



## MUNICIPAL AQUATIC FACILITY



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The attached Manual is for illustrative and guideline purposes only. This manual is not intended to be adopted verbatim but, is to be used as a guideline in tailoring a system to meet the needs of your facility. Use only the sections which relate to your facility.

Always verify forms, releases, state licensing requirements, policies and procedures with legal counsel and/or other appropriate authority before implementing any manual or set procedure.

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## *RISK MANAGEMENT PROCEDURES*

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### MUNICIPAL AQUATIC FACILITY

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### **MUNICIPAL AQUATIC FACILITY**



### **ADMINISTRATION**

#### **POLICY STATEMENT**

This Policy is designed to acquaint our staff with the policies, priorities, and rules governing the operation of the swimming pool.

The primary objective in operating a swimming pool is to provide an opportunity for wholesome use of leisure time and the acquiring of basic aquatic skills.

Providing and maintaining a safe, clean, and attractive facility with clear bacteriologically safe water are the prime items that enable a pool to achieve its primary objective.

#### **POOL MANAGER**

The Pool Manager is accountable to the Director. He is responsible for complete management of the pool. This includes all matters pertaining to management, pool safety, directing, scheduling, and supervision of the pool staff, sanitation and programming/ supervision of users.

#### **MANAGER RESPONSIBILITY**

The pool manager, under supervision of the director is responsible for all things pertaining to the management of the pool. His personal conduct, attitude and leadership must meet the highest of standard and set the goal for the entire pool staff. His responsibilities include:

1. Take all precautions and preventative action necessary to insure the safety of the user and the pool staff from accidents or drowning.
2. See that a staff member is on duty anytime the pool is in use. Staff on duty must have proper training/ certification.
3. Provide adequate deck and pool area supervision which will depend upon the pool size and number of users.
4. Post for user view, and enforce, the rules for swimming pools.
5. Conduct periodic in-service training sessions in the use of all emergency and first aid equipment. Be sure all personnel are instructed in emergency procedures and log these sessions at the time they are held.



## **RISK MANAGEMENT PROCEDURES**

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### **MUNICIPAL AQUATIC FACILITY**

### **ADMINISTRATION**

#### **MANAGER RESPONSIBILITY** *(continued)*

6. Maintain the pool log book by noting conditions and needs, staff meetings, use attendance, etc. Log an entry for each day the pool is opened. All log entries should be written in a professional tone.

7. Maintain a sanitary, clean pool environment, free from defective equipment and unsafe conditions.

8. Maintain proper chlorine and PH residual standards. Establish guidelines for testing water and chemical usage, storage, and safety.

9. Caution and instruct personnel not to make unauthorized personal comments to the general public or the press regarding an accident.

#### **EVALUATIONS**

The pool manager will periodically evaluate pool operations primarily during the swim season and yearly as needed.

##### **◆ STAFF RESPONSIBILITY**

1. Pool procedures orientation
2. Pool equipment/chemical usage
3. Pool chemical storage/handling.
4. Pool maintenance/inspections
5. Certification/Training
6. Pool rules/enforcement
7. Emergency procedures
8. Incident reporting

##### **◆ POOL FACILITY**

1. Access controlled
2. Operating Procedures
3. Cleanliness of pool/area
4. Water quality/testing/adjustments
5. Pool Equipment/Chemical storage
6. Safety/First Aid Equipment
7. Log Book/Records



## *RISK MANAGEMENT PROCEDURES*

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### **MUNICIPAL AQUATIC FACILITY**

### **ADMINISTRATION**

#### **STAFF**

The major responsibility of the staff is to protect the life and well being of each person using the swimming pool. The well trained staff will do this by preventing people from getting into situations that endanger themselves or others. When this fails, he must be prepared to plan and effect a rescue with the utmost speed and efficiency. The principles behind all life-guarding are the preventions of accidents before they occur, and a quick, simple, and safe rescue if an accident does occur.

Staff must be physically fit and mentally alert. He must be well-trained and have a deep-seated conviction that his job is important. He must be mature enough to recognize and appreciate the vital nature of his responsibility. He should have a sense of loyalty to his organization and the respect of the pool user.

#### **RESPONSIBILITIES**

The responsibilities of every staff in the supervision of the swimming pool include:

1. To keep physically fit, mentally alert and ready to meet an emergency.
2. To be familiar with, study, enforce, and put to use, all the latest methods of safety procedures as prescribed by:
  - a. The Director of the facility
  - b. American Red Cross guidelines
  - c. Staff in-service and special training course
3. To go into action when in doubt of a user's safety, and not take a chance on anyone's life or welfare by undue waiting.
4. To remain in the supervisory position poolside until relieved of duty.
5. To station himself at a point where he is able to view the maximum of activity with the greatest of ease, keeping in mind the reflection of the sun.
6. To note, take action, or call to the pool manager's attention any acts or procedures that might endanger or create disharmony among the pool users or staff.
7. To be aware of the pool danger areas and protect users in these areas. (Deep end, steps).
8. Check to make certain all doors and gates to the pool area are locked when staff is not on duty.



## *RISK MANAGEMENT PROCEDURES*

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### **MUNICIPAL AQUATIC FACILITY**

### **ADMINISTRATION**

#### **ADDITIONAL RESPONSIBILITIES**

All staff are responsible for the sanitation and maintenance of the facilities. The duties involve all areas of the pool:

1. Keeping debris from the pool surface and bottom, including drains in pool bottom, gutters and skimmer baskets.
2. Sweep all decks to remove excessive debris before washing and cleansing.
3. Properly maintain all areas adjacent to the swimming pool.
4. Brush the pool on a regular schedule set by the pool manager and approved by the director.
5. The water quality should be periodically tested and adjusted to meet appropriate standards.
6. Faulty equipment should be put out of use and action taken to correct, remove or replace equipment as needed.
7. Other related duties as may be required and assigned or deleted by the pool manager.

#### **SAFETY**

All staff must be accident prevention conscious. This means that they must recognize a condition or situation that may result in an accident. They must have a plan of action that would circumvent an impending accident. Training and review in the latest lifesaving, water safety and first-aid measures is a must. All staff members shall possess valid and current dated certificates of completion in basic and emergency water safety, basic First Aid and C.P.R., life guard training, life guard training instructor, or water safety instructor, as required for their position of responsibility.

Alertness should be so dominant in every pool operation that it is reflected in the very action and movement of each staff member. Alertness is not a matter of degree - a staff must be at its optimum - safety, sanitation, and supervision wise, or the operation of the swimming pool has deteriorated to less than mediocrity.

A drowning or serious accident can still happen at a pool that appears to be safe. Staff themselves must ask periodically, each day, "Have I done everything within my power to prevent accidents at the pool?"

**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**LIABILITY AND NEGLIGENCE**

Liability is a very serious and complex subject, especially regarding swimming pools. Every staff member should be aware of this and gauge safety efforts accordingly.

Negligence is a frightening word. Suppose a drowning or serious accident did occur at your pool while you were on duty (director, manager, or staff); as a result you become involved in a lawsuit for damages for alleged negligence. What will go through your mind as you observe a dedicated judge and a solemn jury listen to testimony of various witnesses? Then it is your turn to take the stand. The efficient attorney for the plaintiff steps forward, with an air of confidence, to tear you apart. Will your documented and recorded management practices, that is, qualified staff, in-service training, staff meetings, rules, enforcement, duty hours, safety check and records, enable you to prove that everything humanly possible had been done to prevent this accident?

**Search your conscience.**

Liability in drowning lies directly on the staff's doorstep unless some extraordinary physical condition in the water occurs. As long as the staff is on duty poolside without voluntary or involuntary contribution toward drowning, he would usually not be found guilty in a criminal action which may then be followed by a civil action suit...an irresponsible staff may find his dereliction of duty for a moment may cause him a lifetime of anguish and remorse.

**MUNICIPAL AQUATIC FACILITY****ADMINISTRATION**

**RECOMMENDED SELECTION REQUIREMENTS**  
**for**  
**MUNICIPAL POOL STAFF**

**Pool Aide****Requirements:**

- ★ **Age 16**
- ★ **Current Red Cross Basic Rescue and Water Safety Certificate #3411**
- ★ **Current Red Cross CPR Certificate #3210 or equivalent.**

**Lifeguard I****Requirements:**

- ★ **Age 18, high school graduate or GED**
- ★ **Good health and physical stamina**
- ★ **Current Red Cross CPR Certificate #3213**
- ★ **Current Red Cross lifeguard Training Certificate #3416**

**Lifeguard II****Requirements:**

- ★ **Age 18, high school graduate or GED**
- ★ **Good health and physical stamina**
- ★ **Current Red Cross CPR Certificate #3213**
- ★ **Current Red Cross Water Safety Instructor Certificate #5736**
- ★ **Current Red Cross Lifeguard Training Certificate #3416**



## ***RISK MANAGEMENT PROCEDURES***

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### **RECOMMENDED SELECTION REQUIREMENTS for MUNICIPAL POOL STAFF** *(continued)*

#### **Assistant Manager**

##### **Requirements:**

- ★ **Age 20, high school graduate or GED**
- ★ **Good health and physical stamina**
- ★ **Current Red Cross Water Safety Instructor Certificate #5736**
- ★ **Current Red Cross CPR Certificate #3213**
- ★ **Nine months paid experience in aquatic related field**
- ★ **Current Red Cross Lifeguard Training Certificate #3416**

#### **Manager**

##### **Requirements:**

- ★ **Age 21, high school graduate**
- ★ **Good health and physical stamina**
- ★ **Current Red Cross Water Safety Instructor**
- ★ **Current Red Cross CPR Certificate #3213**
- ★ **Twelve months paid experience in an aquatic related field**
- ★ **Current Red Cross Lifeguard training Certificate #3416**

### MUNICIPAL AQUATIC FACILITY



### ADMINISTRATION

#### LIFEGUARD APPLICANT WRITTEN/ORAL EXAMINATION

Lifeguards are responsible for insuring the safety of pool users and maintaining a clean and well-kept pool area. Answer/complete the following questions to the best of your ability:

1. Under what conditions would you clear the water of swimmers?
2. List four contributory causes of drowning.
3. You are one of three lifeguards on duty. Suddenly you spot a child panicking in deep water. Describe what you would do to effect a safe rescue.
4. You have just rescued a sixty year old man. His heart is still beating but he is not breathing.
  - A. Describe what you would do in a giving the man artificial respiration.
  - B. What changes would you make if it was a ten year old child?
  - C. How long should a person continue to give artificial respiration?
5. A mother comes up to you and reports that she cannot find her four year old son. What would you ask her and what would you do?
6. What is a lifeguard's primary responsibility? What are some things a lifeguard should and should not do in order to meet this responsibility?
7. You have warned a group of teen-aged boys about dunking and rough-housing several times, but they persist in their actions. What would you do?
8. You observe a teenager dive into the shallow end of the pool and then go motionless under water. You make the assumption that he has hit his head on the bottom and lost consciousness. Describe exactly what you would do.

**MUNICIPAL AQUATIC FACILITY****ADMINISTRATION****LIFEGUARD APPLICANT PRACTICAL EXAMINATION**

Each lifeguard applicant must successfully complete the following water test. Grading will be done on a pass/fail basis.

1. Swim six lengths of the pool:
  - A. Two lengths crawl stroke (head out of water).
  - B. Two lengths breast stroke (head out of water).
  - C. Two lengths side stroke.
2. Tow a victim two lengths of the pool.
3. Rescue a panic stricken victim.
4. Recover a ten pound weight from the deep end of the pool.
5. Swim under water for one length of the pool.
6. Tread water for ten minutes, the first two minutes with hands raised over the head.



**RISK MANAGEMENT PROCEDURES**

**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**CERTIFICATION RECORD**

<b>Name</b>	<b>Date</b>
<b>Facility</b>	
<b>Address</b>	

<b>TOPIC</b>	<b>COMPLETE</b>	<b>NOT COMPLETE</b>	<b>COMMENTS</b>
1. Basic Water Safety			
2. Emergency Water Safety			
3. Basic First Aid			
4. C. P. R.			
5. Life Guard Training			
6. Life Guard Training Instructor			
7. Water Safety Instructor			
8. Swim Coaches Training			
9. Swim Coaches Training Instructor			



**RISK MANAGEMENT PROCEDURES**

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**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**LIFEGUARD APPLICANT REVIEW**

<b>Name</b>	<b>Date</b>
<b>Facility</b>	
<b>Address</b>	

<b>TOPIC</b>	<b>COMPLETE</b>	<b>NOT COMPLETE</b>	<b>COMMENTS</b>
1. Job Application			
2. Medical Certification			
3. Written Test			
4. Practical Test			
5. Interview			



**RISK MANAGEMENT PROCEDURES**

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**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**LIFEGUARD POOL FACILITY ORIENTATION RECORD**

<b>Name</b>	<b>Date</b>
<b>Facility</b>	
<b>Address</b>	

<b>TOPIC</b>	<b>COMPLETE</b>	<b>NOT COMPLETE</b>	<b>COMMENTS</b>
1. Job Application			
2. Medical Certification			
3. Written Test			
4. Practical Test			
5. Interview			



## ***RISK MANAGEMENT PROCEDURES***

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### **MUNICIPAL AQUATIC FACILITY**

### **ADMINISTRATION**

#### **PARTICIPATION IN-SERVICE TRAINING PROGRAM**

Staff as part of their duties, are expected to participate in any in-service training programs so designated by the Director or Pool Manager, which may include:

#### **A. ELEMENTARY ASSISTS/RESCUE SKILLS**

1. Reaching Assists
2. Wading Assists
3. Throwing Assists
4. Rescue Tube/Buoy

#### **B. SWIMMING RESCUES**

1. Submerged Victims
2. Surface Victims
3. Swimming Assists
4. Tows and Carries

#### **C. SPINAL INJURY MANAGEMENT**

1. Principles of Handling
2. General Rescue Procedures
3. Specific Rescue Procedures
4. Techniques for Stabilizing



**RISK MANAGEMENT PROCEDURES**

**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**LIFEGUARD IN-SERVICE TRAINING RECORD**

<b>Name</b>	<b>Date</b>
<b>Facility</b>	
<b>Address</b>	

<b>ELEMENTARY ASSISTS/RESCUE SKILLS</b>	<b>COMPLETE</b>	<b>NOT COMPLETE</b>	<b>COMMENTS</b>
1. Reaching Assists			
2. Wading Assists			
3. Throwing Assists			
4. Rescue Tube/Buoy			
<b>SWIMMING RESCUES</b>			
1. Submerged Victims			
2. Surface Victims			
3. Swimming Assists			
4. Tows and Carries			
<b>SPINAL INJURY MANAGEMENT</b>			
1. Principles of Handling			
2. General Rescue Procedures			
3. Specific Rescue Procedures			
4. Techniques for Stabilizing			



**RISK MANAGEMENT PROCEDURES**

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**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**SWIMMING POOL – STAFFING ASSIGNMENTS**

<b>Facility</b>		<b>Date</b>
	<b>From:</b>	<b>To:</b>
<b>Month</b>	<b>Week</b>	

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>
<b>A.M.</b>							
<b>A.M.</b>							
<b>A.M.</b>							
<b>A.M.</b>							
<b>A.M.</b>							
<b>P.M.</b>							
<b>P.M.</b>							
<b>P.M.</b>							
<b>P.M.</b>							
<b>P.M.</b>							



## RISK MANAGEMENT PROCEDURES

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### MUNICIPAL AQUATIC FACILITY

### ADMINISTRATION

#### **POOL USER EDUCATION AND TESTING PROCEDURES**

1. All swimmers must be educated concerning swimming safely, pool operation rules, and emergencies. The education shall consist of demonstrations of pool safety during breaks, instruction of individual swimmers by staff when swimmers make mistakes or break rules, and written safety rules and discipline procedures to each swimmer. The instruction shall begin with the opening of the pool and continue throughout the swim season.
2. Pool staff must determine the abilities of each swimmer entering the pool to identify swimmers and non-swimmers and their skills. Non-swimmers must not be allowed in the swimming or diving areas. Staff shall ask swimmers to demonstrate swimming skills in order to use the diving board.

#### **Special stalling requirements for mentally/physically impaired users.**

3. Staffing ratios:
  - ★ Intensive or non-ambulatory users are to be 1:1 with staff while in the water; unless contra-indicated in the IPP.
  - ★ Moderate level users shall be 1:3 with staff while in the water, unless contraindicated in their IPP.
  - ★ Minimum level and above users shall be 1:6 with staff while in the water, unless contra-indicated in their IPP.

These ratios are to insure the users' safety at all times, and is to be interpreted as staff actually in the water, swimming with the clients.

Additionally, at no time are users to be allowed access or exposure to bodies of water without appropriate staff supervision unless contra-indicated in each individual's IPP.

All users who suffer from seizure-like episodes shall always have a Coast Guard approved flotation device on while in the water unless contra-indicated in their IPP.





**RISK MANAGEMENT PROCEDURES**

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**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**SWIMMING POOL – CLASS ATTENDANCE RECORD**

	From:	To:
Facility	Week of:	

# #	PD	NAME	M	T	W	TH	F	SA	SU
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									

## *RISK MANAGEMENT PROCEDURES*

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### **MUNICIPAL AQUATIC FACILITY**

### **ADMINISTRATION**

#### **POOL RULES**



1. Persons with unhealed cut, eye infections, skin infections, flu or poor health may not enter or use the pool.
2. No food, candy, drinks, or glass items allowed in the pool area.
3. No running, pushing, or fighting.
4. No diving in the non-swimmer area. Diving permitted only in designated areas.
5. Non-swimmers restricted to the shallow end. No flotation devices in swimmer area. Flotation devices permitted in non-swimmer area upon staff approval.
6. No sitting, hanging or playing on life lines or ladders.
7. No dunking or horseplay.
8. No underwater distance swimming.
9. In the event of an emergency or a storm the pool will be closed temporarily

#### **POOL OPERATION HOURS**

**WEEKDAYS - \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.**

**WEEKENDS- \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.**

**MUNICIPAL AQUATIC FACILITY****ADMINISTRATION****DIVING BOARD RULES**

1. Only strong swimmers are allowed in the diving area.
2. Mount to diving boards by ladders only.
3. Person waiting to dive must wait at end of ladder with one foot on the ground until previous.
4. Only one diver on the board at a time.
5. Diving from end of board only: Dive straight out.
6. Swim immediately to the side after diving, no swimming under boards.
7. No sitting, laying or hanging from boards.
8. No double bouncing.
9. No crow hops, seat drops or hand stands.
10. No turning flips off side of pool.

### MUNICIPAL AQUATIC FACILITY

### ADMINISTRATION

#### SWIMMING POOL DISCIPLINE PROCEDURE GUIDELINES



Staff should explain the need for safety regulations and discipline procedures to pool users. We must insure the safety of our pool users.

The staff shall enforce the Safety Rules. Pool users will be disciplined for the infractions of the Safety Rules according to the following guidelines:

A. For **minor** rule infraction:

1. The staff may issue one verbal warning.
2. If a warning has been issued or the infraction is serious the user will be progressively disciplined for infractions occurring in one day as follows:
  - a. First infraction - out of pool for 10 minutes.
  - b. Second infraction - out of pool for 20 minutes.
  - c. Third infraction - out of pool for the day.
3. Continued serious infractions over the pool season will result in suspension of pool use for one day or more.

B. For **major** rule infractions, stronger discipline is necessary. No warning is needed for these problems.

1. For fighting, or talking back to staff a pool user will lose his pool use privileges for 3 days.
2. Repeated major infractions may result in longer loss of privileges such as a week, month, or season. The staff shall invoke these longer suspensions based on his judgment especially if injury resulted from the safety violation to the user or others.



**RISK MANAGEMENT PROCEDURES**

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**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**SWIMMING POOL – DISCIPLINE LOG SHEET**

	<b>From:</b>	<b>To:</b>
<b>Facility</b>	<b>Week of:</b>	

NAME	DATE	STAFF	OUT TIME	INFRACTION
<b>COMMENT:</b>				
<b>COMMENT:</b>				
<b>COMMENT:</b>				
<b>COMMENT:</b>				
<b>COMMENT:</b>				
<b>COMMENT:</b>				



**RISK MANAGEMENT PROCEDURES**

**MUNICIPAL AQUATIC FACILITY**

**ADMINISTRATION**

**SWIMMING POOL DISCIPLINARY ACTION FORM**  
**(Suspension Only)**

<b>DATE OF INCIDENT:</b>		<b>TIME OF INCIDENT:</b>
<b>LOCATION OF INCIDENT:</b>		
<b>TYPE OF ACTIVITY:</b>		
<b>WITNESSES:</b>	<b>NAME:</b>	<b>PHONE:</b>
(1)		
(2)		
(3)		
<b>STAFF ON DUTY:</b>		
(1)		
(2)		
<b>PERSONS INVOLVED IN INCIDENT:</b>	<b>NAME / ADDRESS:</b>	<b>PHONE:</b>
(1)		
(2)		
(3)		
(4)		
<b>DESCRIBE THE INCIDENT IN AS MUCH DETAIL AS POSSIBLE:</b>		
<b>WITNESS #1</b>		
<b>WITNESS #2</b>	<i>Signature</i>	
<b>WITNESS #3</b>	<i>Signature</i>	
<b>STAFF #1</b>	<i>Signature</i>	
<b>STAFF #2</b>	<i>Signature</i>	
<b>ADDITIONAL COMMENTS FROM STAFF:</b>		

### MUNICIPAL AQUATIC FACILITY

### ADMINISTRATION

#### SWIMMING POOL MAINTENANCE PROCEDURES



In order to maintain good quality water and preserve the physical condition of the pool and equipment, regular maintenance must be performed and recorded.

1. Water samples should be taken at the time of the pool opening. **All** tests, chlorine residual, PH level, etc., must be recorded on an appropriate form at the time of the test.

2. Chemicals should be added as necessary in order to maintain proper chlorine and PH balance according to pool and chemical manufacturers' standard.

**Recommendations:**

- A. Residual chlorine - 1.0 ppm minimum 2.0 ppm maximum
- B. PH - 7.0 minimum 8.0 maximum

*Test method: Standard reagent visual color test. Equipment: Swimming pool test kit.*

3. Use the pole and net to remove floating debris from the waters surface, as well as solid debris (rocks, sticks) from the pool floor area.

4. Brush the sides of the pool several times during the week and vacuum the bottom of the pool. Additional brushing and vacuuming may be necessary after windy/dusty weather conditions.

5. Backwash the pool filter, clean skimmer basket and pump basket regularly to remove dirt, hair and foreign material.



## *RISK MANAGEMENT PROCEDURES*

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### **WATER PROBLEMS**

Turbidity or colored water (other than blue) is usually the result of ignorance, neglect, or unusual chemical and mineral combinations. Two things are certain: (1) cloudy water conditions do not usually occur within a few hours, and (2) some water problems may take days or weeks to correct. The following water problems and their causes are common. They are presented with the hope that staff members will remember the causes and will be alert enough to prevent them.

<b><u>PROBLEM</u></b>	<b><u>CAUSES</u></b>
<b><i>Turbid (cloudy) water</i></b>	Low disinfectant residual.
	Tear in a DE filter cover.
	Water level below gutters or skimmers when pool is not in use.
	Filters that need cleaning.
	Precipitate from a PH about 7.8.
<b><i>Algae</i></b>	Low disinfectant residual.
	Using a disinfectant ineffective against algae.
	Having PH above 7.8.
	Water too warm.
<b><i>Colored water</i></b>	Water not balanced.
	Green - high copper or iron compound content.
	Red or reddish brown - high iron content (rust).
	Brown or black - high manganese content.
<b><i>Eye irritation</i></b>	Having PH too low - below 7.0.
	Having PH too high - above 8.4.
	High level of chloramines (chlorine and ammonia compound).
<b><i>Chlorine odor</i></b>	Low chlorine content in water.
	Chlorine and ammonia forming chloramines.

## RISK MANAGEMENT PROCEDURES

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### CHEMICAL SAFETY

Extreme caution should be used when dealing with chemicals around a swimming POOL. Storage areas should be kept locked and designated "off limits" to unauthorized personnel. All chemicals should be stored in a cool, dry place. The area should be kept clean and well ventilated. Heat, fire, lighted cigarettes, and matches should be kept away from the chemicals. The chemicals should be kept in the original containers and should be closed when not in use. The following list contains some of the more dangerous chemicals and the problems they present:

CHEMICAL	PROBLEMS
<b>Chlorine Gas</b>	Leakage could necessitate evacuation of pool and surrounding area. <i>(Emergency plans should be developed for this situation).</i>
	Inhaled fume can easily cause death.
<b>Chlorine tabs/granules (Hypochlorites)</b>	Highly corrosive, wash thoroughly after use.
	Can cause skin and eye damage.
	Avoid breathing dust, irritating to nose and throat.
	May be fatal if swallowed.
<b>Chlorinated Cyanurates</b>	Irritating to eyes, mucous membranes, and open cuts.
	Flammable under certain conditions. (Do not allow contact with organic substances).
	Chlorine gas created while burning.
<b>Hydrochloric/Muriatic Acids</b>	Can cause severe burns.
	Keep away from skin and eyes.
	Do not mix with chlorine-type bleaches or other chemicals
	May be fatal if swallowed.

## RISK MANAGEMENT PROCEDURES

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CHEMICAL	PROBLEMS
<b>Soda Ash</b>	Contact with skin may cause irritation.
	Inhaled fumes can damage lung tissue.
	Can cause severe burns if it gets into eyes.
<b>Bromine (organic)</b>	Flammable under certain conditions. (Do not allow contact with organic substances).
	No smoking around this chemical.
<b>Iodine (KI Crystals)</b>	Harmful if swallowed.
	Keep away from skin and eyes.
<b>Test Kit Reagents</b>	Harmful or fatal if swallowed.
	Harmful to eyes if contacted.
	Ortho tolidine (reagent used for chlorine tests) is carcinogenic (cancer-causing).
	Wash hands after using.
	This chemical is prohibited in some states.

## *RISK MANAGEMENT PROCEDURES*

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### **SAFETY EQUIPMENT**

✓ **SAFETY LINE** - A safety line with floats should be provided at or near the break in grade between the shallow and deep portions of a pool

✓ **DEPTH MARKERS** - Depth of water should be plainly marked on the edge of the deck or walk next to the pool as well as on the tile at water level at maximum and minimum points and at the points of break between deep and shallow portions and at intermediate increments of depth.

✓ **RESCUE OR REACHING POLES** - The majority of rescues in swimming pools occur within a few feet of pool side. Practically all of these rescues can be made with a 14 - 16 foot extension pole. The element of risk, to staff, especially rescues in water five feet and deeper, is reduce with poles.

✓ **RING BUOYS** - Ring buoys, especially the 15-inch buoy, have traditionally been considered a part of the standard equipment at swimming pools. The rescue tube and rescue buoy may be used in swimming rescues at swimming pools.

✓ **FIRST AID KIT** - Kits are usually sold as a unit, or can be put together piece by piece according to the size of the swimming pool facility, medical training of staff, and other factors. A swimming pool first aid kit might include:

1. Several sizes of band-aids, including butterfly type.
2. Pressure bandages.
3. Large triangular bandage.
4. Sterile gauze pads.
5. Rolls of adhesive tape.
6. Antiseptic.
7. Scissors and tweezers.
8. Red Cross standard first aid textbook.

#### Additional Equipment

1. Resuscitator and oxygen.
2. Cervical collars.
3. A litter.
4. Splints with ties.
5. Long backboards with ties.

✓ **TELEPHONE**- Some means of notifying the proper authorities in the event of an emergency is essential. The most common means is the telephone. The phone should be accessible to staff/users, emergency numbers should be posted along with procedures for reporting an emergency.

## *RISK MANAGEMENT PROCEDURES*

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### **EMERGENCY PROCEDURES**

#### **✓ WATER RESCUE**

1. The lifeguard observing the victim will stand point to the victim while giving three (3) short blasts on the whistle to signal an Emergency. The guard will then leave the station for the rescue.
2. Other guards will stand and point to the victim, giving one long blast on the whistle to clear the water. The short blasts should then be started so that swimmers will start to clear the water.
3. The rescue guard should be assisted by other guards as needed. Medical assistance should be called when necessary.

#### **✓ CHLORINE GAS LEAK**

1. The lifeguard observing a chlorine gas leak or having been alerted by a chlorine leak detection alarm will stand and point to the chemical storage area while giving three (3) short blasts on the whistle to signal an emergency.
2. Other guards will give one long blast to clear the water. All persons should be evacuated from the area to an upwind location and away from the pool.
3. Immediately notify emergency response personnel. Be sure to identify the nature of the emergency. Render first aid as needed.
4. Only properly trained and equipped personnel should attempt to stop a chlorine gas leak because of the hazards involved.

#### **✓ FIRE**

1. The lifeguard observing a fire or having been alerted by a fire detection alarm will stand and point to the fire area while giving three short blasts on the whistle to signal an emergency.
2. Other guards will give one long short blast to clear the water. All persons should be evacuated from the area to an upwind location and away from the source of the fire.
3. Immediately notify emergency response personnel. Be sure to identify the nature of the emergency. Render first aid as needed.

## *RISK MANAGEMENT PROCEDURES*

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4. Only properly trained and equipped personnel should attempt to extinguish a fire because of the hazards involved.

### **✓ ADDITIONAL**

1. Report all accidents to your immediate supervisor.
2. Complete accident report forms.
3. Supervisors should review the accident information to determine the appropriate corrective action necessary to prevent recurrence.



## *RISK MANAGEMENT PROCEDURES*

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### **SWIMMING POOL DIAGRAM FOR EMERGENCY EVACUATION PROCEDURE**

*(sample)*

## RISK MANAGEMENT PROCEDURES

### ACCIDENT REPORT

#### What To Do In Case of An Accident

1. Call paramedics if necessary at 911	5. Complete side one of form before injured leaves facility.
2. Notify _____ at _____,	6. Person in charge of facility notify the Office immediately by phone of all serious injuries.
3. Notify parent, relative, or friend if injured person is a minor.	7. Complete entire report.
4. Notify individual above to transport injured or accompany to hospital.	8. Hand deliver completed copy of form to _____ within 24 hours of accident.

#### Accident Information

<b>Facility</b>	<b>Date</b>	<b>Time of Accident</b>
<b>Address / Location</b>		
<b>INJURED PERSON</b>		
<b>Name</b>	<b>Phone</b>	
		<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Address</b>	<b>Date of Birth</b>	<b>Sex</b>

#### WITNESSES

NAME	ADDRESS	HOME PHONE	BUSINESS PHONE





## RISK MANAGEMENT PROCEDURES

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### ACCIDENT REPORT *(continued)*

<b>ACTIONS OF THE VICTIM:</b>
<b>ACTIONS OF THE STAFF:</b>
<b>HOW COULD THIS ACCIDENT BE PREVENTED IN THE FUTURE?</b>





## RISK MANAGEMENT PROCEDURES

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### SWIMMING POOL INSPECTION CHECKLIST

Pool Location: \_\_\_\_\_ Date: \_\_\_\_\_

	<u>ADEQUATE</u>	<u>NOT ADEQUATE</u>	<u>COMMENTS</u>
1. Policy/Rules and Regulations			
2. Fence/Gate			
3. Perimeter Area			
4. Decks, Walls and Floors			
5. Steps/Ladders			
6. Recreation Equipment			
7. Water Quality			
8. Chemical Storage/Handling			
9. Pump/Filter			
10. Electrical Equipment/Outlets			
11. Safety Equipment			
12. Emergency Procedures			
13. Adequately Trained Staff			

**OVERALL EVALUATION:**


**RECOMMENDATIONS:**


**FOLLOW UP:**




## RISK MANAGEMENT PROCEDURES

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### CITY/TOWN OF

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#### PARKS AND RECREATION DEPARTMENT



#### SWIMMING POOL RENTAL

The pool is available, on a limited basis, for rental to private groups or non-profit agencies. The following provisions and fee structure apply to these rentals:

1. Pool rental can be requested and will be scheduled so as not to interfere with instructional and general recreational programs sponsored by the Parks and Recreation Department.
2. The pool can be reserved for a maximum of two hours.
3. No pool rental will extend past 10:00 p.m. in order to facilitate the closing of the facility by 10:30 p.m.
4. Requests for pool reservations will be considered for any day between June 1 through August 31.
5. Food and beverage items may be consumed outside the fenced area of the pool (ALCOHOLIC BEVERAGES MAY NOT BE CONSUMED).
6. Department staff on duty during the rental of the pool may terminate the use of the pool if swimmers or group participants are behaving in a rowdy or dangerous manner. Rental fees would not be refunded for this type of cancellation
7. If circumstances are such that the City/Town deems it appropriate to cancel the reservation due to a dust storm, equipment problems, etc., the rental fee would be refunded.
8. Fees must be paid at City/Town Hall \_\_\_\_\_ hours/days prior to the rental date.

Pool fee is \$ \_\_\_\_\_ this includes \_\_\_\_\_ lifeguards.

The fee covers the cost of lifeguards and pool admission. If a booth operator is requested to be on duty, an additional \$ \_\_\_\_\_ is added to the above price.

For further information and reservations, please call: \_\_\_\_\_