



Revised May 2019

Tintinhull Swimming Pool

1.1 The heated, outdoor Tintinhull Swimming Pool, comprising both a main and baby/training pool, provides an exceptional facility for a small village. The pool is operated and maintained by Tintinhull Parish Council and administered by a Swimming Pool Committee whose membership includes a Parish Councillor. The pool is provided for the benefit and enjoyment of Tintinhull residents and local communities. The pool may also be hired for private parties. It is stressed that this is not a commercial pool; it has certain restrictions in terms of facilities and layout which may be attributed to its age.

1.2 The pool is operated on a payment basis and is generally open from May to September each year. Membership or a season tickets may be bought, or payment made on a single use basis. Season tickets are provided at the established price. No reductions are permitted on the late sale of season tickets. It is to be noted that Season Tickets and Membership passes are only valid for permanent members of any household and immediate family members on short term visits.

1.3 The pool is opened for use on each advertised occasion, subject both to the availability of authorised Pool Openers and pool maintenance requirements. Pool opening times will be advertised as far into the future as possible during the open period.

1.4 There will always be two Pool Openers on duty whenever the pool is open; a Principal Opener, assisted by a Deputy Opener. One of the Pool Openers will be certified as trained in resuscitation and emergency first aid. The times of the pool opening can be confirmed on the Parish Council website (www.tintinhullparishcouncil.gov.uk).

1.5 It is the wish of the Parish Council that the pool can be enjoyed by all persons including those with physical or cognitive disabilities. Unfortunately, the pool does not possess full disabled access/facilities therefore the participation of a disabled person may need to be privately managed by family members or carers. Having in mind other users of the pool, the advice of the Pool Openers must be followed. A more complete description of the available facilities, highlighting where certain restrictions exist for those with additional needs, is given at Annex A.

1. Pool Safe Operating Procedures

2.1 Tintinhull Swimming Pool safe operating procedures are based on a Swimming Pool Risk Assessment [included at Annex E]; a Normal Operating Procedure (NOP) and an Emergency Action Procedure (EAP). The NOP sets out the way a pool operates on a daily basis, including its

manner of use whilst the EAP provides specific instructions on the action to be taken in the event of any emergency.

2.2 A full copy of these procedures is contained within the Swimming Pool section of the Parish Council website and within the 'Openers Box' in the Swimming Pool (Ladies changing room). Additionally, a copy of key aspects will be given to all members and season ticket holders. Finally, key points will be displayed within the swimming pool compound.

2. Normal Operating Procedures [NOP]

2.1 Pool Maintenance

3.1.1 Day to day maintenance of the main and baby/training pools is undertaken by experienced maintenance volunteers who undertake all that is reasonably practical to ensure that the facility meets appropriate health and safety standards in respect of water quality and hygiene and that the equipment and heating plant are safe.

3.1.2 All pool maintenance equipment, chemicals, including any substances that may be hazardous to health and the heating system are fully secured in a locked wooden Plant Shed within the pool compound thereby preventing unauthorised access. The plant shed is only accessed by the authorised maintenance volunteers.

3.1.3 Pool safety signs, located in appropriate positions, are maintained by the Parish Council.

3.1.4 Gas heating and all electrical equipment are checked on an annual basis by professional service suppliers. Other necessary pool maintenance requirements are undertaken by appropriate contractors as arranged by the Parish Council.

2.2 Pool Openers

3.2.1 The swimming pool will only open for public swimming if there are a minimum of TWO volunteer Pool Openers available on site at all times, one of whom must be authorised and trained in resuscitation and emergency first aid. The second/deputy Pool Opener need not be named on the authorised Pool Openers list but must be entirely capable of undertaking the role and have a full understanding of their responsibility. Pool Openers, denoted by wearing a sash, will open and close the pool at the advertised times and will control and record the number of pool users;

3.2.2 Pool Openers are **NOT DESIGNATED OR TRAINED AS LIFEGUARDS**. Parents, carers and swimmers must understand that they use the Tintinhull Swimming Pool at their own risk.

3.2.3 Pool Openers have full discretion for the operation of the swimming pool and are **backed by the authority of the Parish Council** during their period of duty. Such authority includes:

- Decisions to open or to close the pool;

- Determination of the number of swimmers using the pool at any one time; this may be less than the advertised maximum permitted for both pools of 40 persons (given for insurance purposes).
- In periods of high usage, limiting the time that individual swimmers may use the pool in order to ensure fairness in the availability of the facility;
- Exclusion of persons from using the pool in the event of any lack of care for safety or for behaviour that is unacceptable to the Pool Opener.

3.2.4 Pool Openers must provide adequate notice of their intention for pool duty and commit to a minimum of five pool openings during each season.

3.2.5 Pool Openers have a duty to be vigilant, to patrol and regulate use of the pool at all times to ensure general safety and to maintain order.

3.2.6 One of the Pool Openers will be certified in resuscitation and emergency first aid.

3.2.7 At least one of the Pool Openers on duty must have a charged mobile phone about their person.

3.2.8 Both Pool Openers must always remain within the pool compound whenever the pool is open.

3.3 Pool Opening Procedure

3.3.1 Swimming pool gate keys are collected from the appointed key holder/Swimming Committee Representative.

3.3.2 Pool Openers will ensure that the water is clear enough to be able to observe all swimmers. As a guide, it must be possible to see the stainless steel grid in the bottom of the pool at the deep end. If this cannot be seen clearly, the pool must not be opened.

3.3.3 Pool covers are to be rolled back completely so that they are clear of the water. Care must be taken to ensure that the covers are not caught up on any steps - this will cause damage to the covers. Covers are only to be rolled back under supervision by the authorised Pool Openers.

3.3.4 The Pool 'Openers Box' (stored within the ladies changing room) must contain the Accident Book; Incident Reporting forms; relevant keys; the First Aid Box; the money box and Receipt Book. Prior to opening the pool, Pool openers will physically sight the keys for unlocking emergency exits and the key for unlocking the Recreation Ground gates to permit, as necessary, the entry of an emergency vehicle.

3.3.5 The contents of the First Aid Box are to be checked and the First Aid Box positioned close to hand during the pool open period.

3.3.6 The swimming pool toilets should be checked for cleanliness and fitness for use.

3.4 *Swimming Pool Charges*

3.4.1 Pool charges will be collected upon entry with no exception. Pool membership or season tickets will be issued at the pool and can be paid for at the gate. Cash or cheque payment can only be accepted. Cheques should be made payable to "Tintinhull Parish Council".

3.4.2 All ticket sales must be registered in the Receipt Book along with membership numbers as held. The Receipt Book must be completed with the date and time, the number of swimmers/members/season ticket holders. In this manner usage of the pool can be determined. Both Pool Openers must sign the Receipt Book at the end of the swim session to certify total monies received. Cash or Cheques collected must match exactly the entry in the Receipt Book.

3.4.3 Monies along with keys must be returned to the appointed Swimming Pool Committee Representative immediately after the session with the completed receipt.

3.4.4 Spectating adults supervising children and non-swimmers may be admitted to the pool compound free of charge, at the discretion of the Pool Opener.

3.5 *Swimming Pool Users*

3.5.1 Entry into the pool is, without question, at the discretion of the Pool Opener. Pool Openers are volunteers who give freely of their time to manage the pool and must, at all times, be respected in undertaking their duties.

3.5.2 Members and Season Ticket Holders are required to show their Member Cards/Season Ticket Cards to gain entry to the pool.

3.5.3 Pool users will be admitted on a strictly "first come first served basis" with no exception.

3.5.4 Minors under 13 years must be accompanied by an adult or responsible person and competent swimmer aged 16 years or over. Minors 13 years or over may swim unescorted, however, parents or guardians are responsible for ensuring that unescorted minors are fully competent swimmers and that they understand that instructions from Pool Openers are to be followed.

3.5.5 The maximum permitted, safe number of bathers within the pools, that is the main pool and the baby/training pool combined is 40.

3.5.6 In times of high usage, Pool Openers are authorised to regulate swim times for bathers by issuing coloured wrist bands. Usually a maximum swim period of one hour will be imposed. Wrist bands are stored in the Openers Box.

3.5.7 Parents and Carers are responsible at all times for continually monitoring the safety and behaviour of their children and charges whilst using the pool. They will be expected to exert appropriate control over their children or charges for the benefit of other pool users. Unruly behaviour will not be tolerated; offenders will be asked to leave the pools if a warning by a Pool Opener is not heeded. If necessary, the pools can be closed. Parents must be prepared to assist in the recovery of their children from the water if necessary.

3.5.8 Abuse of a Pool Opener will result in an immediate ban for the swimmer or person concerned for the current swim session and will be reported to the Swimming Pool Committee for further action.

3.5.9 Non-swimmers, who enter the water, must stay in the shallow end behind the yellow painted lines on the sides of the pool and must be accompanied by a suitable minder.

3.5.10 Babies/infants using the pool are required to wear a proprietary “swim nappy”.

3.5.11 Photography of any sort is banned within the pool compound during public sessions in order to comply with child safeguarding procedures;

3.5.12 The following are NOT permitted within the pools and/or pool compound:

- Glassware of any type;
- All sorts of inflatables, boats, Li-Los and play floats during public open sessions [purpose made swimming aids are permitted];
- Fins/flippers during public open sessions (at the discretion of the Pool Opener);
- Food in the pool at any time;
- Alcohol in the pool compound during public open sessions;
- Dogs or other animals at any time (except assistance dogs – see Annex A);
- Smoking or vaping in the pool compound.

3.5.13 Diving from the side of the pool is only permitted in the deep end and away from any other pool users. The Pool Opener may restrict diving if the pool is busy. Dangerous diving actions are not permitted including – running dives; backward dives; dives without hands in front of the head; indiscriminate diving; somersault entries and “bombing”. Pushing or throwing people into the pool and backwards jumping from the pool side into the water are also prohibited.

3.5.14 Running on the pool surrounds is not permitted.

3.6 *Swimming Pool Closing Procedure*

3.6.1 Pool Openers check all users are out and have vacated the pool changing rooms; the toilets and pool compound. Close all doors to the changing rooms and the toilets (in fine weather doors may be left open to permit air circulation).

3.6.2 Close the pool covers taking care to avoid damage by protrusions/pool steps (supervised by an authorised Pool Opener).

3.6.3 Return the First Aid Box and the Pool Openers Box to its storage in the ladies changing room.

3.6.4 Complete the paperwork and bag the monies received.

3.6.5 Tidy the pool surrounds/furniture as appropriate.

- 3.6.6 Lock and double check the security of the swimming pool gate.
- 3.6.7 Return the monies and key to the appointed Swimming Committee Representative.

3.7 Private Pool Hire

3.7.1 The swimming pool may be hired from the Parish Council for the conduct of private entertainment and swimming activities.

3.7.2 Private hire of the pool will be subject to a Hire Agreement. The Hire Agreement is shown at Annex B.

3.7.3 Whilst the Parish Council will retain responsibility for the fitness for purpose of the pools for swimming and the water quality therein, hirers accept full responsibility for all health and safety matters pertaining to the use of the pools and pool enclosure throughout the duration of the hire and for providing CPR cover.

4. Emergency Action Procedure (EAP)

4.1 This plan provides details on how to respond effectively to accidents and other emergencies occurring within the pool compound. Fundamental requirements in any emergency are:

- 4.1.1 To remove all people from immediate danger;
- 4.1.2 To handle any casualties;
- 4.1.3 Then to deal with the non-injured;
- 4.1.4 To summon direct and help emergency services;
- 4.1.5 Finally, to protect pool property if that becomes necessary.

4.2 Emergency Equipment Available

- 4.2.1 Lifebuoys by the changing rooms;
- 4.2.2 Grabbing poles by the changing rooms;
- 4.2.3 An aquatic Pool Extraction/Spinal Board to remove injured persons from the pool – for use only by competent persons;
- 4.2.4 An automated external defibrillator [AED] positioned by the Village Hall entrance. Access to this device is by means of a 999 call. Instructions are given on the outside of the device.

4.3 Action in the event of an Accident or Injury

4.3.1 Immediately call the attention of the Pool Openers, one of whom will be trained in resuscitation and emergency first aid. Pool Openers have access to the First Aid Box.

4.3.2 Follow all instructions given by the Pool Openers. If a spinal injury is suspected, DO NOT attempt to lift the patient from the water, but gently support the person's body until expert help arrives.

4.3.3 If an ambulance is required, when asked by a Pool Opener, phone 999.

4.3.4 Take the key from the box and open the gates to the Recreation Ground to permit ambulance access to the pool area.

4.3.5 Any accidents or injuries must be reported in the Accident Book which is kept in the Pool Openers Box. Pool Openers are to personally report any Incident or Accident to the Swimming Pool Committee Chairman using the form given at Annex C.

4.4 Action in the event of Fire, or other Emergency requiring Evacuation

4.4.1 Immediately call for the attention of the Pool Openers. Follow all instructions given by the Pool Openers.

4.4.2 Evacuate the pool compound by the main gate. If that is blocked, use the key in the Openers Box to unlock the gate into the tennis courts and direct people out through that gate.

4.4.3 Pool Openers must ensure that the pool compound, changing rooms and toilets are evacuated.

4.4.4 If the fire brigade is needed, when asked by a Pool Opener to do so, phone 999.

ANNEX A: Pool Accessibility for Disabled Users

ANNEX B: Swimming Pool Hire Agreement

ANNEX C: Swimming Pool Incident Report Form

ANNEX D: Key User Rules for Using the Swimming Pool

Annex E: Tintinhull Swimming Pool Risk Assessment