



Woodlarks Camp Site Trust

Swimming Pool Handbook

Normal Operating Plan Emergency Action Plan

2022



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1. Foreword

This handbook outlines Woodlarks Camp Site Trust's (WCST) swimming pool rules.

This version has been edited by Lynne Cooper, David Bywater, Alison Colville-Foley and Malcolm Jarrett.

Swimming pools, if properly used, are safe environments, they can be hazardous if care is not taken. Whilst the Trust has duties to ensure that the structure and fabric of the pool is suitable for use, Camp Leaders are legally responsible for the proper supervision of this area and will be answerable in the event of a serious incident here.

All Camp Leaders, Pool Managers / Observers must ensure that they have read, and are familiar with, the contents of this document.

We refer to Nick and Sarah frequently in this and other documents. For clarity, Nick Richards is our Honorary Warden and Sarah Lane is our Secretary. Both live on site in Kathleen Marshall House ("the bungalow").

2. What's New in 2022?

The pool has undergone a complete refurbishment with the main change being the infill of the deep end to a depth of 1.2m, tapering to the old existing depth in the shallow end. (1m)

The pool has been lined with fibre glass and new paving laid around the outside.

Due to the reduced depth of the pool persons with a National Pool Lifeguards qualification (NPLQ) are no longer required. Instead, the term 'Observer' is used. An Observer must be a responsible adult, having knowledge of the pool users and be a qualified First Aider.

3. Introduction

The swimming pool is provided for the encouragement of swimming and exercise by people who have a disability.

Able-bodied children and adults must recognise that it is a privilege to use the pool and should treat the amenities and equipment with special care.

For the on-going reputation of Woodlarks Campsite, it is vital that the levels of Supervision at the pool are observed. These levels are outlined in the section General Instructions.

For any session with six or more swimmers there must be a minimum of two Observers available on poolside ready to respond to any incident. Observers should not be distracted from their primary duty of observing the pool.

For any session with five or fewer swimmers only one Observer is required.



4. Responsible People

In this document we refer to Pool Manager, Observers and First Aiders. The definitions are in Chapter 8 and subsequent chapters.

For a normal swimming session there must be:

- A Pool Manager
- At least one other Observer
- Another First Aider if the Pool Manager does not have First Aid qualification.

5. Details of the Pool and Equipment

Pool size: 7 metres wide by 20 metres long

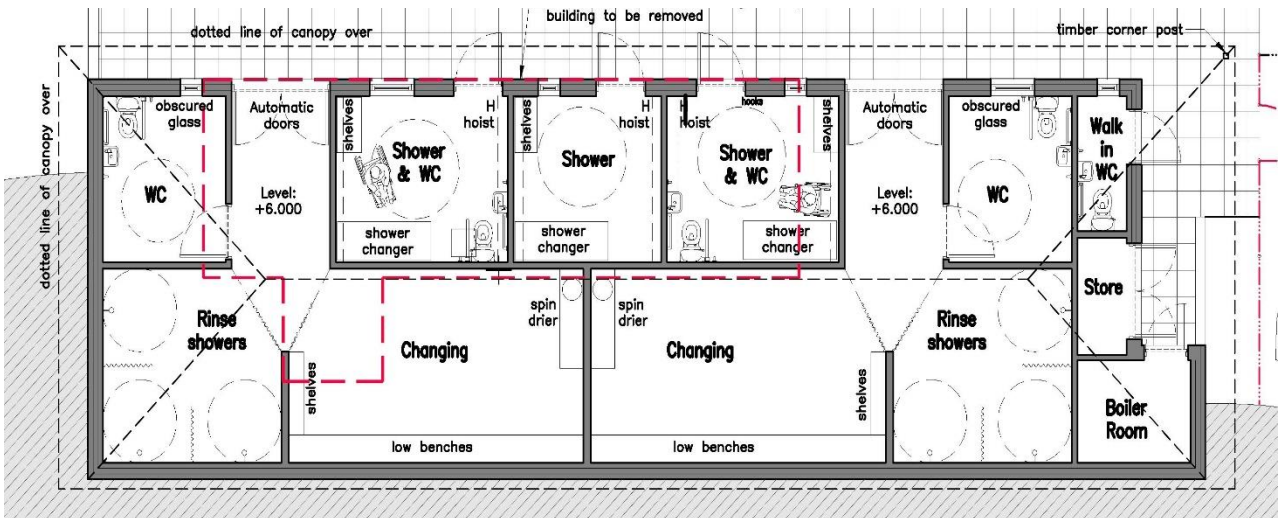
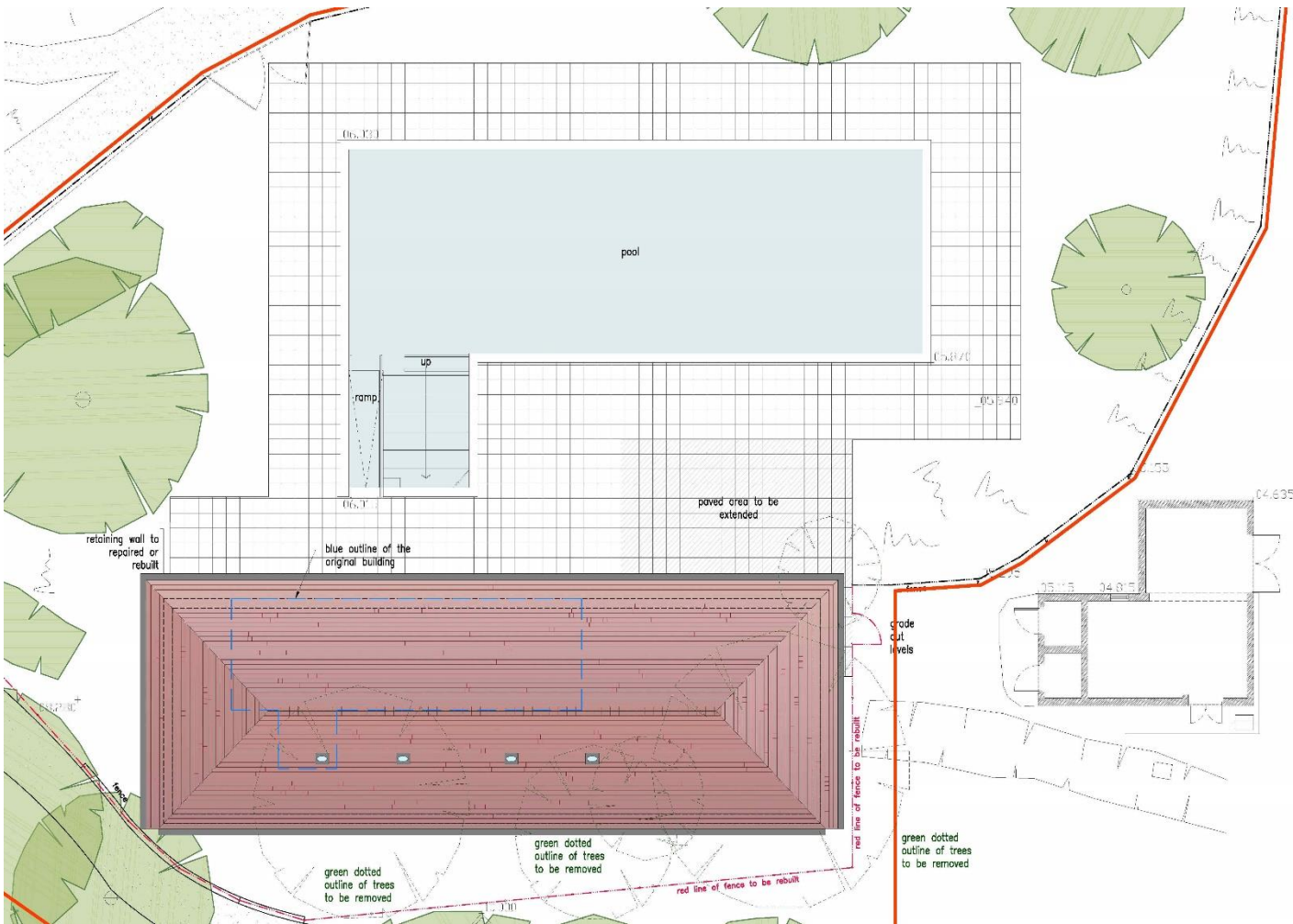
Pool depth:

Shallow End 1.0 metres

Deep End 1.2 metres



5.1 Sketch Plan of Pool Area and Changing Rooms:



Please note that these diagrams are for illustration purposes. They are not accurate scale diagram.



The pool is surrounded by a 2.5 metre security fence with access through a lockable gate.

5.2 Defibrillator

There is a defibrillator at the pool. It should be stored inside one of the changing rooms when the pool is not in use. When the pool is in use it is kept in its holder on the outside of the changing room near the emergency telephone.

5.3 Safety Equipment Provided – Most stored in equipment shed.

- Torpedo buoys
- Throwbags
- One raised moveable Observer's chair
- Two hydraulic hoists and chairs
- Short reaching poles
- Fluorescent waistcoats
- Emergency stop switch for filter pumps (this is tested regularly by the Trust)
- Rescue rings
- Emergency telephone and alarms

5.4 Cleaning Equipment Provided

- Long handled net (on poolside)
- Long handled floor brush (on poolside)
- Dustpan and brush (store)
- Deck brush (store)
- Broom (store)

5.5 Items to be Supplied by each Camp

A suitable first aid kit in accordance with BS8599 Part 1 for use at the pool must be provided by the Camp Leader and available for use.

Whistles must be provided for all supervisory staff



Camps must supply any buoyancy aids they require; these should comply with BSEN13138 Part 1 (for devices fixed to the body) or BSEN13138 Part 3 for infant swimsuits. To obtain help with safety equipment, it is recommended that you use a reputable supplier such as Swim Shop (<http://www.swimshop.co.uk/>), Zoggs (<http://www.zoggs.com/>) or Speedo (<http://store.speedo.co.uk/home>).

5.6 First Aid Supplies

In addition to a camp supplied First Aid Kit mentioned in 5.4 camps should ensure that there is a supply of towels (six) and blankets (three) for use in the event of an incident to cover, dry and keep warm any casualties.

These are available from the laundry.

6. Using the pool

6.1 Risk Assessment

Camp Leaders must ensure that a proper risk assessment is carried out, in respect of their camp's use, prior to the pool being used. This will include consideration of appropriate Observers together with abilities / disabilities and numbers of pool users.

Sample hazard identification, risk assessment and risk reduction forms are available from Sarah Lane, our Secretary, if required.

6.2 Permission

A chemical safety check must be completed by Nick Richards, Sarah Lane or another authorised person. (e.g., David Bywater) They will advise you how long you can swim before another check is needed. As a minimum, pool water quality will be checked pre-opening, and as a maximum at 4 hour intervals thereafter whilst the pool is still in use.

Before entering the pool area everyone, including visitors to the site, must obtain permission from the Camp Leader during the period of the camp booking. At other times permission must be obtained from Nick, Sarah or a WCST Trustee or Committee Member.

6.3 Hours of Use

The pool may be used from 08:30 to 21:00 (or dusk if earlier). The pool should not be used in foggy weather when the Pool Manager and Observer(s) cannot see the whole pool area. Earlier swims may be available by arrangement, so pool water safety checks can be completed.

Heating of the Changing Rooms and hot water for showers is not available before 06:30 or after 21:00



6.4 Awareness

Everyone, including visitors, using the pool area must comply with instructions given by the Camp Leader, Pool Manager, Observers or by a WCST Trustee or Management Committee member. They must also be aware of the pool area geography. i.e., toilets, showers, available emergency equipment, emergency phone and alarm. The Aid Call alarm connects to the Dining Room and is not considered sufficient for a pool emergency, however it may be used to summon helpers for personal care etc.

The pool is one of the site's best amenities – enjoy it, respect it, and please look after it!

6.5 Alarms

There are five alarms associated with the pool area.

6.6 Emergency Call Alarm

This alarm sounds with an amber flashing beacon on the outside of the dining room. This is to call support from the main buildings in the event of an incident in the pool.

There are four call buttons around the pool. Locations are :-

- By the emergency telephone
- Each end of the pool cover staging
- By the main entrance gate

Observers and Pool Managers must be aware of these locations.

Camp Leaders must have a response protocol for the sounding of this alarm. The protocol should include but not be limited to how to remove the largest / heaviest person on camp from the pool.

This alarm should be tested before the first pool session, so the response team know what it sounds like.

6.7 Aid Call Alarm.

There is a push button linked into the nurse call system in the dining room and Bradbury Croft. Use of this alarm is to be determined by Camp Leaders. Please note that at the time of writing this feature is not working and may not be reinstated.



6.8 Fire Alarm

This is a general fire alarm for the pool changing rooms. There is a secondary sounder / red beacon on the side of the dining room. This alarm is not connected to the Fire Alarm system used in the main Woodlarks Buildings. This alarm is tested weekly.

6.9 'Nurse Call' Alarm System

This system is slightly different from the system in Bradbury Croft. It is intended to summon help in the changing rooms, rather than an emergency in the pool. There are no flashing beacons inside the rooms, only on the front exterior wall. There is no alarm panel, just a row of beacons above the individual external doors. There is an audible alarm on the side wall above the outside toilet which sounds if any call point is activated. To clear an alarm, just press the clear button once.

6.10 Sewage System Fault

This is an amber beacon on the side of the pump house visible from the pool.

The waste from the toilets and showers is pumped up to the top of the site for disposal into the main sewage pipe. If the pump fails, it will trigger the alarm on the side of the pump-house. If this alarm goes off, please contact Nick or Sarah.

Please discard "wet wipes" in sanitary or clinical waste bins, NOT down the toilets.

7. General Instructions

7.1 Responsibility

During a camp booking, responsibility for the site and the pool is in the hands of the Camp Leader. These rules will help the Camp Leader in organising safe pool activities and allowing visitors to use the pool.

The Camp Leader must ensure that the appointed Pool Manager and Observers read and understand these instructions.

7.2 Pool Supervision

The Camp Leader must nominate a Pool Manager for the camp. The Pool Manager will assist with safety and with maintaining a good standard of discipline for swimming sessions. Delegation does not negate the Camp Leader's responsibility.



7.3 Access Area

The area within one metre of the pool edge, should be left clear for those entering or leaving the pool, those assisting swimmers and the Observer(s) / Pool Manager. Spectators and anyone moving around the pool area should stay outside this area.

Spectators should consider staying on the grassed areas to leave the paved area free.

Running is not permitted in the fenced pool area. Electric wheelchairs must be set to the lowest speed setting.

7.4 Duty of Care

The Camp Leader must ensure that every precaution is taken that would be considered necessary by a reasonable and prudent parent, bearing in mind ages, abilities, health, number of bathers, availability of Observers and clarity of water before giving permission for the pool to be used.

7.5 Minimum Standards

The WCST Swimming Pool Rules as outlined in this document are the minimum requirement and should be augmented whenever possible.

8. Pool Manager

The Pool Manager, along with Observer(s), will be responsible for safety and will maintain a good standard of discipline for swimming sessions.

The Pool Manager should have a good knowledge of the pool and its surrounds and be as knowledgeable as possible of all users of the pool. Their duties will include ensuring there is the correct number of Observers for the swimming session.

8.1 Emergency Communication

The emergency telephone is provided to summon help if needed. Its number is 01252 821113.

If the emergency services are summoned the Pool Manager must dispatch someone to the Tilford Road gate to meet them and guide them to the pool, giving them the gate code if necessary. A responsible adult should be delegated to man the emergency telephone.

8.2 Pool Manager Duties

The Pool Manager must:



- Ensure that all persons entering the pool area, including visitors, understand the pool geography, i.e. water depths, toilets, showers and available emergency equipment.
- Ensure that there is always the appropriate number of Observers.
- Remain, with the Observer, on the pool side during a swimming session.
- The Pool Manager may be one of the Observers.
- Wear either a yellow shirt or the supplied lightweight mesh yellow waistcoats.
- Be aware of the fire alarm (Nick and Sarah will explain as needed).

8.3 At the Start of each Session

The Pool Manager must:

- Unlock the boundary gates.
- Remove the thermal cover.
- Check the emergency telephone cupboard is not locked and check the phone is working by calling another phone.
- Check that the klaxon alarm to the dining room works by pressing an alarm button
- Ensure the defibrillator and rescue equipment are available and accessible.
- Ensure that whistles, first aid kit, towels and blankets are available
- Check that full contact details of the site are available (Woodlarks Camp Site, Tilford Road, Farnham, Surrey, GU10 3RN, 01252 821113)
- Be aware of any medical issues that affect swimmers
- Switch on the changing room heating
- The pool should be manually skimmed to remove any floating debris before starting the session.

8.4 Heating Controls

To set the heating timers, open the right-hand lobby door. On the left-hand wall there are two timers (countback timers). For normal use operate the right-hand timer, this controls the hot water supply, under floor heating and air heating. The left-hand timer does not activate the air heating.



Remove the safety cover. To set the timer use the left-hand button to select the number of hours you expect to use the building, allowing an extra half hour to allow the building to dry out after you leave. Press the right-hand button to turn on the system. If you wish to switch the system off for any reason press the right-hand button. You can reset the time settings at any time. To alter the timer, switch the timer off, select the new time & switch the timer back on. Replace the safety cover.

8.5 Hearing Impaired Bathers

When any bather is deaf the Pool Manager must take steps to ensure there is proper communication before any emergency occurs.

8.6 Emergencies

In the event of an emergency the Pool Manager or Observer must take charge of the incident. This may involve pool clearance but the decision to do this should remain with them given the difficulties that may be experienced in emergency clearance.

8.7 Whistle Signal

The Royal Life Saving Society (RLSS) Whistle Drill should be used during sessions.

- 1 short blast “attention pool user or users”
- 2 short blasts “calls for attention of another Observer”
- 3 short blasts “indicates Observer taking Emergency Action”
- 1 long blast “calls attention and indicates the pool may be about to be cleared”

All persons in the pool must comply with the whistle signal and instructions given by the Observer or Pool Manager.

During the swimming sessions a practice of the whistle drill may be held but the whistle must be used sparingly.

8.8 At the end of each session:

- Two people must replace the thermal cover using the rope and making sure that it is pulled out evenly and does not catch or scrape on the sides of the pool.
- Fasten and stow the rope so that it does not create a trip hazard.
- Stow all rescue equipment (torpedo buoys and throwbags) in the cupboard.
- Make sure all boundary gates are locked and the pool cover handle removed from the pool area and stored safely.



- The emergency telephone cupboard must NOT be locked.
- The changing room doors are NOT locked, security is provided by the external fence.

9. Observers

Camp Leaders must provide at least one Observer in addition to the Pool Manager.

Observers should rest after 45-60 minutes, never working for more than 90 minutes. After this the Observer should rest for at least 20 minutes away from the pool. If another Observer is not available swimming must not take place until the rest period is completed.

Observers must hold a current first aid certificate.

All must be aware of the difficulties of dealing with:

- a disabled person in an emergency, including communication with the disabled person
- a possible spinal injury

Observers will be briefed by the Pool Manager and will position themselves around the pool as circumstances dictate.

During the swimming session Observers must be dressed for immediate entry into the water, which they will only do in an emergency.

Observers may make use of the high seat provided for a clear view of the pool but must be aware of the pros and cons of positioning the moveable chair to counter glare and to ensure easy access to the water.

9.1 Swimming sessions for up to six

No one may swim alone in the pool.

Camp Leaders must ensure that an Observer is on duty. This type of swim often occurs in the early morning when few other persons are about and still constitutes a significant risk. The Observer may swim at the end of a session or before a session, provided two other people are present, one to save and someone who knows how to raise the alarm.

10. First Aiders

For a normal session there must be at least two First Aiders. The Pool Manager and Observer should fulfil this role.

Example of suitable First Aid qualifications include



- First Aid at Work
- Emergency First Aid at Work
- Pool Emergency Responder

11. Limitations of use

11.1 Permission

No one may enter the water without the permission of the Observer / Pool Manager.

11.2 Numbers

The maximum number of bathers allowed in the pool is 30. If more wish to bathe, it will be necessary to limit pool time or to arrange for several separate sessions, e.g., Swimmers only, or Patrol sessions.

11.3 Permission to Swim

A Parent's permission to swim must be obtained in writing before any person under the age of 18 can enter the swimming pool. If a person is unable to make their own decision as to whether they can swim, guardian's consent must be obtained too.

11.4 Fits

Persons who are subject to fits must always, whilst in the pool area, be accompanied by a responsible helper who must be able to support and properly turn the person face up and alert the Observer.

11.5 Children

Children under the age of 8 must be accompanied in the water by a responsible adult or a parent.

There should be no more than two children who can swim per adult, or one non-swimming child per adult.

12. Safety

12.1 Hoists

The pool hoists must only be operated by competent users. Please refer to the section on hoists in the Camp Leaders' Handbook.



The maximum load on each hoist is 140 kilograms.

The Pool Manager should assess the risk of handling any swimmer who exceeds 140 kilograms.

12.2 Diving

As the pool is shallow, jumping into the pool, bombing and diving are NOT allowed.

12.3 Canoes, Boats and Rafts etc.

Canoes, boats and rafts etc., are not allowed in the pool.

12.4 Swimming Aids

Buoyancy aids, fins, masks and snorkels may only be used in the pool with the consent of the Pool Manager.

Fins may be used only if they are necessary to assist a disabled swimmer.

Buoyancy aids are NOT supplied by WCST.

12.5 Guide/ Working Dogs

Only guide and working dogs are allowed near the pool. They should be tethered away from the pool when their owner is swimming and kept on a lead at all other times.

12.6 Glassware

Drinking glasses and glass bottles etc. must NOT be taken into the pool area.

Don't leave these items on the ground just outside the fenced pool area.

13. Care of the Pool and Pool Surrounds

Groups using the camp site are responsible for maintaining the changing rooms and pool surrounds during their visit.

Sweep around pool area, changing rooms, toilets and showers. Do not sweep anything into the pool.

Remove any litter from the pool surround, remove the rubbish sack to the wheelie bin and replace with a clean sack.

Wash down showers, and changing rooms with mild disinfectant, NOT bleach. Toilets can be cleaned with any toilet cleaner. Ensure dirty water does not go into the swimming pool.



Check if the sanitary bins need to be emptied into the wheelie bin in the bin area

Check that the equipment store is tidy

Ensure the gates are locked when you leave.

13.1 Pool Cleaning

The surface “skimmer” filter baskets should be emptied, rinsed and replaced at the end of a session.

Normal pool cleaning takes place on Saturday morning. If another day has to be used, arrangements will be made with the Camp Leader at the start of the week.

14. Emergency Action Plan

The Pool Manager and Observers must be familiar with the following emergency procedures and action to be taken.

14.1 Accident or Injury

- Raise the alarm. Use visual signal for deaf swimmers.
- If the Observers / Pool Managers are focused on a rescue, be aware of the potential hazards of the pool being cleared of swimmers who are effectively unsupervised at that moment.
- Recover the casualty as soon as possible using the rescue aids or by making a safe entry into the water. Consider the possibility of a neck or back injury.
- Clear the pool if it is necessary and where practicable to do this
- Inform the main camp area.
- Summon an ambulance to the pool if necessary.
- In the case of a serious incident, inform Nick or Sarah or a WCST Trustee as soon as possible. If in doubt, inform!
- Record the details of all incidents in the Accident Book. – Held by the Camp Leader.

14.2 Lack of Water Clarity

Any lack of water clarity is a hazard. If the bottom of the pool is not clearly visible the swimming session must be suspended. Inform Nick or Sarah as soon as possible.

Use of the pool must be suspended until full visibility has been restored.



14.3 Disorderly Behaviour

Offenders must be dealt with politely but firmly.

Offenders who fail to comply with pool rules must be instructed to leave the pool for that session.

14.4 Contamination of the Water by Faeces or Vomit

The following actions must be taken:

- All bathers must leave the pool
- Immediately attempt to remove any solid matter
- Inform Nick or Sarah as soon as possible
- The pool must not be used again until it has been declared safe to use by Nick or Sarah

14.5 Intruders

Intruders are dealt with under a separate heading in the Camp Leaders' Handbook.

15. Appendix - Potential Hazard examples

15.1 Observer Hazards

- Unqualified persons
- Hung-over Observers
- Tiredness
- Injured
- Unfit
- Unsuitable
- Incorrect clothing
- Distracted/Talking/Texting
- Uncaring
- Wrong position



15.2 Physical Hazards

- Steps into the pool
- Poolside hoists
- Change of water depth
- Debris on / below water surface
- Handles to steps
- Wet surfaces
- Wheelchairs

15.3 Activity Hazards

- Running
- Pushing
- Splashing
- Jumping into the pool
- Bombing
- Diving into the pool
- Use of electric chairs in pool area
- Improper use of equipment
- Use of electrical equipment at the poolside

15.4 People Hazards

- Children
- Visually Impaired/Deaf
- Disabled
- Elderly
- Boisterous



- Drunk

15.5 Use of Electrical Equipment

No mains powered electrical items are to be used in the pool area during swimming sessions.

Wheelchairs and other rechargeable items are NOT to be charged at the Swimming Pool.

Power sockets are provided for maintenance and cleaning use only.