

Pool Safety Plans

What you need to know as a Pool Operator

The new Pool Regulation requires all pool operators to create detailed pool safety plans.

A sample Table of Contents for a Pool Safety Plan is located on page 4 of this bulletin.

➤ **What is a Pool Safety Plan?**

A pool safety plan is intended to provide clear written procedures that:

- Describes actions to protect health and safety of pool users and staff.
- Is tailored to meet the needs of each pool/facility.
- Helps provide staff training.
- Reduces the chance of adverse events.

Remember: You may already have a lot of this information in place for your pool. The pool safety plan simply brings it altogether in a single location.

➤ **What do you need to do as a Pool Operator?**

- Train your staff in accordance with this written plan.
- Review and update the plan at least annually and make required changes as needed.
- You are responsible to have the Pool Safety Plan reviewed by your Environmental Health Officer.

➤ **What type of information needs to be included in a Pool Safety Plan?**

The type of information to be included in a pool safety plan is noted in the following sections. This is not intended to be an exhaustive list and may need to be tailored to meet the needs of each pool.

1. Procedures in the event of a serious injury, emergency or incident

- The procedures to be followed when dealing with these types of events to ensure they are handled in a safe and efficient manner. This may include procedures for:
 - drowning
 - head/spinal injuries
 - fecal/vomit incidents
 - blood & body fluid exposures
 - heat related incidents
 - gas leaks
 - chemical spills entrapment
 - natural disasters

2. Type of lifesaving, lifeguarding and first aid equipment to be kept in the immediate vicinity of the pool

- A list and the location of lifesaving equipment available onsite.
For example:
 - non conductive reaching assistant with shepherd's hook at least 3.5m in length.
 - throwing ring securely attached to line ≥ 6 mm in diameter and length at least half the width of the pool plus 3m.

- A list and location of first aid equipment available onsite.
For example, recommended emergency equipment includes:

- Minimum level 2 first aid kit as per WorkSafeBC.
- Personal protective equipment (i.e. pocket mask and gloves).
- Where pools have lifeguards/personnel trained in their use, the following specialty emergency equipment:
 - Spine board (with at least 3 velcro straps and head security device).
 - Full set of airways.
 - A.E.D. (defibrillator).



- Requirement for an emergency telephone in public pools.
 - The phone should be free of charge and located in an area marked clearly with a sign.
 - A procedure and script for contacting emergency services; in most cases this will be 911 or, if needed should include the telephone numbers for the:
 - Nearest hospital
 - Ambulance service
 - Police department
 - Fire department
- Pools without lifeguards must develop and post:
 - Emergency procedures, including who to contact in case of an emergency
 - Location of first aid kit
 - Location of emergency exits

3. Number of lifeguards and other employees who are on duty when pool is in use

- Identify the number of lifeguards and other employees on duty when pool is in use.
- For public pools, the Plan must clearly outline the situations when it may operate without a lifeguard.
- Document operator and lifeguard training/qualifications/certifications.

Note: Be clear regarding the different requirements for unsupervised versus supervised pools.

4. Written operating procedures for the pool

- Identify and describe procedures to properly:
 - test pool water chemistry
 - adjust pool water chemistry
 - backwash filters
 - clean hair & lint strainers
 - prime pumps
 - handle disinfection chemicals & equipment
 - lockdown equipment during maintenance
 - operate play equipment

Note: Clearly outline who is responsible for specific operational and maintenance tasks (i.e. lifeguards, maintenance staff and/or custodians).

5. Written cleaning program and schedule for the pool

- List the chemicals and cleaners used and the specific use for each product.
- Identify the frequency of cleaning of each part of the pool.
- Identify the staff responsible for cleaning tasks.
- Include instructions on the safe handling and use of all cleaning and disinfection products.

Note: More complex pools will require more complex cleaning procedures

6. Written maintenance program for the pool

- Identify the equipment needed and procedures that staff must follow.
- Provide a schedule for routine maintenance tasks. This will help address and correct issues before they become a problem.

For example, the maintenance plan must include procedures for:

- Prevention of suction and/or entrapment hazards.
- Maintaining adequate lighting in all areas of the pool.
- Regular testing of equipment to make sure it is maintained as per manufacturers recommendations.
- Regular inspection and maintenance of surfaces such as walkways, stairs, decks and platforms.
- Operation of recirculation system including disinfection equipment and filters.
- Ensuring water depth markers are in place and easy to read.
- Ensuring facility:
 - is not deteriorating and does not allow bacterial or fungal growth or cause injury
 - is free from sharp or blunt objects that may cause injury
- Safe chemical storing and handling.
- Regular testing of ground fault interrupters for underwater lights.

References: BC Pool Regulation & BC Guidelines for Swimming Pool Operations

For further information, or if you have any questions, contact your local Environmental Health Services Office.
Website: www.fraserhealth.ca

Sample Template

Table of Contents for Pool Safety Plan

Facility Name

Facility Address

Plan Prepared by

Date Plan Prepared

Plan Reviewed by

Date Plan Reviewed

Pool Characteristics

- Type of Facility (outdoor pool, indoor pool, wading pool)
- Square Footage
- Minimum Depth
- Maximum Depth
- Bather Capacity
- Diving Allowed (Y/N)
- Slides (Y/N)
- Pool volume
- Other features (e.g. climbing wall, rope swing)

Lifeguard Certifications

- List the skills and certifications for lifeguards

Injury Prevention

- Waterfront Hazards (e.g. entrance areas to pool, diving boards, slides – how are hazards in these areas mitigated?)
- Lighting and Electrical (e.g. emergency lighting)
- Maintenance (e.g. daily inspections and reporting of results)
- Rules and Regulations (other than pool & hot tub rules noted below)
- Diving Areas (posting of rules)
- Pool Slides (posting of rules)

Operating Procedures

- Pool and Hot Tub Rules
- Pool and Hot Tub Water Testing and Maintenance Log
- Maintenance and Cleaning Schedules
- Chemical Storage and Handling Procedures
- Emergency Response Procedures (e.g. search, communications, reporting, training)

Responding to Incidents

- Important Phone Numbers
- Incident Response Procedures
- Fecal / Vomit / Blood Clean Up Procedures
- Lifesaving, Lifeguard and First Aid Equipment
- Pool Supervision Schedule