

Geufron Farm Pool Safety Operating Procedure (PSOP)

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INTRODUCTION

The Pool Safety Operating Procedure (PSOP) consists of the Health and Safety Policy (HSP), the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool and associated plant and equipment.

This document uses the following terms:

- Pool Manager: This is the member of staff who is on call for the day. The Pool Manager can be contacted on 07712 553 751
- Lead Guest. This is the adult who has made the accommodation booking and is responsible for the safety and behaviour of their group or the adult they have delegated these responsibilities to in their absence.
- Swimmer: this is anyone using the pool or pool area, so it includes non-swimmers too.

HEALTH & SAFETY POLICY

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Geufron Farm is aware of its obligations under the Health and Safety at Work Act 1974 and recognise that accidents, incidents and ill health are preventable in many cases. It is our intention to foster the necessary organisational arrangements and culture to control the risks to the best of our ability.

The Policy applies to all staff, contractors, Lead Guests, swimmers and visitors. Our general policy is:

- To provide adequate control of the health and safety risks arising from the use and maintenance of the Geufron Farm pool complex
- To consult with Lead Guests and staff on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To provide information and instruction for our Lead Guests on health and safety issues
- To ensure that all staff are competent to do the tasks they have been asked to do and ensure training is given where necessary
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Overall responsibility for Health and Safety lies with the Pool Manager but Lead Guests take responsibility for themselves and their group whilst using the onsite pool.

LEAD GUEST RESPONSIBILITIES

Lead Guests must:

- Adhere to the Normal Operating Plan and the Emergency Action Plan below
- Ensure that they and members of their group never interfere with anything provided which has been put in to safeguard their safety
- Report all health and safety concerns to the Pool Manager
- Look after their own health and safety as well as those in their group whilst using the pool complex.
- Ensure adherence of all swimmers in their group to the pool rules published poolside and in the digital guest guide

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HEALTH AND SAFETY RISKS

A risk assessment was conducted in MAY 2021 as Geufron Farm pool was about to open. It will be reviewed and updated as necessary at least once per year and always after any major incident.

CONSULTATION WITH EMPLOYEES

Geufron Farm do not have a trade union but consult staff on health and safety issues as necessary.

COMPETENCY FOR TASKS AND TRAINING

Geufron Farm explains to all Lead Guests that they must adhere to the health and safety rules at the pool by including their responsibility to adhere to all sections of this PSOP in the Code of Conduct and the booking Terms & Conditions.

The Pool Manager has completed a Pool Plant Operator Certification endorsed by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and endorsed by the Pool Water Treatment Advisory Group (PWTAG).

No one may enter the pool plant room without the Pool Manager.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Should an accident occur it must be reported to the Pool Manager on 07712553751 or by email at stay@geufronfarm.com who will then record it in the accident log.

The health and welfare of Geufron Farm swimmers, visitors and staff is of paramount importance to us and all incidents, no matter how seemingly small must be reported.

MONITORING

The Pool Manager will monitor that Lead Guests and staff are adhering to the requirements in this PSOP and the Code of Conduct whilst carrying out their duties.

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The Normal Operating Plan (NOP) sets out the way the pool operates on a daily basis. It includes details of the layout, equipment, manner of use, user group characteristics and any hazards or activity-related risks.

DETAILS OF THE POOL

Length 8.5 meters or 28 feet

Width 4.5 metres or 15 feet

Depth 2.3m (7 feet) at the deepest point and 1 meter (3 feet) at the shallowest point. Average depth is 1.5 meters or 5 feet.

Target Water Temperature 26 degree centigrade

Our outdoor pool uses water from fresh filtered spring which is then heated to a target temperature of 26 degrees.

The pool is cement construction and lined with specialised pool paint which is repainted each year before opening.

The pool is only open between May & September & for the remainder for the remainder of the year it is winterised and both access gates are locked with a coded bolt lock.

POOL VOLUME

The pool holds circa **57m³ volume**

MAXIMUM SWIMMER LOAD

The pool is for the exclusive use of guests at The Old Farmhouse & Little Cottage. The typical pool load will therefore be up to 11 guests.

In cases where the entire site is hires exclusively the daily pool load could be up to 22 guests.

The maximum swimmer load at any one time for a pool of this size is 19 swimmers

$$57m^3 / 3 \text{ litres per swimmer} = 19 \text{ swimmers}$$

The maximum daily swimmer load for a pool this size is between 57 & 114 swimmers

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$$25\% \text{ of } 19 = 4.75$$

$$50\% \text{ of } 19 = 9.5$$

$$4.75 \times 12 = 57 \quad 9.5 \times 12 = 114$$

*So, the daily bathing load would be **57 to 114***

POOL USERS

Due to the location of the pool, it is not accessible for wheelchair users or those with limited mobility.

The Pool is used by the following types of users:

- Private sessions, where the pool is hired together with The Old Farmhouse & Little Cottage by members of the public for use by them, their friends and/or family. The person making the booking (the Lead Guest) is responsible for the health, safety and behaviour of those in their group
- Owner/staff sessions, where the pool is used by the owners or their staff, their friends and/or family when the pool is not booked by the above. The owner or staff member arranging the session is deemed to be the Group Leader and is responsible for the health, safety and behaviour of those in their group.

A plan of the Pool area can be found at Appendix A.

POTENTIAL RISKS

An appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified. The following hazards have been assessed as being High or Medium severity in the current Our Pool Risk Assessment.

- Persons entering the pool inappropriately, for example, by diving or 'bombing'
- Persons exhibiting boisterous or unruly behaviour
- Persons gaining unauthorised access, for example:
 - o Persons gaining access to the pool when it is not in use or not supervised

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- Non-swimmers wandering back into the pool area from the accommodation at the end of a swimming session
- Absence of, or inadequate response of Group Leader in an emergency
- Tag games or 'horseplay' in the pool or on the poolside
- Acrobatics and throwing games
- Water contamination
- Unauthorised access to the pool room

DEALING WITH THE PUBLIC

Safety messages are communicated to swimmers by the following means:

- Notice board in the pool area e.g. addressing issues that need to be notified immediately or reminders of safety rules that have been breached repeatedly
- Email circulars to Lead Guests e.g. new or updated safety rules
- Issuing Our Pool Code of Conduct in our Digital Guest guide sent to The Lead Guest in advance of their holiday & which can be made available to all swimmers by sharing the link, printing the guide or saving as a PDF. (issued to all Lead guests when the final balance payment is made)
- Making Our Pool Code of Conduct available to all swimmers by displaying a copy in The Old Farmhouse & Little Cottage.

Swimmers gain access to the pool complex by entering the code into the lock on the access gate. The access code is issued to the Lead Guest 24 hours prior to their arrival.

A copy of the booking timetable is made available to staff by the Pool Manager showing when each group have booked.

Any breach of the Pool Code of Conduct will result in a warning by the Pool Manager or depending on the severity may result in the session being terminated or closure of the pool.

Repeat offenders may have their contract terminated or permission to use the pool revoked. Breaches may also result in a loss of security deposit or additional charges being levied against the Lead Guest e.g. where it is required to close the pool for future guests.

LEAD GUESTS DUTIES AND RESPONSIBILITIES

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The pool at Geufron Farm operates as a private hire swimming pool and does not provide lifeguards.

Lead Guests are responsible for the health and safety of those in their group and for ensuring that all those in their group follow the directions in this document and in the Pool Code of Conduct.

Group Leaders must report any failures of safety equipment by calling the Pool Manager.

SYSTEMS OF WORK

The Pool Manager is responsible for the operation of the Pool. The name and mobile phone number of the Pool Manager is provided in the Digital Guest Guidebook and in the printed Pool Code of Conduct provided to guests.

The Lead Guest is responsible for the health, safety and behaviour of all members in the group and for escalating issues to the Pool Manager e.g. contacting the Pool Manager in the event of an accident or reporting broken safety equipment.

In the event of an emergency, the Lead Guest must call 999. The Lead Guest must have a mobile phone with a useable signal whenever the pool is in use.

The address to give to the emergency services is:

Geufron Farmhouse,
Geufron Farm,
Bryncrug,
LL36 9RW

The What3Words reference for the swimming pool area is:

///older.limitless.shipwreck

No diving is allowed at any time.

If possible, lifesaving should be carried out from the poolside using the equipment supplied (reach pole, ring pole and life buoy).

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OPERATIONAL SYSTEMS

The pool cover is rolled out and the pool area is locked up after the last session each night by the Lead Guest. The pool area is unlocked and the pool cover is wound in before the first session each morning by the Lead Guest.

Access to the pool area is via a numeric bolt lock on each of the access gates. The code is changed at least every quarter.

DETAILED WORK INSTRUCTIONS

Diving into the pool is prohibited as the pool has a sloping floor making it unsuitable for this activity.

No-one will have access to the Plant Room without the Pool Manager.

A copy of the Cleaning & Water Testing protocols is kept in the Plant Room.

Water sampling will be carried out before the pool complex opens to guests and at regular intervals thereafter.

Backwashing will be carried out after swimmers have left the pool area (rather than during a swim session) whenever possible.

A copy of the following are kept in the Plant room for reference purposes:

- PWTAG Code of Practice
- Cleaning & Water Testing protocols
- Stockwell Safety Pool Plant Operator Manual

FIRST AID SUPPLIES AND TRAINING

A fully equipped First Aid Kit is located under the sink in both the Little Cottage next to the pool & in The Old Farmhouse.

Where treatment is required, the Little Cottage terrace (outdoors) or The Little Cottage (indoors) can be used as a First Aid Point in which to treat someone

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Minor incidents such as cuts and knocks may be dealt with on poolside as long as care is taken to comprehensively disinfect any spillages of blood according to the Emergency Action Plan

The Pool Manager will check the First Aid Kit every Friday morning and replace any used or faulty items.

Owing to the nature of the business Our Pool does not provide first aiders. The Lead Guest is responsible for the health and safety of those in the group and must have a mobile phone with a useable signal in case the emergency services are needed.

The Lead Guest is responsible for ensuring that all rubbish, including used first aid materials and sharps, is removed from the pool complex at the end of the session.

The Lead Guest is responsible for ensuring that no items that could cause harm to swimmers or damage to pool equipment are introduced to the pool area e.g. glass bottles, wine glasses or dogs.

DETAILS OF EMERGENCY EQUIPMENT

The location of Emergency Exit is shown on the plan at Appendix A.

Actions to be taken can be found in the Emergency Action Plan below.

In the event of a power failure the emergency lighting will be activated. Actions to be taken can be found in the Emergency Action Plan below.

The following rescue equipment is available by the poolside:

- Life Buoy
- Reach Pole

EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) gives specific instructions on the action to be taken, by all staff, in the event of a foreseeable emergency.

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LACK OF WATER CLARITY

- If the clarity of the water deteriorates during a session clear everyone from the pool IMMEDIATELY and call the Pool Manager
- If the clarity of the water is poor on entering the building do not allow the swimmers to enter the pool and call the Pool Manager

The Pool Manager will:

- Close the pool until normal conditions are restored
- Conduct a water test using testing protocols provided in plant room
- Check that the plant room equipment is operating correctly
- Keep the Lead Guest informed

Solid Faecal or Vomit Contamination

- Clear the pool & area of all swimmers IMMEDIATELY
- Ensure all swimmers shower thoroughly
- Close the pool and call the Pool Manager (who is a trained Pool Plant Operator)
- No unauthorised personnel are to enter the pool building until the 'all clear' has been given to the Lead Guest by the Pool Manager

The Pool Manager will:

- Remove the contaminant (see contaminant removal procedure in plant room)
- Conduct a water test using testing protocols provided in plant room
- Close the pool until normal conditions are restored
- Keep the Lead Guest informed

Diarrhoea Contamination

- Clear the pool IMMEDIATELY
- Ensure all swimmers shower thoroughly
- Close the pool and call the Pool Manager (who is a trained Pool Plant Operator)
- No unauthorised personnel are to enter the pool area until the 'all clear' has been given to the Lead Guest by the Pool Manager

The Pool Manager will:

- Remove as much of the contaminant as possible
- Maintain chemical levels at top of range
- Add coagulant filter for a minimum of three turnover cycles

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- Backwash as recommended for filter
- Reopen the pool only when normal conditions are restored
- Keep the Lead Guest informed

ON DISCOVERING A FIRE

- Call swimmers from the water
- Instruct everyone to leave via the nearest exits and go to the fire assembly point (the main farm car park below the Old Farmhouse)
- Call 999 and ask for the fire brigade
- Call the Pool Manager on 07712 553 751
- Do not re-enter the pool area or buildings or allow anyone else in your group to do so until the Pool Manager gives the 'all clear'

ON HEARING THE FIRE ALARM SIGNAL

- Leave via the nearest exit and go to the fire assembly point (the main farm car park below the Old Farmhouse)
- Do not re-enter the pool area or buildings (or allow anyone else in your group to do so) until the Pool Manager gives the 'all clear'

STRUCTURAL FAILURE

- If any signs of main structural failure appear, clear the building IMMEDIATELY and contact the Pool Manager.

EMISSION OF TOXIC GASES

If there is a release of toxic gases, clear the pool IMMEDIATELY.

- On leaving the pool area move to the fire assembly point (the main farm car park below the Old Farmhouse)
- Contact the emergency services by dialling 999
- Contact the Pool Manager

SERIOUS INJURY TO A SWIMMER

- Assess the injury and administer first aid and/or call the emergency services on 112 or 999
- Keep the injured person safe and warm
- Clear the pool instructing the other swimmers to showered & changed
- Call the Pool Manager
- Call the parent, guardian and/or next of kin of the injured swimmer, if appropriate

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- If the injured swimmer is suspected of having sustained a spinal injury, stabilise them in the water or poolside and do not attempt to move them prior to the arrival of the emergency services
- All serious injuries requiring hospital treatment MUST be reported in the Accident Book in the Reception Area. Provide the following information:
 - o Name and address of the injured party
 - o Contact telephone number
 - o Age
 - o A brief description of the events leading to the accident, any action taken and by whom.

You have a legal duty to supply this information.

DISCOVERY OF A CASUALTY IN THE WATER

- Rescue the casualty and follow the instructions above for Serious Injury to a Swimmer.

OVERCROWDING

- Only swimmers associated to the Lead Guest booking may use the pool at Geufron Farm. This is to a maximum of 22 guests, the maximum that can be staying at the accommodation at any one time.
- Excess swimmers must be removed immediately by the lead guest.

DISORDERLY BEHAVIOUR (INCLUDING VIOLENCE TO STAFF)

- Swimmers must Inform the Lead Guest immediately. If the offender is not one of your group call the Pool Manager
- If necessary, clear the pool and isolate offenders
- Do not argue and do not attempt any physical intervention
- Call 999, if appropriate

REVIEW OF PROCEDURES

The PSOP will be reviewed and revised if necessary:

- With the installation of new equipment
- After a major incident (e.g. accident requiring hospitalisation or near drowning)
- Following the identification of a trend of minor accidents
- Structural change
- At least once per calendar year.

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Any revisions to the PSOP will be communicated to all staff and future Lead Guests.

INTERNAL FORMS

- Pool Manager Daily Checklist
- Weekly Health & Safety Checklist

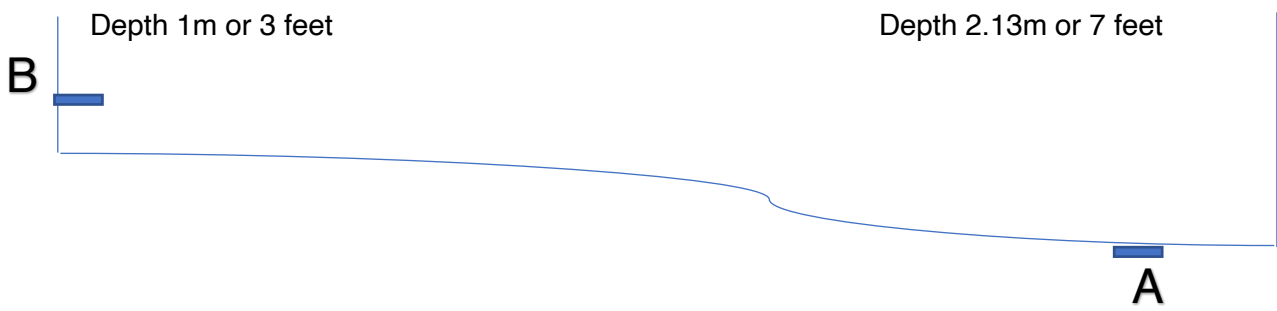
SOURCES OF INFORMATION

- Health & Safety Executive (HSE) 'Managing Health & Safety in Swimming Pools' 2003 HS(G)179
- Pool Water Treatment Advisory Group (PWTAG) 'Swimming Pool Water Treatment & Quality Standards' 1999.
- Stockwell Safety Pool Plant Operator Manual

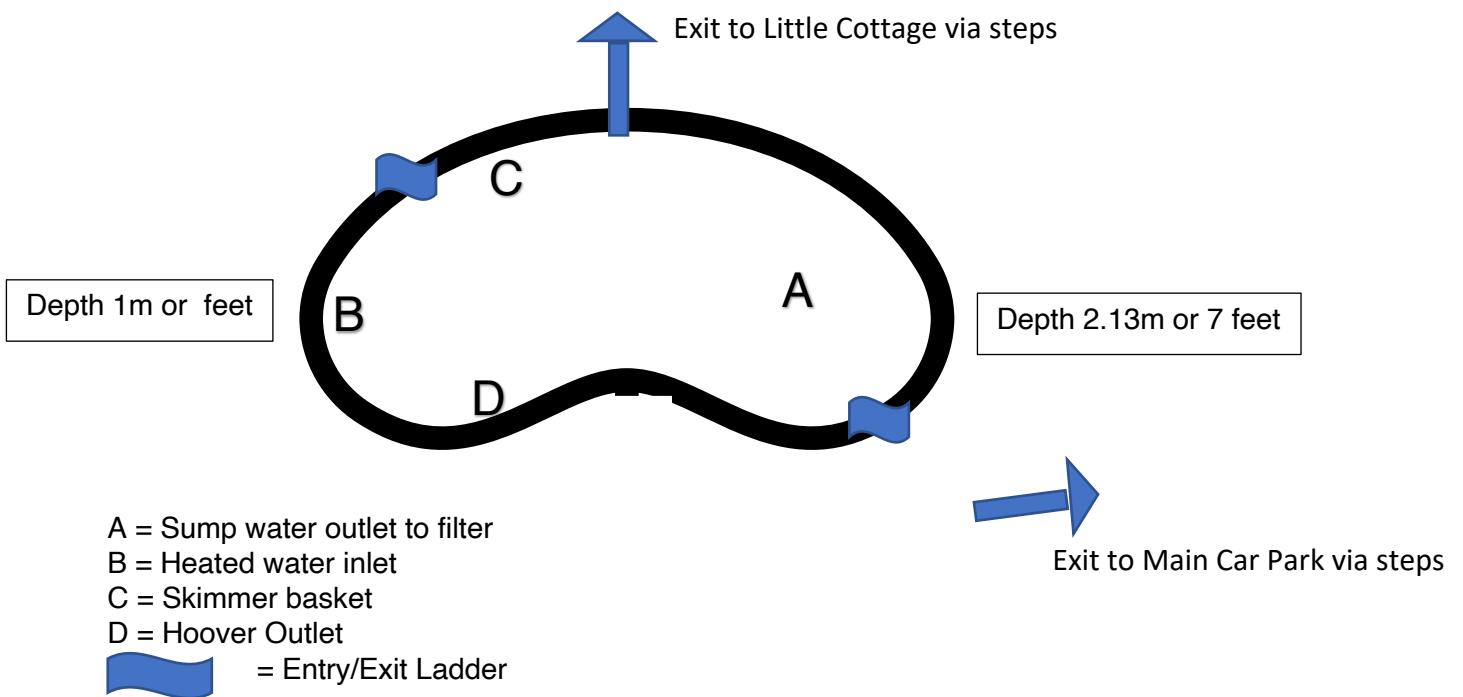
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Appendix A - Pool Area Plan

Pool cross section



Pool from above



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