



Clubs & Organisations

Pool Safety Operating Procedures
Normal Operating Procedure (NOP)
Emergency Action Plan (EAP)

Review/Updated: October 23
Site Responsible Persons:

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Suzie Smith – Duty Team Leader
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Emergency & Normal Operating Procedures for exclusive use of Swimming Pools

The following notes are to be read by all approved poolside Clubs and Organisations, Officials or Assistants who are responsible for the safety of bathers etc during exclusive use of our pool.



Normal Operating Procedures

Duties of Lifeguards during club sessions.

To maintain a safe environment for all club members using the swimming pools.

To use the skills acquired from Teacher Rescue / N.P.L.Q training and examination to provide immediate aid in the event of any incidents occurring in the swimming pool environment.

To maintain order during club sessions ensuring that bather rules and regulations applicable to the centre are adhered to.

Club Lifeguards must sign the pool register **BEFORE** any club member enters the pool.

Club Lifeguards must remain on the poolside for the duration of the booking except where this exceeds 60 minutes when the Lifeguard must have a break away from the pool environment of at least 10 minutes. When a registered relief is unavailable the session must be suspended for the duration of the break and all swimmers etc cleared from the pool hall.

Prior to the session commencing the Club Lifeguard must register using the paperwork provided.

All non participants except for the Lifeguards, Coaches, and Pool Controllers should remain away from the pool hall at all times.

Duties of pool controller during club sessions

To maintain a safe environment for all club members using the swimming pool.

To assist the Lifeguard during any incident which arises while the club session is in progress by following the Emergency procedures provided during the club controller training.

To maintain order during club sessions ensuring that bather rules and regulations applicable to the centre are adhered to.

Pool controllers must sign the register **BEFORE** any club member enters the pool environment.

Pool controllers should be positioned in the Lifeguard chair at all times during the club session and wear the correct footwear. If no Lifeguard chair is available observe the pool from a point predetermined by the Duty Officer.

The Pool controller must stay on the pool for the duration of the booking except when this exceeds 60 minutes then the pool controller must have a break away from the pool environment for at least 10 minutes. When a



registered relief is unavailable the session must be suspended for the duration of the break with all swimmers etc cleared from the pool hall.

All non participants except for Lifeguards, Coaches and pool controllers should remain away from the pool hall at all times.

EMERGENCY ACTION PLAN

If a situation arises in the pool which might be a threat to life, the following action must be taken; activate the pool alarm or where available blow your whistle 3 times to attract the attention of the swimmers.

For unconscious casualties take them to the shallow end of the pool and use your training techniques until assistance arrives.

If a rescue is necessary the club lifeguard must enact the pool rescue with the pool controller clearing the pool of all bathers.

Leisure Assistants will assist once alarm is pressed if on site.

The Duty Officer or other members of staff will proceed to the scene of the incident upon hearing the pool alarm, staff code, or 3 whistle blasts if on site.

In the absence of the Duty Officer for any reason the pool controller will contact the emergency services via the black (9-999) yellow telephone (999) on the poolside.

The club Lifeguard and Controller must provide the Duty Officer with all the facts appertaining to the incident and fill out accident/incident paperwork. Await further instructions from the centre staff.

Swimming Pool Hazards

In the event of the pool becoming cloudy or if you are unable to see the bottom of the pool you MUST inform the Duty Officer immediately and evacuate the pool.

In the event of any incidents the Duty Officer must be informed immediately so that the correct procedure can be followed. If the Duty Officer is unavailable Leisure Assistants are all trained in first aid.



STAFF CATEGORY: CLUBS
RESPONSIBILITY: POOL HALL
ASSEMBLY POINT: MAIN/ FRONT CARPARK

On hearing the fire alarm, the following procedure must be carried out **immediately**.

Stage 1 – Assemble at Fire Exit

The swimming club lifeguard and pool control must assemble all their team members and spectators to the nearest fire exit.

The club lifeguard manning the pool position must remain on poolside and ensure that team members stay out of the water. Close both stainless steel gates to poolside and ensure no-one enters the changing rooms.

AT THIS POINT IT IS NOT NECESSARY TO EVACUATE THE BUILDING UNLESS THE ALARM WAS RAISED IN THE IMMEDIATE AREA.

Stage 2 – Building Evacuation

You will be informed either by an announcement over the public address system code red or in person by the Leisure Manager, Assistant Leisure Manager, Team Leader or Receptionist, to leave the building via the fire exit ensuring all team members are out and that no one returns to the building. Close the fire exit door.

Foil blankets are located within the poolside exits.

Direct team members and spectators to the fire assembly point located at the front entrance of the main car park.

The Leisure Manager, Assistant Leisure Manager or Team Leader will inform all staff when it is safe to enter the building.

THESE INSTRUCTIONS ARE TO BE READ IN CONJUNCTION WITH EMERGENCY PROCEDURES GENERAL FIRE INSTRUCTIONS