with promptly and effectively they can escalate into something far worse.

##### Minor Non-Medical Emergencies Problem

##### Procedure

Disorderly behaviour

Give 2 warnings then ask the bather to leave the pool.

If there is a problem, ring the parent or carer.

Substance abuse

If it is suspected that someone has been drinking or taking drugs, they should be asked to leave the pool and the parent or carer informed.

If they refuse or threaten to get violent, call the police

Water Clarity

If you cannot see the bottom of the pool, clear the pool immediately and inform the Duty Manager. He or she can be contacted at reception.

Power Failure

If the pool lighting fails, emergency lights will come on. Ask all swimmers exit the pool and wait in the changing rooms until it is ascertained whether the power will come back on. If not, end the session.



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### Structural Damage

If anything structural, such as tiles or grids should become cracked or broken, cordon off the area so no one can get hurt. Inform the Duty Manager straight away.

### 5.3.2. Minor Medical Emergencies

This includes such things as cramp, chipped teeth and light bleeding. The most appropriate course of action is dependent on many factors. The lifeguard will call for assistance from other Leisure Centre staff and will take over First Aid requirements.

For all Emergencies an Incident Report Form needs to be completed. There is a book for this purpose kept with the CASC register.

### 5.3.3. Major Emergencies

A RIDDOR report form must be completed within 7 days and submitted following certain work-related accidents and cases of ill health. Forms are kept in the Leisure Centre. This is the responsibility of the CASC Health and Safety Officer.

### 5.3.4. Major Non-Medical Emergencies

#### Spillages in the Pool

The responsibilities for managing spillages belongs to the Leisure Centre staff.

#### Faeces/Sickness

The responsibilities for managing faeces and sickness belongs to the Leisure Centre staff.

#### In the Water

Clear the pool and ask for assistance. You will need help with making phone calls, and with removing the casualty from the water if necessary. If there is no help, then stay in the water with the casualty until help arrives.

### 5.3.5. Major Medical Emergencies

In all cases, it is the responsibility of the Leisure Centre staff to manage, although it is possible that the CASC teachers will be asked to help, particularly around making sure the situation does not get worse and that other people are removed from danger.

### 5.3.6. Evacuation Procedure

If the fire alarm sounds, please follow these instructions:

- Evacuate the pool and follow the evacuation procedure. Meet at the assembly point in the car park.
- Once at the assembly point, wait to be advised that it is safe to return to the pool complex.