

West 11 Group Ltd and Wyvern Fitness Ltd

The Goat Shed Fitness

SWIMMING POOL STANDARD OPERATING PROCEDURES (SOP)

This document should be read in conjunction with the Emergency Action Plan (EAP).

Swimming Pool - Details of the Pool

1. The swimming pool is an outdoor swimming pool approximately 11 metres long by 3 metres wide. It is shaped whereby the sides are indented and then extend out to a wider point at the deeper end. The swimming pool water is circulated by a ribbon flow from the inlets at the shallow end to two skim boxes at the deep end. The pool is sunk into the ground with paving slabs surrounding and partly enclosed with wooden boarding, with two openings and a fourth side with a stone wall. The pool increases in depth from 1m to 1.8m with steps at the shallow end and two high seats at the deep end.
2. No diving is permitted.
3. Notices remind and instruct users regarding the depths and diving. Pool users should be reminded about these precautions and the slope down to depth.
4. The swimming pool has no lane markings.
5. There are no access ladders to the pool and access is gained using the steps at the shallow end.
6. There is no pool hoist and this is not a disability-access swimming pool.
7. Access to the pool surround is via steps from The Goat Shed Fitness gym or via the openings from the walled garden area. Changing facilities are inside the gym building.
8. Emergency communication is via mobile phone. Emergency numbers are displayed within the pool and spa area.
9. Rescue aids including a rescue ring and reaching pole are provided.

Potential Hazards and Risks

1. Diving and jumping into the pool is prohibited due to the relatively shallow depth.
2. Poor swimmers and non-swimmers accessing the pool unnoticed.
3. The slope towards the deeper end may present a hazard if not properly supervised.
4. Lone swimming presents a significant risk and is prohibited.

Usage of the Pool

1. Children aged 16 years and under must be accompanied and supervised by a responsible adult at all times while using the pool and surrounding area.
2. Lone swimming is not permitted. The swimming pool must not be used by a single individual. A minimum of two persons must be present whenever the pool is in use, with at least one person capable of raising the alarm and summoning assistance in an emergency.

3. Swim instructors must be suitably qualified in accordance with insurer requirements.
4. Pool rules include: NO DIVING, NO GLASS, NO RUNNING, NO FOOD IN THE POOL.
5. Unsafe behaviour in the pool or surrounding area must be stopped immediately.
6. Portable electrical appliances used poolside must be battery operated.

Pool Supervision

1. The pool must not be used for lessons unless supervised by a suitably qualified swimming teacher.
2. Swimming lesson pupils are not allowed onto the poolside without permission and must be accompanied by a responsible adult where appropriate.
3. Swimming lesson pupils may not enter the water without direct instruction.
4. Swimming teachers should hold a current Swim England Swimming Teacher qualification or equivalent appropriate to the level of provision.

Systems of Work

1. No swimmers must be left unsupervised in the pool or on the pool surround.
2. The pool configuration and size means a spinal injury board cannot be effectively operated.

Operational Systems

1. Pool water shall be maintained within recommended operating parameters.
2. Daily safety checks shall be carried out and recorded.
3. The pool cover should be fitted after use during the summer months.
4. No glass should be brought into the pool area.
5. Appropriate swimwear must be worn.
6. Jewellery presenting a hazard should be removed or securely covered.
7. Safety signs must be maintained in good order.

Detailed Work Instructions

1. The pool floor should be swept and cleaned regularly.
2. Any scum accumulating on pool walls should be cleaned as appropriate.
3. The pool surround should be cleaned and disinfected as required.

Faecal Contamination Procedures

1. Well-formed stool: remove with a net and test water quality. Swimming may continue if chlorine levels are acceptable.
2. Diarrhoea contamination: evacuate the pool for one complete filtration cycle (typically 4-6 hours).

3. Significant microbiological contamination: close the pool and undertake remedial action under specialist supervision.

Epilepsy Guidance

Individuals with epilepsy may swim provided their condition is appropriately managed and relevant medical advice has been followed. One-to-one supervision should be provided where necessary.

First Aid Supplies and Training

1. A fully stocked first aid kit is available within The Goat Shed Fitness gym.
2. A fully stocked first aid kit is also available within the pool area.
3. An Incident / Accident Report Book is available in the gym. All incidents and accidents must be recorded.
4. Serious accidents must be reported in accordance with RIDDOR requirements.
5. First aid supplies should be replenished as required.

Alarm Systems and Emergency Equipment

1. A fire alarm system is installed within the gym building.
2. Alarm may be raised by air horn and mobile phone.
3. Fire extinguishers are situated within the gym building.

Programmed Sessions

1. All programmed sessions must comply with these Operating Procedures and any hire agreement.
2. Damaged equipment must be reported immediately.

Maintenance and Chemical Dosing

1. Pool chemicals must be stored securely in the locked storage cupboard.
2. Poolside equipment should be stored in designated storage boxes.
3. Chemical readings should be taken and recorded at least once daily.
4. Pool testing records must be maintained together with any corrective actions.

Water Quality

1. Pool water should remain clear with the floor visible at all times.
2. If clarity is lost, the pool must be closed until restored.
3. If combined chlorine exceeds 5ppm, the pool must be closed until re-balanced.
4. If pH exceeds 7.9 or falls below 7.0, the pool must be closed until corrected.

5. Backwashing should be undertaken in accordance with manufacturer instructions and never while the pool is in use.

6. The filter should be internally examined as appropriate.

POOL EMERGENCY ACTION PLAN (EAP)

This Emergency Action Plan details the actions to be taken in the event of an emergency involving the swimming pool.

Fire

Give three short blasts of the air horn and announce: 'Clear the pool - Fire, Fire, Fire'. Dial 999 and notify gym management: Steve Williams (07746 923894), Bek James (07590 443536), Marg Oram (07541 920607). Users should assemble at the designated fire assembly point.

Thunderstorms

The pool must not be used during thunderstorms. All users should leave the water and surrounding area immediately.

Disorderly Behaviour

Unsafe or disorderly behaviour should be stopped immediately. Users may be asked to leave the facility. If safety is threatened, contact the Police by dialling 999.

Lack of Water Clarity

Swimming must stop immediately if the pool floor cannot be clearly seen. The pool remains closed until clarity is restored.

Serious Injury to a Swimmer

Clear the pool, administer first aid where appropriate and dial 999 for emergency assistance.

Discovery of a Casualty in the Water

Rescue using the most appropriate method: Throw, Reach, Wade or Tow. Contact emergency services immediately and administer CPR if required.

Serious Injury Within the Pool Area

Stop all activity, provide first aid where appropriate and dial 999.

Emergency Contacts

Steve Williams - 07746 923894

Bek James - 07590 443536

Marg Oram - 07541 920607