

DUNFIELD HOUSE LIMITED

# SWIMMING POOL

## Normal Operating Procedure & Emergency Action Plan

This document is specific to the swimming pool at DUNFIELD HOUSE

### INTRODUCTION

This document aims to identify the operating rules and emergency arrangements for Dunfield House swimming pool when used by groups booked into Dunfield House or Dunfield Stables or when used for community use.

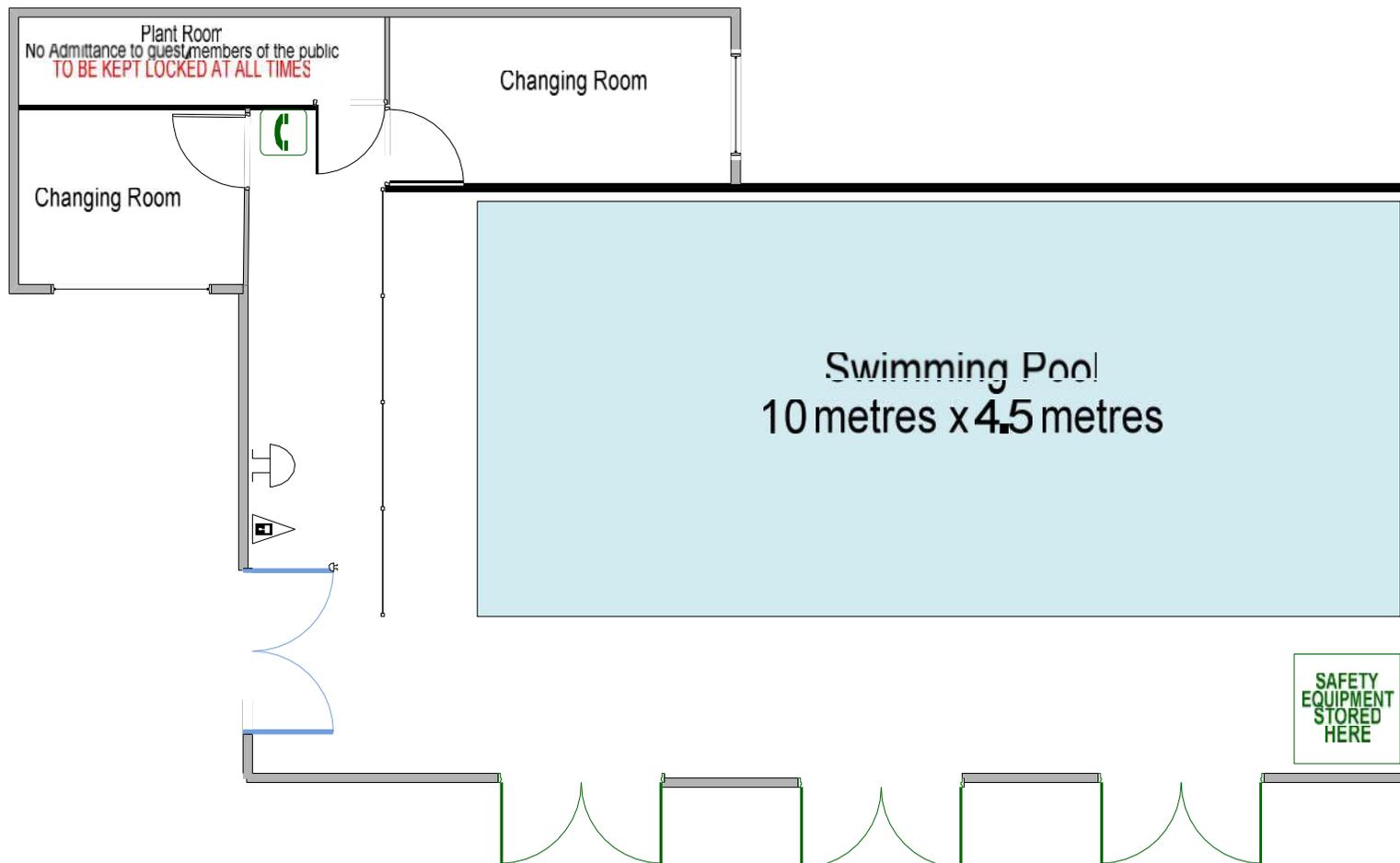
This document has been produced using information gained from:

- the institute of Sport and Recreation Management
- Lifesavers (The Royal Life Saving Society UK)
- Managing health and safety in swimming pools HSE book
- Our legal obligation under the Health and Safety at Work Act 1974 and the Management of Health and Safety in the Workplace Regulations 1992 to provide and maintain a safe place and system of work.

This document is designed to ensure the safety of all persons hiring/using our pool. It is important that all persons who hire the swimming pool facilities for their group, family, friends or community sign to say they have read this information and will abide by the information on the safe use of this pool.

Swimming pools are amazing places to learn to swim, to have fun, relax in, enjoy games, make memories and to enhance your time here at Dunfield. If basic safety measures are taken by group leaders and responsible adults – who also sign this documentation, we can ensure the safety of all our guests. The manager on duty has the authority to close the pool if the requirements of this document are not met.

There is an obligation on the Company to ensure all adults taking responsibility for the safety of their group are issued with this Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) and that they have provided a signature prior to using the pool to confirm that they have read and will comply with the requirements of this document.



**DIAGRAM OF THE POOL AND BUILDING**  
ENTRY & EXIT DOOR [LIGHT BLUE] EMERGENCY EXIT DOORS [GREEN]

**Note from the Managers: As a resource for Dunfield, the pool is amazing,** we have lost count of the number of people (children and adults) that have been introduced to swimming and have learnt to swim in our pool. It is also a wonderful pool for fun and games and making memories. Our team want you all to have a brilliant time using the pool and whilst much of this information is common sense and accidents in pool are uncommon, we do want you to be fully prepared for any eventuality

We want to thank you in advance for taking on this role to ensure the health and safety of your group or guests in this pool. As a signatory, your prime responsibility is to prevent accidents occurring to yourself or to guests using the pool. This can be achieved by positive action and keen observation to anticipate hazardous situations before they arise. You and any adults in your group must strive to create a safe environment while trying to achieve a balance between being too restrictive and ensuring users have an enjoyable time.

Guests can either get ready for swimming in their rooms or use the changing rooms. Everyone going down to the pool building must wear shoes which are placed on the black rack by the main door to keep the pool floor clean. This ensures no stones, grit or debris is carried into the pool on people's feet.

- the **'responsible person'** throughout this document is the person who has read, understood and signed to say they are taking responsibility for the health and safety of all people using the pool under their supervision
- The **minimum number of responsible adults** for this pool when it is open is two, they must both be present before the pool is opened for use
- **There is a basic first aid box on the windowsill near to the entrance door to the pool which is stocked with items needed to deal with minor incidents in the pool area.**
- If an accident/incident happens either going to/from the pool or in the pool building the manager on duty needs to be notified and if need be the swim session delayed whilst first aid is given. If the accident/incident requires documenting on an accident form, this must be completed before leaving the site

#### **PRIOR TO GOING INTO THE POOL BUILDING**

- If there are 8 swimmers or less, then the two responsible persons can be in the water with the other guests (maximum of 8 people including the responsible persons)
- For 9 – 20 swimmers two responsible persons must be poolside, ready to go into the water if necessary
- The group leader is required to carry out a risk assessment of their group. The number of responsible adults may need to rise, depending on the need, particularly if your group consists of:
  - young children or new swimmers
  - guests with disabilities
  - guests with language or learning difficulties
  - a group with a wide variation in swimming ability
  - difficulty in seeing beneath the water surface due to glare or reflection
  - a ratio of up to 1:1 may be needed for guests who need constant support in the water
  - All bathers should wear acceptable swimwear. Cutoff jeans, baggy shorts etc. are not permitted.
  - No food or drink to be taken into the pool building. Please ensure that guests do not have sweets or chewing gum which could increase the risk of choking in the pool.
- **Under no circumstances must equipment dependent upon power leads from mains sockets be used in the pool building**

### HOW TO REMOVE & REPLACE COVER:

The cover must be removed at the start of a session and put back on at the end of a session – this keeps the pool warm.

- To remove the cover one person unhooks the rope and brings the rope to the main poolside, the second person winds up the cover. Both people are required to assist with this.
- The cover should be rolled up as far as possible and the rope stored safely, clear of the water.
- To replace the cover, again one person needs to unwind the cover whilst the other responsible person guides the cover along the pool side and hooks the rope to the wall.

At the end of the activities the Responsible Person must ensure that the pool building is safe for the next user that all rubbish is taken back to the house, stables or home with you, and that equipment is accounted for and in the right place. That all personal belongings are removed from the changing rooms, all windows and emergency doors are secure and that the pool building has been locked.

### PRIOR TO LETTING ANY SWIMMERS INTO THE POOL AREA

- to be aware of the emergency arrangements, and the location of the emergency equipment. [including first aid and the telephone procedure]
- to check that all lifesaving equipment and emergency arrangements are available and in good repair
- to ensure you have one whistle to gain immediate attention
- to be water fit and a competent person to respond in an emergency
- to be fully familiar with this operating plan and emergency action plan.
- to direct and carry out first aid treatment as and when required.
- to be positioned to carry out emergency procedures, including rescue if the situation arises and to respond to any situation alerted by other Users in the pool
- that the cover has been unrolled and stored correctly
- to ensure your group are fully aware of the emergency procedures.

### WHEN SWIMMERS ARE IN THE POOL

- **Diving is not permitted in this pool – there is insufficient depth of water which could lead to concussion or injury to head, spine or back, a life changing disability or a fatality**
- you are responsible for the safety of everyone in the pool building both on the pool side and in the water.
- by remaining constantly vigilant and continuously scanning the water, you can detect a problem in its early stages and be ready to take the appropriate action.
- use the whistle only to stop immediate behaviour liable to cause harm, swimmers will not respond to repeated use
- that all swimmers must enter and exit the pool using the steps only
- you must always remain observant, do not get distracted by the fun the group are having or by talking to someone pool side
- you need to ensure the correct ratio of swimmers in the pool to responsible adults
- you are responsible for ensuring appropriate levels of safety and supervision at all times
- you should also ensure that your attention is not drawn from the poolside by the fitting of armbands etc
- do not get drawn into conversations with other people
- you must not consume food or drinks at the poolside
- to maintain a high level of vigilance, being alert to bathers starting to look uncomfortable, quiet, scared, be especially aware of anyone swimming underwater

#### WHEN SWIMMERS ARE IN THE POOL cont.....

- to take a head count of those in the water regularly, especially being aware of people leaving/entering the pool
- to remain on the poolside always: entry to the water must only be in an emergency
- must not allow running or any other activity, which might lead to slip or contact injury
- must know the pool water depth and make users aware of the dangers, particularly those about to get out of their depth
- face masks, flippers or snorkels are not to be used in this pool except with permission from the manager on duty
- must ensure that there is no jumping, diving or pushing people into the pool
- must be aware of the possible entrapment dangers arising from inlets, outlets and other grilles
- you must not wear sunglasses, these can distort your view of the pool, especially underwater
- give advice and encouragement to the bathers regarding the correct and safe way to participate in an activity or use a piece of equipment
- to seek to modify the conduct of the bathers who behave in an improper or disorderly manner, especially when the offenders are being a danger to themselves or others or interfering with the safety or enjoyment of other swimmers
- to ask people to leave the pool building if their behaviour remains problematic
- all guests must vacate the pool before the responsible person leaves the area

#### AT THE END OF THE SWIM SESSION

- ensure that all floats, swim items are removed from the pool
- ensure that all poolside objects (e.g. equipment) are stowed away properly after use
- changing rooms should be checked after each session and any personal items of clothing or belongings and rubbish (including nappies) must be taken from the pool building to ensure it is ready for the next group
- ensure the cover has been replaced and secured safely
- ensure that the red barriers are in position
- ensure that the pool is locked up
- responsible Persons and Users must maintain a high level of housekeeping around the poolside and changing areas, leaving good clear walkways and unobstructed entrance and exits.

#### In case of an incident or Emergency

- empty the pool of swimmers and ensure they leave the building as quickly as possible, send another responsible adult to get extra help for the people leaving the pool
- ensure first aid is given promptly
- seek help and guidance from your first aid representative or contact the house manager for support – by using the internal phone or by sending someone to the manager's office
- ***In an emergency, call the emergency services by dialing 9 / 999 (please note extra 9 for an outside line)***

#### KNOWN HAZARDS

Please ensure that you are aware of the following criteria overleaf that may mean members of your group may not be able to use the pool. This is not an exhaustive list but please use common sense and err on the side of caution when faced with individual situations where the person or others health or safety may be compromised:

- people should not swim who have colds, flu or infectious diseases.
- if anyone has diarrhoea they should not swim, this is crucial and should never be compromised. People should not swim until 4 days without symptoms has elapsed.
- people with long standing health problems (Heart trouble, asthma, epilepsy etc.) and people whose illness makes them susceptible to infection need to take medical advice before using our pool
- be especially aware of children, youth and inexperienced members of your group. Knowing how to swim is different to being able to swim, ask the right questions if you are any doubt as to a person's ability to use the pool (half of those who drown are under 15 years of age)
- avoid alcohol, drugs or food before swimming. Eating prior to swimming will not necessarily cause cramps but if children swallow water it may induce vomiting
- do not allow or encourage unruly behaviour and misuse of equipment

### **IDENTIFYING SWIMMERS AT RISK IN THE POOL**

A key element in Responsible Persons duties is bather observation, be aware of warning signs that a potentially dangerous situation is developing. Look out particularly for the following;

- worried expression on the face of a bather
- cries for help
- crowd gathering
- deliberate waving of an arm
- sudden submerging
- two or more swimmers in very close contact
- a bather in a vertical position in the water
- hair over the eyes or mouth
- someone that appears to be "swimming" under the water

### **GENERAL RISK**

The management of Health and Safety at Work Regulations requires that employers assess the risks arising from their activities both to members of staff and customers.

The risks of providing a swimming pool facility have been assessed. The detailed requirements included within these normal operating procedures and emergency action plans have been formulated to ensure control of and / or a reduction in the risk present. The Company will provide the Responsible Persons with the safety procedures and any up dated versions.

Nearly all risks are avoidable. It is up to the Responsible Persons to ensure the well-being of all users. If you see anything that gives cause for concern **report it to the house manager on duty**

### **OPERATIONAL SYSTEMS**

Minimum/ Maximum Bather Load and Supervision Ratios

The DUNFIELD HOUSE SWIMMING POOL has a maximum capacity of 20 bathers and at no time should this be exceeded.

The DUNFIELD HOUSE SWIMMING POOL has a minimum capacity of 2 adult bathers both of whom must have read, understood and signed this document

The DUNFIELD HOUSE SWIMMING POOL must have at least two responsible adults (who have signed this documentation) at the pool building prior to anyone else entering

**BABIES & YOUNG CHILDREN:** it is recommended that babies under 6 months are not allowed in the pool. They may lose heat in the water; the air may irritate their lungs and their skin may be too sensitive for the pool chemicals. Babies and young children must wear approved swimwear that retains soiling

### **Risk of sharp objects in the pool building**

Any Responsible Person or User finding any sharp objects must ensure that the pool is evacuated and closed immediately and the group leader and house manager on duty are informed straight away.

If you cut or prick yourself on something, which may be contaminated with someone else's blood, leave the pool area, squeeze the wound to make it bleed, wash it thoroughly with soap and water and cover the wound with waterproof plaster.

Report the accident to your group leader and the house manager on duty

Please note that this is not a special precaution because of HIV / AIDS. Other illnesses such as HEPATITIS B are much more infectious. If you think your wound could have been in contact with infected blood seek medical advice immediately.

### **IMPORTANT NOTE:**

When dealing with wounds that are open, whether bleeding or not, you must always wear protective gloves. After use they must be disposed of with care and attention to personal and public safety.

## **DETAILS OF ALARM SYSTEM AND ANY EMERGENCY EQUIPMENT;**

### **Fire Alarm System**

An automatic fire alarm system is present in the pool area this is linked to the main house fire alarm system. It is activated from numerous call points, one of which is positioned on the poolside adjacent to the main exit along with smoke detectors around the complex.

An emergency telephone is provided by the changing rooms, which has a direct line for contacting the emergency services. A notice giving relevant information, which needs to be given to the emergency services, is displayed adjacent to the emergency phone.

You can also summon help from the Dunfield Office, Kitchen or Managers Cottage in an emergency.

### **Location of alarm points**

The alarm point in the pool building is to the right of the entrance door. This location can be found on the building plan (Section one).

### **Action by responsible adult on hearing the alarm**

- evacuate the building, ensuring that everyone leaves the building, secure the emergency doors and lock the entrance door (if safe to do so) and assemble group on the lower front lawns of main house (fire assembly point)

- await further instructions from group leader, house manager on duty or fire officer
- supplies of emergency survival blankets will be given out to evacuated swimmers if required. (house manager on duty will supply)
- the responsible person must take their first aid kit to the assembly point

### **Pool Emergency Equipment**

Other emergency equipment provided includes 2 reach poles situated on the wall to the right of the poolside. This equipment must be in position whenever the swimming pool is in use.

Any items that are missing or damaged should be brought to the immediate attention of your group leader or house manager on duty who will arrange for their repair or replacement. The pool should not be used during this time.

### **REMEMBER**

When dealing with an incident you must remain calm and in control. Any anxiety you have will quickly spread to others and may cause panic leading to further, unnecessary injury or distress.

### **NOTE**

All equipment involved in alarm and rescue situations is inspected weekly by a designated member of the Dunfield House staff. A record of the inspections is kept in the Dunfield House office.

This information is accurately recorded, and the appropriate action taken to isolate and take out of service any piece of equipment that has been damaged or needs replacing. The house manager on duty must then take measures to replace this equipment at the soonest possible opportunity.

### **NOTICES**

There are warning notices and signs displayed in the swimming pool area with key information. These signs are clearly visible, kept clean and unobstructed.

### **HIRE TO OUTSIDE ORGANISATIONS (Community Use)**

It is important that the Responsible Person making a booking is aware of the rules and regulations applicable to the use of the pool.

Copies of this Normal Operating Plan and Emergency Action Plan must be given to all Responsible Persons making a booking as a part of the contractual agreement. The Responsible Person must sign that they have received the documents and agree to comply with all the requirements.

### **NOTE:**

Community swim sessions can take place when a group/s are in residence at Dunfield House, in liaison with the group leader and the house manager on duty. The community user must provide two people to act as responsible persons for the duration of the booking prior to the pool key being issued.

Community swimmers cannot be onsite without a manager on duty being present to provide immediate support and first aid if required.

**DECLARATION BY GROUP LEADER/PRIVATE HIRER**

Group Name \_\_\_\_\_ Date \_\_\_\_\_

Private Hire/Family Name \_\_\_\_\_ Date \_\_\_\_\_

I confirm that I have read and understood the **normal operating procedure** and the **emergency action plan** for the swimming pool at Dunfield House. I confirm that the people below have agreed to serve as **“responsible persons”** in accordance with the procedures written above and I will ensure that these guidelines are adhered to, I will notify the house manager on duty if anything untoward happens

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

**DECLARATION BY RESPONSIBLE PERSONS**

I confirm that I have read and understood the **normal operating procedure** and the **emergency action plan** for the swimming pool at Dunfield House. I agree to serve as a **“responsible person”** in accordance with the procedures written in these documents and will notify my group leader and the house manager on duty should anything untoward happen

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

**Additional Information for Private Hire Only**

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile \_\_\_\_\_