

Pool safety operating procedure (PSOP)

Stourwood Pool, Wrabness Road, Ramsey, CO12 5ND

Last reviewed: 23 June 2019

1. Pool Specifications

The person responsible on site for pool safety and maintenance	Richard Cockle (07766 028 831) Helen Armstrong (07827 300 467)
Maximum bather load including adults, babies and instructor	13
Pool dimensions	9.5m x 5.3m
Pool depths and gradients	1.3 m constant depth throughout
Average pool temperature	30°c
Average pool hall air temperature	25°c
a) How is pool water treated (e.g. HTH, bromine etc.) b) What system is used (e.g. manual dosing, automatic doser)	<ul style="list-style-type: none"> • Chlorine – Fi Clor – calcium hypochlorite. • Occasionally added manually – Fi Clor granules. • Fortnightly Chlorine shock – Fi Clor calcium hypochlorite shock pot • Ph Minus – Sodium Hydrogen Sulphate – added manually directly to the pool as required • Ph Plus – Sodium carbonate – added manually directly to the pool as required
Pool water turnover time (hours)	3 hours
Frequency of water testing (number of hours between each test)	Minimum of twice per day.
How often bacteriological testing is carried out	Every 3 months
Is a flocculent used?	Only if required
Risk assessments in place	Risk assessment has been carried out to identify potential hazards and level of risk. These are available to view in the separate risk assessment document available in the folder in the pool room.

Dealing with the public	<p>All users will have booked through the online booking system and will be known to the owners unless the pool is being used for lessons, in which case the users will be known to the swimming instructors.</p> <p>Along with the pool rules, all new or relevant information will be displayed in the pool.</p>
Lifeguards	<p>Stourwood Pool is a privately run pool that is available for hire by prior agreement. The hirer will be responsible for all members of their group, and one member of the group must have a mobile phone with a signal. There are no lifeguards.</p>

2. Pool procedures

Entry to and from the pool hall	<p>Doors lead from the courtyard into the entrance hall. Pool door directly in front of you when entering the entrance hall</p>
Access to the pool – must external/internal doors be kept locked? If so, what is the entry procedure?	<p>The pool will be open for users</p>
Easiest entry and exit point into the pool	<p>Steps into the pool at the end nearest the entrance hall</p>
Operation of pool covers and does cover need replacing at the end of the session? Any particular features?	<p>Manual pool cover. Hirers to remove pool cover at the start of the session (if not already removed) and replace at the end of the session (unless told otherwise or the next hirer is waiting to enter)</p>
Location of lights and how to operate them	<p>Light switch to changing area and entrance hall on the right next to the main entrance door. The light switch for the swimming pool hall on the right as you enter pool hall.</p>
Provision of access into the pool for users with special needs (e.g. adapted pool steps, grab rails, hoists)	<p>Rail next to quadrant steps. Hoist installed is currently out of action.</p>

Any specific pool features that need to be considered? (e.g. swim jets, slides, water inlets/outlets)	Endless pool unit installed at the end of the pool nearest the entrance hall. Two skimmers at the far end of the pool
Required procedure for cleaning down pool hall (e.g. squeegee floor)	Leave the area in a tidy condition and mop any wet areas. Ensure the toilet and sink is clean. Take any nappies home with you. Ensure the curtain is pulled back.
Entry to the maintenance room	Entry is forbidden. Only persons authorised by the owners will have access to the maintenance room.

3. Pool water conditions

What to do if a person poos in the water	<ul style="list-style-type: none"> a) If runny poo – clear and inform pool owner b) Solid mass – use the net provided
What to do if a person is sick in the pool	<ul style="list-style-type: none"> a) A little/milky sick - Swoosh towards the skimmers immediately b) A lot of sick (contains solids) - Clear the pool. Allow the pollution to disperse (the disinfectant will neutralise any infective particles). Ensure pool readings are within the required parameters and then resume swimming
What to do if the water is very cloudy (i.e. can you see the bottom of the pool?)	Do not enter the water and inform pool owner
What to do if the pool hall has a strong chemical odour (e.g. chlorine)	Do not enter the water and inform pool owner
<p>What to do if the water is too hot or too cold (always test the water before allowing users to enter)</p> <p>NOTE: For babies: min 30°C – max 36°C. For babies under 12lbs/3 months min 32°C</p>	Do not enter the water if over 36°C or under 30°C and there are babies due to enter the pool. Inform the pool owner.
Other notes	

4. Changing room area

Location of designated changing rooms and policy for use	Curtained area to the right when entering the changing area can be used for changing. Also, the toilet room.
Designated baby changing area?	No specific area
Required procedure for disposal of nappies	All nappies to be taken home by users.
Required procedure for cleaning up changing rooms (e.g. mopping floors, emptying bins, closing curtains)	Floor to the changing area to be mopped by the hirer. A map is available in the toilet room. Curtains to be opened.
Other notes	

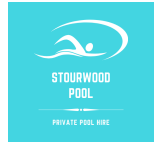
5. Alarms, first aid and other policies

Location of pool/drown alarms. How are they operated and what happens when they are activated	There are no pool/drown alarms installed in the pool
Sound of pool/drown alarm	There are no pool/drown alarms installed in the pool
Location of fire alarms.	There is no fire alarm installed in the pool.
Sound of the fire alarm.	There is no fire alarm installed in the pool.
Site procedure for testing of all alarms.	N/A
Location of first aid box	First aid kit and accident book on the shelf to the left when entering entrance hall. The owners are responsible for ensuring the First Aid Kit is stocked with the correct items. The owners must be informed if any equipment from the first aid kit is used.
Location and operation of nearest landline	All users to bring their own mobile. Otherwise the main house across the courtyard or the Silver Cloud office in the courtyard.
Location and type of firefighting equipment	None.
Policy on photography (including mobile phones)	OK for photography.

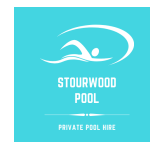
6. Emergency Action Plan

What to do in the event of:

An Environmental emergency	
Power and/or lighting failure	Evacuate and inform pool owner
Structural failure	Evacuate and inform pool owner
Bomb threat	Evacuate and inform pool owner
Toxic gas emission	Evacuate and inform pool owner
Fire	Evacuate through the clearest route – either main door or sliding patio doors out to the garden. Consult with pool owners if present or on-site housekeeper and ensure 999 has been called to summon help. Assemble in the courtyard.
Syringes or glass in water or on poolside	Evacuate and inform pool owner
A human emergency	
Discovery of casualty in the water	Nominate a person to call 999 to summon help. Treat casualty according to training. Inform the pool owners. Complete accident book form
Serious injury to child, user, carer or spectator	Nominate a person to call 999 to summon help. Treat casualty according to training. Inform the pool owners. Complete accident book form
Spinal or new injury	Nominate a person to call 999 to summon help. Immobilise casualty until paramedic help arrives. Inform the pool owners. Complete accident book form
Missing person procedure	Evacuate pool, organise a search of the area from which the child has gone missing using responsible adults. Allocate a nominated person to take a description of the child. A report should go to the police if the child is not found in 5 minutes. Follow the guidance given by the police.



Disorderly Behaviour	All persons deemed to be causing a nuisance will be asked to leave the pool and will not be permitted to book in the future.
Overcrowding	Hirers must control entry to the pool which is limited to 13 maximum



7. Emergency exit procedures

In the event of an emergency, the hirer is responsible for marshalling all swimmers, carers and spectators from the building, assembling them in the correct area and checking everyone is present.

A sweep should be made of the changing rooms and any other rooms before exiting.

A map of the premises is in Appendix 1.

Appendix 1. Map of the building, external areas and emergency exit route

