



RISK MANAGEMENT PROCEDURES

MUNICIPAL AQUATIC FACILITY

SWIMMING POOL GUIDELINES

I. OPERATIONAL MANUAL

A. Policy and Procedures

1. Pool use
2. Pool access
3. Pool area
4. Pool maintenance
5. Pool equipment
6. Pool chemicals
7. Safety equipment
8. Emergency plan
9. Management/staff

B. Documentation

1. Staff qualifications
2. Staff training
3. Pool maintenance
4. Pool equipment
5. Pool chemicals
6. Patron orientation/attendance
7. Accident reports
8. Inspections

II. POOL STAFF

A. Qualifications

1. Job analysis/selection/criteria
2. Employment application/medical history
3. Certification/reference verification
4. Interview
5. Written/practical test

B. Training – Orientation

1. General operating procedures
2. Water quality testing
3. Chemical storage/handling
4. Maintenance procedures
5. Emergency procedures
6. Facility inspections
7. Rules/regulations



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C. Training – In-Service

1. Assists and rescues
2. First Aid and C.P.R.
3. Spinal injury management
4. Physical training/conditioning

D. Review/Evaluation

1. Certification records/renewals
2. Training records
3. Maintenance/inspections
4. Overall performance

III. EMERGENCY PLAN

A. Guidelines

1. Evacuation – Chemical, Fire, others
2. Victim rescue
3. Minor injury – First Aid
4. Serious injury – EMS
5. Notification
6. Reports – documentation
7. Evaluation – Remedial action

IV. SAFETY EQUIPMENT

A. Selection

1. Shepherds crook - 16' pole
2. Ring buoy – 50' of ¼" rope
3. Lifelines – ¾", supported by floats
4. First aid kit
5. First aid/lifeguard manual
6. Special rescue equipment (back boards, splints, collars)

B. Location/Condition

1. Immediate vicinity to pool
2. Highly visible/easily accessible
3. Maintained in good condition
4. Regularly inspected for defects



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V. POOL USE

A. General Operations

1. Swimming pool operational manual
2. County/State permit display
3. Pool rules and hour of operation posting
4. Telephone/emergency numbers
5. Concessions outside pool enclosure

B. Dressing Rooms

1. Men/Women' separate – changing/toilet
2. Floor – non-slip/drained
3. Personal belongs – lockers/check-in
4. Regular cleaning / flushing down

C. Patron Orientation

1. Attendance records/identification system
2. Swimmer/non-swimmer guidelines and evaluations
3. Instructions in rules, discipline, emergencies

D. Staff on Duty

1. Lifeguards properly qualified/trained
2. Number of lifeguards adequate for size/activity
3. Adequate lifeguard chair/platforms
4. Appropriate lifeguard demeanor/appearance

VI. POOL ACCESS

A. Fence Construction

1. Pool perimeter – 7' height / 10' walkway
2. Wading pool – 4' height / 10' walkway / 4' separation
3. Good construction / durable materials
4. No external handholds / footholds
5. Impenetrable by small children/animals

B. Entrances

1. Pool perimeter – secure latching/locking device
2. Wading pool – self-closing/self-latching
3. Periodic test/adjustment
4. Controlled/monitored entry
5. Second means of egress



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VII. POOL AREA

A. Perimeter

1. Parking area/sidewalks maintenance
2. Landscaping appropriate for area
3. Adequate lighting for night use

B. Decks

1. Non-slip surface
2. Free of large cracks or rough surfaces
3. Clear of debris/trip and fall hazards
4. Skimmer cover firmly in place
5. Starting block anchor holes flush/plugged
6. No running/diving signs posted

C. Ladders and Steps

1. Adequate number of ladders/steps
2. Handrails at step locations
3. Steps marked and visible
4. Non-slip handrail/step surfaces
5. All fixtures properly mounted/secure

D. Depth Markings

1. Located on pool wall/deck
2. Visible in/out of the pool
3. Proper intervals/size – contrasting/uniform color
4. Lap lanes visible/warning markings

E. Pool Construction

1. Size/shape design appropriate (recreation/sports)
2. Deep/shallow ends separated by rope/floats
3. Structural integrity – rising/settling
4. Surfaces free of large cracks or holes
5. Underwater light GFI protected/operable
6. Drain screened/removable with/tools only

F. Recreation Equipment

1. Appropriate for pool/activities
2. Lounges off walkway/good condition
3. Toys prohibited (handballs, darts, etc.)(
4. Equipment restricted (snorkels, masks, fins, etc.)
5. Diving boards/slides – manufacturer’s specs/supervision/rules



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VIII. POOL MAINTENANCE

A. Water Quality

1. Written test procedures (bacterial/chemical)
2. Proper chemical balance maintenance
3. Scheduled testing/recording
4. Test results verified periodically/independently
5. Water appearance – clean/clear

B. Water Surface

1. Overflow collection system operating properly
2. Skimming devices operating properly
3. Manual skimming/basket cleaning as needed
4. Water free from of scum and debris

C. Pool Surfaces

1. Sides/floor free of sediment/dirt/algae
2. Sides/floor smooth – not slippery
3. Tile and grout clean
4. Regular brushing of sides and floor

IX. POOL EQUIPMENT

A. Location

1. Secure/locked area or enclosure
2. Equipment accessible for maintenance/inspection

B. Pump

1. Adequate design/capacity
2. Maintained in good operating condition
3. Service per manufacturer's guidelines
4. Strainer basket cleaned regularly

C. Filter

1. Appropriate for pool/activities
2. Lounges off walkway/good condition
3. Toys prohibited (handballs, darts, etc.)(
4. Equipment restricted (snorkels, masks, fins, etc.)
5. Diving boards/slides – manufacturer's specs/supervision/rules



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IX. POOL EQUIPMENT *(continued)*

D. Piping

1. Size/strength appropriate for use
2. Materials non-toxic/corrosion resistant
3. Pressure gauges appropriate/functional
4. Hose bibs protected – back siphonage

E. Electrical Systems

1. Comply with all applicable codes/requirements
2. Outlets/switches weatherproof
3. Properly grounded and protected by GFI

X. POOL CHEMICALS

A. Storage

1. Secure/locked area or enclosure
2. Cool/dark location
3. Limited quantity/inventory control
4. Incompatible chemicals/materials separated
5. Chemicals stored in original containers
6. Spills cleaned up immediately/properly

B. Handling

1. Chemicals added at appropriate times
2. Chemicals adjusted per manufacturer's guidelines
3. Tools clean/dry, properly stored
4. Empty containers discarded/not re-used
5. Proper protective equipment – gloves/goggles/mask

C. Special Hazards

1. Specially designed procedures/enclosure
2. Proper placarding/warning signs
3. Proper protective equipment – SCBA / “A” Emergency Kit