



Oaklands Leisure Pool

Oaklands Farm
Flixton Road
Bungay
Suffolk NR35 1PD

NORMAL OPERATING PROCEDURES

- A. **Pool dimensions:** 12m x 9m, shallow end 1.2m, deep end 1.65m
- B. **Swimmer Load:** min 2 & max 8, no groups of under 18s.
- C. **First Aid Equipment** is in the changing area. It is the responsibility of outside agencies to provide their own First Aider
- D. **Emergency Telephone:** located in the changing area. Emergency services can be contacted by 999 stating Fire, Ambulance or Police. Address of pool: Oaklands Leisure Pool, Oaklands Farm, Flixton Road, Bungay Suffolk. NR35 1PD
- E. **Emergency Equipment:** Emergency reaching pole & Life Buoy and positioned in the pool hall.
- F. **Pool Rules & General Instructions regarding Pool Use relating to Health & Safety**

- **All persons using the pool do so at their own risk. Owners & Management are not responsible for accidents or injuries. Any injury occurring in the pool must be reported to the pool management immediately**
- **No diving, no running, no bombing, or acrobatics**
- **Please closely supervise children under your care/in your group.**
- **No children under 14 without adult supervision. Weaker swimmers & younger children need to have a strong swimmer in the water with them and within arms reach at all times.**
- **Children who are not toilet trained must wear a swimming nappy**
- **No footwear beyond the lobby door**
- **No food or drink is allowed anywhere in the pool building, this is to keep the area clean & hygienic**
- **No t-shirts to be worn in the water**
- **Please shower before using the pool to help keep the water clean**
- **Please respect a minimum of 2 and a maximum of 8 people in the pool**
- **No Chewing gum**
- **Plasters should be removed**
- **Hirers should respect others and arrive and leave on time**
- **Jewellery should not be worn**
- **We ask you not to use inflatable toys for your safety; if you choose to swim with inflatables please note this is at your own risk.**
- **Please ensure you and members of your group are well enough before using the pool, if in doubt please consult your GP**
- **Spectacles: Non-breakable lenses and frames are necessary for safety.**
- **Please close the doors, this helps keep the pool warm and the energy consumption down**
- **We reserve the right to expel anyone who we believe is in breach of these rules**

G. **Awareness of risk by Pool Users:** Awareness of potential Hazards should be raised by

1. Notices in the lobby changing room & pool hall.
2. Leaflets to visiting groups, schools and outside hirers
3. References in contract agreements to outside hirers
4. Verbal reminders where necessary

H. **Potential Risk Factors:** An assessment of the main hazards and users at risk is needed for planning safe procedures.

Examples of general potential risk factors include:

- I. Prior health problems (heart conditions, asthma, epilepsy)
- II. Food alcohol drugs before swimming
- III. Youth & inexperience/Weak/non-swimmers
- IV. Unauthorised access
- V. Diving into water of insufficient depth
- VI. Unclear water preventing casualties from being seen
- VII. Lack of response from helper/coach/teacher
- VIII. Inappropriate equipment or facilities
- IX. Running, fighting, pushing
- X. Rough games e.g. tag Throwing games
- XI. Swimming underwater
- XII. Chewing whilst in pool

Physical Hazards include:

1. Slippery/wet tiles
2. Weak/missing drain or overflow grates
3. Steps & rails
4. Glare from windows
5. Unlocked store or plant room
6. Depth of water
7. Poor tile condition
8. Electrical appliances (hair and hand dryers)
9. Pool and water temperatures

I. **Instructors, Teachers, Coaches etc**

Must hold a current Lifesaving Qualification and qualification for the activity and renew as required. Need to have a thorough knowledge of NOP & EAP & potential Risk Factors. Be prepared to enter the water.

Be prepared to administer first aid and/or rescue/CPR. Must record damage to the pool or facilities or observations re water quality in the pool maintenance book situated in the store room AND alert the owners.

J. **Conditions of Hire for outside Agencies**

On signing the Contract Hire Agreement outside agencies must undertake to adhere to the NOP & EAP of the pool. They should provide their own First Aid supplies and take full responsibility for everyone in or around the pool.

OAKLANDS LEISURE POOL EMERGENCY ACTION PLAN

The following procedures apply at all times including during private hire outside agencies hiring the pool.

A. Emergency in the Pool or in the pool hall (pool surround)

The swimming teacher or person in charge (this will be the named hirer) will take control of the situation until emergency services arrive. They should clear the pool.

The rescue should then follow:

Assess the situation: Do not enter the water unless it is necessary

Use Rescue equipment (reach pole or life buoy)

In the event of spinal injury no Spinal board is available. The casualty should be stabilised in the water or on the poolside until the emergency service arrive. The swimming teacher should have knowledge of spinal injuries.

Emergency services can be contacted by dialling 999 from the Emergency telephone in the lobby, they should be given an outline of the incident and the address: Oaklands Leisure Pool, Oaklands Farm, Flixton Road, Bungay, Suffolk NR35 1PD

Administer CPR as required until Emergency Services arrive or until the casualty resumes heart/breathing function.

All accidents should be recorded in the accident book located in the store room

B. Fire Alarm

In the event of the Fire Alarm sounding, go to Fire Panel in Lobby. Fire Panel will indicate area of concern:

Zone 1 Entrance & changing area

Zone 2 Pool & Plant areas

To silence the Alarm enter **Access code 3112** & press 'silence'. Assess whether there is a need for evacuation. Please call house: 01986 892552 or A. Fuller: 0781 1264669

C. Fire Evacuation Procedures (this also applies to bomb threats, major structural failure, emission of toxic gases and any other incident requiring the building to be evacuated)

Call 999 using the Emergency telephone in the changing area

The pool should be cleared and all people in the building should exit the building via Emergency exits - situated from the entrance lobby and at the deep end of the pool hall via the double doors.

During hire to outside agencies a register must be kept of all persons in the pool area, this should accompany the group to the muster point at the front of the building.

The swimming teacher or hirer must check the pool changing rooms & toilets. Confirmation of the evacuation must then be reported to the emergency services.

D. **Bomb Threat**

The receiver of the call must write down the message. Contact the Police by calling 999.

Evacuate as if for Fire

E. **Lighting Failure**

Please evacuate the pool via the emergency lighting. Contact the farmhouse, TS Fuller 07786 6398676 or AB Fuller 07811 264669 for further instructions

F. **Structural Failure**

In the event of structural failure which presents a threat to pool users' safety, the pool should be cleared following the pool evacuation procedure.

G. **Emission of toxic gases**

Evacuate swimmers 'upwind' from the affected area. Contact the farmhouse, TS Fuller 07786 6398676 or AB Fuller 07811 264669 for further instructions.

H. **Lack of Water/Air Clarity & Pool Temperature**

The clarity of the water is constantly monitored. If the pool becomes cloudy, contact the farmhouse, TS Fuller 07786 6398676 or AB Fuller 07811 264669. If the water becomes cloudy to the extent that the pool floor cannot be seen, the pool must be cleared.

Air clarity should allow vision across the entire pool area. If visibility does not allow this, the pool must be cleared and then you need to contact the farmhouse, TS Fuller 07786 6398676 or AB Fuller 07811 264669 should be contacted.

The water temperature should be 30-32°C

I. **Contamination of the Pool water**

If the pool becomes contaminated with vomit or faeces the pool must be cleared immediately. Soiled matter should be removed & hygienically disposed of.

The appropriate decontamination measures should be carried out in consultation with the Health & Safety Officer, with a minimum of 6 filtration cycles elapsing before the resumption of swimming. In the case of serious contamination, the pool should be drained

J. **Disorderly Behaviour**

Calm the situation down, explaining the reasons for your concern. Give stern warning and if the behaviour persists contact the farmhouse, TS Fuller 07786 6398676 or AB Fuller 07811 264669.

The police can be contacted on 999 for further assistance.