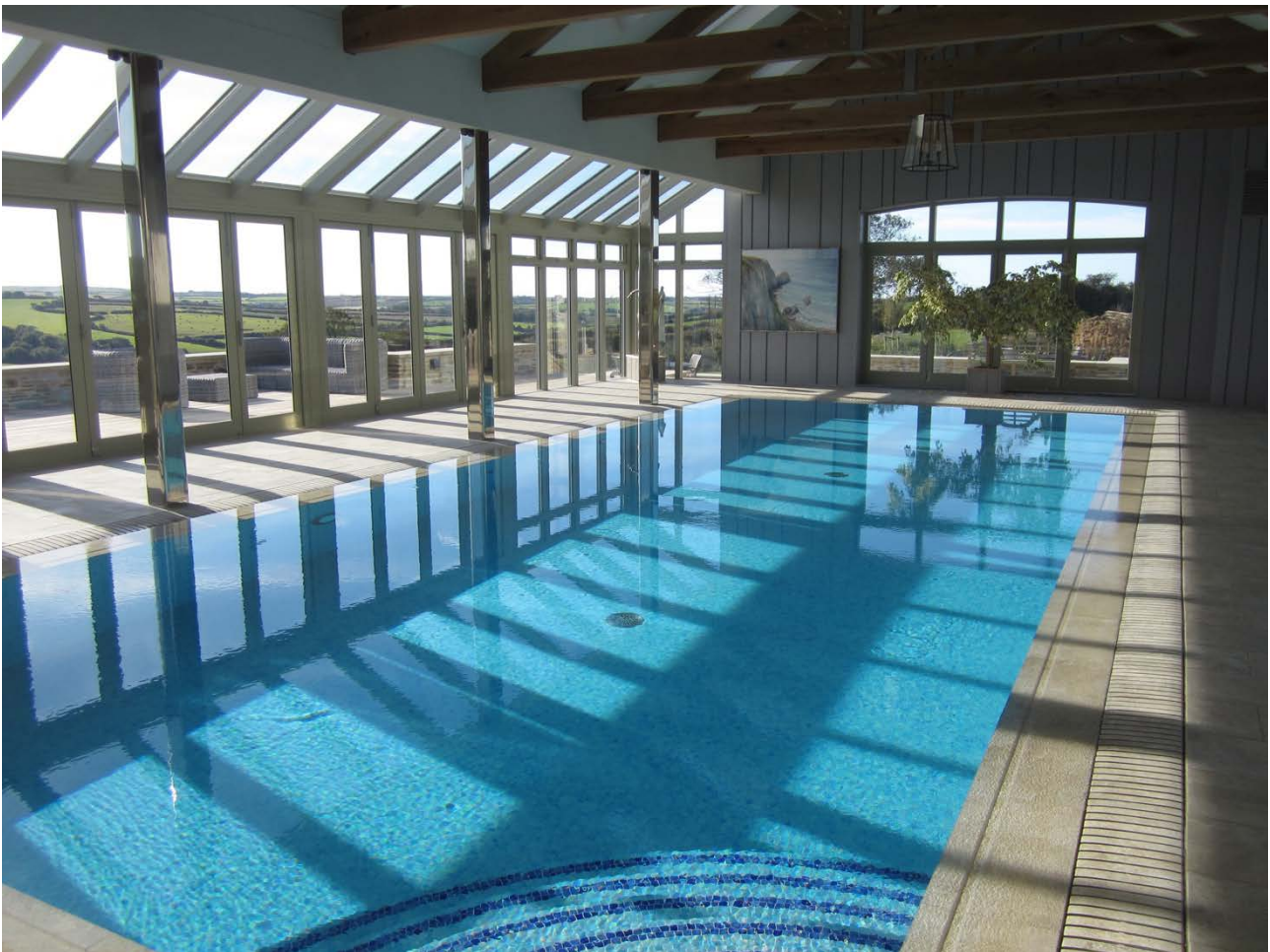


Trevear Farm

Pool Safety Operating Plan



Normal Operating Plan:

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	11.56 metres
Width	5 metres
Depth	One consistent depth of 1.4 metres
Surface Water Area	57.8 ² metres
Temperature	29°C

There are steps in one corner for accessing and leaving the pool. All the tiles surrounding the pool and changing areas are non-slip.

There are changing rooms, for Pool users, they are at one end of the Pool area, and contain a changing area, toilet and shower. All floor tiles are non-slip.

The plant room can only be accessed via an external locked door. The keys are held by the Owners.

Safety Equipment:

There is a ring pole available at the side of the pool.

Pool Users:

The Pool is shared between Guests from Broadview, Barn Owl Roost, Mill House, Shippen, Linhay, Lodge, Hayloft and New Cottage between the guide times of 8.00 am and 8.00pm. The Owners may use the pool outside these times.

The Pool is locked and can only be accessed by obtaining the key from a combination Key Box mounted to the side of the main Entrance Door. The code is only given to a Responsible Adult from each property, they then take on the responsibility for the health, safety and behaviour of all members of their family/group.

The Pool must be locked up when the family/group leaves, unless another family/group are using it. They will then take the key and the responsibility for locking up.

There is a Pool Code of Conduct which is issued to the Responsible Adult upon arrival at their property. This sets out the rules and information for safe use.

There is a First Aid Box available in the Pool area and a Defibrillator is sited in the Entrance Lobby to the Gym (separate building).

Potential Risks:

The Pool Safe Operating Plan is based on the findings of the Pool Risk Assessment, which has identified the following hazards as having either a High or Medium Residual Risk.

- Children or non-swimmers gaining unauthorised access.
- Unsupervised Children or non-swimmers being given access by their Responsible Adult.
- Persons entering the pool inappropriately, e.g. by diving or “bombing”.
- Persons exhibiting boisterous or unruly behaviour.
- Tag games or “horseplay” in the pool or on the poolside.
- Persons swimming when intoxicated.
- Persons swimming too soon after eating.
- Persons gaining access to the Pool out of the permitted times.
- Water contamination.

Communication of Safety Information to Pool Users:

- Guests are given a copy of the Pool Code of Conduct, upon arrival.
- A copy of this Pool Safety Operating Plan is kept on the Pool side.
- The Responsible Adult for each family/group is given the code for the Key box.
- The Responsible Adult signs to confirm that all members of the family/group will abide by the Pool Code of Conduct, and that he/she will take responsibility for the health, safety and behaviour for all members of their family/group.
- If the Pool Code of Conduct is breached, the Owners have the right to deny access to the Pool for the whole family/group.
- Other Safety Information is communicated to pool users via Posters and Signs at the Pool.

Responsible Adults’ Duties and Responsibilities:

The Pool operates as a Private Swimming Pool and does not provide lifeguards.

The Responsible Adult takes the responsibility for the health, safety and behaviour of all members of their family/group, and ensures that all those in their family/group abide by the Pool Code of Conduct, the information in this Pool Safety Operating Plan, and any other control measures put in place such as posters, signage, etc.

The Responsible Adult must ensure that Children and/or non-swimmers are NOT given the access code and are not allowed into the Pool without adequate supervision.

The Responsible Adult must also ensure that any children or non-swimmers from their family/group do not gain entry to the Pool area when it has been unlocked and/or is being used by other families/groups.

The Responsible Adult must ensure that a Mobile Phone, with useable signal is taken to the Pool area, so if needed, it can be used to call the Emergency Services.

Emergency Action Plan

The Emergency Action Plan (EAP) sets out specific instructions to be followed in the event of a foreseeable Emergency.

Overcrowding:

- Do not allow any more people into the Pool
- Remove excess swimmers immediately.

Disorderly Behaviour:

- Inform the Responsible Adult immediately, who must take appropriate action to remove the offender.
- If necessary, the Owners will clear the Pool and isolate the offenders, no argument or physical intervention will be attempted.
- If necessary, the Police will be called.

Lack of Water Clarity:

- If the clarity of the water deteriorates during use, clear everyone from the Pool and call the Owner immediately.
- If the clarity of the water is poor on entering the building, DO NOT swim, call the owner who will:
 - Conduct a water test
 - Check that the plant room equipment is operating correctly.
 - If necessary, will close the Pool until normal conditions are restored.
- Procedures for Faecal or Vomit contamination:
 - Clear the Pool IMMEDIATELY
 - Ensure all swimmers shower thoroughly.
 - Call for the Owner who will:
 - Close the Pool and remove the contaminant
 - Conduct a water test
 - Reopen the Pool when normal conditions are restored.
- Procedures for Diarrhoea Contamination:
 - Clear the Pool IMMEDIATELY
 - Ensure all swimmers shower thoroughly.
 - Call for the Owner who will:
 - Close the Pool and remove as much of the contaminant as possible.
 - Dispense a “shot dose” of chlorine
 - Backwash the filter if required (there is a weekly auto backwash cycle).
 - Conduct a water test
 - Reopen the Pool when normal conditions are restored.

Fire Safety and Evacuation Instructions:

There is a Fire Alarm installed with automatic detection throughout. The Fire Alarm Panel is located in the plant room.

- If you discover a fire:
 - Raise the Alarm (if the automatic detection has not already done so).
 - Attack the Fire with a suitable Fire Extinguisher if you are trained to do so.
 - Follow the instructions below:
- If the Fire Alarm Sounds:
 - Ask all swimmers to get out of the water immediately.
 - Instruct everyone to leave the building, using the nearest exit.
 - The Responsible Adults MUST ensure everyone from their Family/group has left the building and is accounted for.
 - Report to the Fire Assembly Point: **Signpost on the Entrance Driveway**
 - Inform the Owners.
- To Call the Fire Brigade:
 - **Dial 999 and ask for FIRE**
 - When answered state clearly – Fire at:
 - **Trevear Farm, St. Issey, Wadebridge, Cornwall. PL27 7RQ**
 - **Grid Reference – SW 945713**
 - DO NOT replace the receiver until the address has been repeated back to you.

Accidents and/or Injuries and First Aid:

- A First Aid Box is provided in the Pool area.
- If someone is injured, assess the injury and administer First Aid, if necessary, call for an Ambulance – dial 999.
- Keep the injured person safe and warm.
- Inform the owners, they will be able to assist.
- Clear the pool, asking everyone to get changed and either assist or leave the pool complex.
- All serious injuries must be reported to the Owners and recorded in the Accident Book (held by the Owners). The following information must be provided:
 - Name and address of the injured person
 - Contact phone number
 - Age
 - Details and cause of the accident.

Review of the PSOP:

The PSOP will be reviewed at least annually and will be revised if necessary.