



EALING VILLAGE SWIMMING POOL OPERATING POLICY

April 2013

Ealing Village Swimming Pool

POOL SAFETY OPERATING PROCEDURES

NORMAL OPERATING PROCEDURES

AND

EMERGENCY ACTION PLAN

Table Of Contents

Normal Operating Procedures	3
Introduction.....	3
Pool Dimensions	3
Pool Temperatures.....	3
Maximum Bathing Loads.....	3
Pool Hazards	4
Pool Rules.....	Error! Bookmark not defined.
Personal Hygiene.....	6
Foreign Matter in the Pool	6
Instructions For Taking The Pool Solar Cover Off.....	7
Emergency Action Plan.....	8
Drowning Incidents	8
Lack of Water Clarity	9
Chlorine Gas.....	9
Emergency Equipment.....	9
First Aid Provision	10
Serious Injury.....	10
Head Injuries	10
Unconsciousness	11

Normal Operating Procedures

Introduction

This Normal Operating Plan sets out the way in which Ealing Village Swimming Pool will operate on a daily basis.

It must be read, understood and practised by the users, estates manager, contract staff and directors.

It will be reviewed on an annual basis, or when legislation, risk assessment or procedural changes dictate.

Pool Dimensions

Size	24' 10" x 60'
Depth	3'10" Shallow End, 8' 2" Deep End
Water Capacity	50,000 Gallons Approx

Pool Temperatures

Winter	n/a – no heating at present
Summer	n/a – no heating at present

Maximum Bathing Loads

Maximum Bathing Loads 46

Pool Hazards

There is no lifeguard at Ealing Village Swimming Pool.
Water can be dangerous and solo bathing increases risk.

All users must be alert and vigilant as to each other and themselves from any physical hazards relating to the design of the pool and pool area. The safety of users is their own responsibility.

Blind Spots:

- Four corners of the pool.
- Various areas of the pool depending on lighting conditions (natural or artificial).

Design Hazards:

- The entrance to the pool is via ladders in the Deep and Shallow Ends of the Pool. Users should be aware that bathers may lose their footing on entry or exit of the pool. Children should not be allowed to climb over the sides of the pool.
- The nominated maintenance company should be informed immediately if the pool water becomes cloudy. This can be an indication of poor chemical balance or system shut down.
- The poolside is a hazard – slippery floors can cause serious accidents. Bathers are not allowed to run at any time. Handrails and anti slip mats are in place to further minimise the risk.
- Lion head fountain is a trip and should not be climbed upon or used as a jumping/diving platform.
- Steps down from the clubhouse are a trip hazard.
- White painted raised curb is a trip hazard.
- Clubhouse Pillars prevent a clear line of sight of entire pool area.

Pool Rules

- There is no lifeguard at Ealing Village Pool. The pool is unsupervised and it is used at your own risk.
- No running on the poolside
- No horseplay.
- No pets.
- Inflatable toys should be used minimally and removed from the pool when they are not in use.
- All users of the pool must behave with consideration for their neighbours.
- Ealing Village is a private estate, the swimming pool is private and for residents use only.
- A maximum of 2 guests per flat is allowed. Residents must accompany their guests at all times and take full responsibility for the actions of their guests. Residents take priority over guests.
- One hour should be allowed after a meal before swimming.
- Pool side emergency equipment should only be used for emergency and not for recreational purposes.
- Users must obey notices and instructions.
- Under no circumstances are unauthorised users allowed in the plant room.
- No glass allowed in the pool area.
- Users must not sit or lean on the pool cover.
- No children under the age of 16 are to use the pool unless constantly supervised by an adult.
- The pool is open during daylight hours only, and closed officially between 22.00 and 07.00.
- Do not enter the pool if under the influence of alcohol or drugs.
- No smoking in the pool area.

Personal Hygiene

Users should always be encouraged to showers before using the pool in order to reduce the amount of pollution entering the water.

Foreign Matter in the Pool

Solid stools, Diarrhoea and Vomit:

Clear the pool immediately and close the pool. Notify the Pool Operating Company or Tom Lloyd immediately on 020 7963 8686.

Blood Spillage:

1. Clear pool.
2. Allow spillage to disperse.
3. Pool test to confirm satisfactory ph and chlorine levels before users are re admitted.

Blood on Poolside:

1. Do not wash blood into the pool
2. Wear protective gloves and then cover the spillage with paper towels
3. Soak the area in strong disinfectant, leave for 2 minutes and then dispose of towels and rinse down area.

In all other cases of pollution, regulations follow procedure for governing the chlorination, circulation and water testing.

Instructions For Taking The Pool Solar Cover Off

1. Put key in switch and turn key to the left.
2. The cover will roll onto the reel and stop automatically.
3. Take the guide rope out of the water and allow it to drop on to the decking behind the roller.

The cover should roll straight onto the reel, but occasionally it can go slightly crooked. If this happens:

- Turn the key right one notch to the middle to stop the winding. *
- Turn the key to the to the right position to so that the cover starts to unwind. Unwind the cover a few feet until it is where it at a point where it was straight on the reel. Then turn the key back to the left (2 notches) so that it starts winding onto to the reel again, hopefully, straightening itself out.
- You may have to give it a tug on one side or the other as it goes on.

FOR A DEMONSTRATION PLEASE CONTACT pool@ealingvillage.com or Tom Lloyd on 020 7963 8686 who will arrange this for you.

Emergency Action Plan

Drowning Incidents

If a user appears to be in difficulty the rescuing person should:

- Assess the situation quickly.
- Additional assistance should be summoned from pool area.

If further assistance is required, press alarm button located on the middle pillar*, which will emit an audio alarm, but does not summon emergency services.

If emergency services are required dial 999 from nearest phone.

The location of this pool is:

Ealing Village clubhouse
London
W5 2EB

If safe to do so, perform an appropriate rescue (talk, indicate, reach, throw, swim with aid, swim and tow). There is a retrieval hook located on the fence at the deep end. Buoyancy aids are hanging on the exterior plant room wall and also on the clubhouse pillars. First Aid boxes are located on the exterior wall of the clubhouse next to the Men's toilets.

*Key to disable alarm is located on top of the first aid box attached to the exterior clubhouse wall.

Follow up Procedure – Estates Manager, or if not available a director

1. Fill out:
 - a) Accident report form (minor accident by person who dealt with it).
 - b) Accident and dangerous occurrence report.
 - c) Near drowning, incidents and rescues –fill in the incident book with:
 - Name, address, phone no of casually.
 - Details of the injury/rescue/incident and persons involved.
 - Treatment administered/advice given.
 - Witness details.
 - Day, date and time.
 - Any other information requested on the form.
2. All equipment to be returned to its correct place and all First Aid supplies should be noted so that they can be renewed.

Lack of Water Clarity

The water quality should be such that the pool bottom is clearly visible. If this is not the case, contact the swimming pool maintenance company **CLS on 01622-792-121**

Chlorine Gas

The most likely gas to leak in a pool environment is chlorine gas.

This gas is irritating and toxic and, in small doses, causes running eyes and a choking cough. Large doses can be fatal. If you know chlorine gas has leaked, or even suspect it evacuate the pool area immediately as per the normal procedure.

Summon the fire brigade immediately. Anyone who has inhaled chlorine gas must go to hospital immediately as serious symptoms can occur at a later stage.

Emergency Equipment

All lifesaving equipment and First aid equipment is checked regularly. If you spot any faults with pool side equipment, contact the pool maintenance contractor or Tom Lloyd on 020 7963 8686.

All emergency equipment must be returned to its correct place after use.

Location of First Aid and Emergency Equipment

- Retrieval hook located on the fence at the deep end.
- Buoyancy aids are hanging on the exterior plant room wall and also on the clubhouse pillars.
- First Aid boxes are located inside the clubhouse by the female toilets and on the exterior wall of the clubhouse next to the Men's toilets.

First Aid Provision

As many users as possible should be fully conversant with basic first aid techniques and will administer to other users if necessary. A full list of resident first aiders will be clearly displayed on the Pool Notice Board and on the Plantroom Door.

When administering first aid the First Aider should fully protect themselves by ensuring that:

1. Very minor First Aid can be administered on the pool side.
2. Users should always wear the gloves provided when dealing with any casualty.
3. A first aid report must be written out for all accidents that require treatment and will be kept on file.

Serious Injury

For spinal or head injuries, an unconscious casualty, serious injury, heart attack, near drowning or where resuscitation is necessary, an ambulance must always be called and a RIDDOR form filled out and a note made in the incident book (with witness details).

At other times, it is at the discretion of the First Aider whether an ambulance is called or not. If in any doubt call 999.

Please note - users should not take people to hospital themselves. Once the ambulance crew arrive, they have complete responsibility for the casualty.

NOTE: Users involved in rescues may suffer from post traumatic stress disorder. Counselling is essential after a serious incident and may be provided by the Council.

Head Injuries

'Head Injury' means any injury to any part of the head and is usually linked with the potential for brain damage.

Typical signs of a head injury are:

- Confusion
- Drowsiness
- Blood/straw coloured discharge from ear/nose
- Nausea/vomiting
- Headache
- Blurred/double vision
- Unequal pupils
- Wound/bruising on the head
- Slurring of speech

If you suspect a head injury:

1. Don't allow casualty to resume their activity
2. If Conscious:
 - Treat any cuts/bruises
 - Monitor levels of consciousness/look for symptoms of head injury
3. If Serious:
 - Call for an ambulance
4. If Unconscious:
 - Summon an ambulance
 - Handle with care
 - Monitor and treat as an unconscious casualty

Unconsciousness

Any unconscious casualty that has been unconscious must be transferred to hospital by ambulance.

Dealing with unconsciousness

- Alert others by Pressing alarm and **dial 999**
- Follow drowning incidents' procedure if necessary to remove casualty from the pool
- Handle with care (particularly head/neck) following spinal injury procedures if necessary.
- Ensure a clear airway
- Remove/treat any obvious cause of unconsciousness
- Resuscitate if necessary
- Examine casualty - treat any serious injuries
- Control bleeding
- If breathing is normal/no sign of injuries - recovery position
- Loosen clothing if necessary
- Record changes in condition and pass to ambulance crew
- Do not give food/drink if consciousness returns

Suspected Spinal Injuries

Spinal injuries may be caused by diving into the pool and striking the head on the pool bottom or side, collision with another bather or a fall. **The way in which a suspected spinal injury is dealt with is crucial to the eventual outcome.** Casualties must be handled carefully in order to ensure that no further damage is done.

The casualty should be stabilised in the water until the ambulance arrives.

Suspected Spinal Injuries – rescue sequence

1. Press alarm
2. Call 999
3. Stabilise casualty in the water until the ambulance arrives.
4. Clear pool and pool area

If Rescue breathing is needed, it may be administered in the water by two qualified persons as follows:

- One stabilises the head whilst another ventilates.

Suspected Spinal Injury Casualty is only landed if there is no circulation and casualty needs CPR. (In this event a table is required against the pool edge). To land a casualty with a suspected spinal injury will need the assistance of 2 or more persons. To do this:

- Stabilises the head whilst another stabilises at the shoulders and 3rd stabilises the body.
- One person then leaves the water and takes up the position at the casualty's head after placing the table in position at the pool edge and continues to instruct and control the lifting of the casualty onto the table where CPR may be applied with the assistance of second person.

The above method is only to be used in the event of a cardiac arrest to give life support whilst waiting for the ambulance, as the priority is to preserve life.

Keep casualty warm, reassure and monitor until the ambulance arrives.