

## Ealing Village, Hanger Lane, London, W5

### Pool Operating Policy



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## 1.0 Normal Operating Procedures

### 1.1 Introduction

This Normal Operating Plan sets out the way in which Ealing Village Swimming Pool will operate on a daily basis.

It must be read, understood and practiced by the users, estates manager, contract staff and directors.

It will be reviewed on an annual basis, or when legislation, risk assessment or procedural changes dictate.

### 1.2 Pool Dimensions

Size	24' 10" x 60'
Depth	3'10" Shallow End, 8' 2" Deep End
Water Capacity	50,000 Gallons Approx.

### 1.3 Pool Temperatures

Winter	n/a – no heating at present
Summer	n/a – no heating at present

### 1.4 Maximum Bathing Loads

Maximum Bathing Loads	46
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### 1.5 Pool Hazards

There is no lifeguard at Ealing Village Swimming Pool.

Water can be dangerous and solo bathing increases risk.

All users must be alert and vigilant as to each other and themselves from any physical hazards relating to the design of the pool and pool area. The safety of users is their own responsibility.

#### Blind Spots:

- Four corners of the pool.
- Various areas of the pool depending on lighting conditions (natural or artificial).

### Design Hazards:

- The entrance to the pool is via ladders in the Deep and Shallow Ends of the Pool. Users should be aware that bathers may lose their footing on entry or exit of the pool. Children should not be allowed to climb over the sides of the pool.
- The nominated maintenance company should be informed immediately if the pool water becomes cloudy. This can be an indication of poor chemical balance or system shut down.
- The poolside is a hazard – slippery floors can cause serious accidents. Bathers are not allowed to run at any time. Handrails and anti-slip mats are in place to further minimise the risk.
- Lion head fountain is a trip hazard and should not be climbed upon or used as a jumping/diving platform.
- Steps down from the clubhouse are a trip hazard.
- White painted raised curb is a trip hazard.
- Clubhouse Pillars prevent a clear line of sight of entire pool area.

### 1.6 Pool Rules

***Failure to comply with Ealing Village Pool Rules 2021 may result in your entry code being revoked for up to 12 months***

- There is no lifeguard at Ealing Village Pool. The pool is unsupervised and it is used at your own risk.
- No glass or ceramics are allowed in the pool area. Paper and plastic only please.
- Do not allow anyone to tailgate behind you into the pool area. No key / No code = No entry
- Do not share your entry code with anyone.
- Do not prop open the entry gate or the toilet doors.
- No amplified music or Bluetooth speakers, please use headphones.
- No smoking or vaping in the pool area.
- No running in the pool area.
- No jumping or diving in the shallow end.
- No climbing on, jumping or diving from the lion's head fountain wall.
- Pool side life-saving equipment should only be used in an emergency.
- Inflatables should be removed from the pool when not in use.
- Do not sit or lean on the solar pool cover.
- All children under the age of 16 must be under constant close supervision by an adult.
- A key and code are required to enter and exit the toilets; all children and guests must therefore be accompanied.

- A maximum of 2 guests per flat is allowed.
- Residents must accompany their guests at all times and take full responsibility for the actions of their guests.
- Place all rubbish/recycling in the bins provided or if they are full, take it home.
- Always leave the pool area clean and tidy.
- The pool opens 7 days a week at 06.00 and closes at 22.00. Users must leave the pool area by 22.00 at the latest.

### 1.7 Personal Hygiene

Users should always be encouraged to showers before using the pool in order to reduce the amount of pollution entering the water.

### 1.8 Foreign Matter in the pool

#### Solid stools, Diarrhea and Vomit:

Clear the pool immediately and close the pool. Notify the Pool Operating Company or Alan March immediately on 0208 991 0815.

#### Blood Spillage:

1. Clear pool.
2. Allow spillage to disperse.
3. Pool test to confirm satisfactory ph and chlorine levels before users are re admitted.

#### Blood on Poolside:

1. Do not wash blood into the pool
2. Wear protective gloves and then cover the spillage with paper towels
3. Soak the area in strong disinfectant, leave for 2 minutes and then dispose of towels and rinse down area.

In all other cases of pollution, regulations follow procedure for governing the chlorination, circulation and water testing.

### 1.9 Instructions For Taking The Pool Solar Cover Off

1. Put key in switch and turn key to the left.
2. The cover will roll onto the reel and stop automatically.
3. Take the guide rope out of the water and allow it to drop on to the decking behind the roller.

The cover should roll straight onto the reel, but occasionally it can go slightly crooked. If this happens:

- Turn the key right one notch to the middle to stop the winding. \*
- Turn the key to the to the right position to so that the cover starts to unwind. Unwind the cover a few feet until it is where it at a point where it was straight on the reel. Then turn the key back to the left (2 notches) so that it starts winding onto to the reel again, hopefully, straightening itself out.
- You may have to give it a tug on one side or the other as it goes on.

FOR A DEMONSTRATION PLEASE CONTACT [pool@ealingvillage.com](mailto:pool@ealingvillage.com) or Alan March, Estate Manager on 0208 991 0815 who will arrange this for you.

## 2.0 Emergency Action Plan

### 2.1 Drowning Incidents

If a user appears to be in difficulty the rescuing person should:

- Assess the situation quickly.
- Additional assistance should be summoned from pool area.

If further assistance is required, press alarm button located on the middle pillar\*, which will emit an audio alarm, but does not summon emergency services.

If emergency services are required dial 999 from nearest phone.

The location of this pool is: **Ealing Village Clubhouse, London W5 2EB**

If safe to do so, perform an appropriate rescue (talk, indicate, reach, throw, swim with aid, swim and tow). There is a retrieval hook located on the fence at the deep end. Buoyancy aids are hanging on the exterior plant room wall and also on the clubhouse pillars. First Aid boxes are located on the exterior wall of the clubhouse next to the Men's toilets.

\*Key to disable alarm is located on top of the first aid box attached to the exterior clubhouse wall.

#### **Follow up Procedure – Estates Manager, or if not available a director**

1. Fill out:
  - a) Accident report form (minor accident by person who dealt with it).
  - b) Accident and dangerous occurrence report.

c) Near drowning, incidents and rescues –fill in the incident book with: • Name, address, phone no of casually.

- Details of the injury/rescue/incident and persons involved.
- Treatment administered/advice given.
- Witness details.
- Day, date and time.
- Any other information requested on the form.

2. All equipment to be returned to its correct place and all First Aid supplies should be noted so that they can be renewed.

## 2.2 Lack of Water Clarity

The water quality should be such that the pool bottom is clearly visible. If this is not the case, contact Alan March, Estate Manager on 0208 991 0815.

## 2.3 Chlorine Gas

The most likely gas to leak in a pool environment is chlorine gas.

This gas is irritating and toxic and, in small doses, causes running eyes and a choking cough. Large doses can be fatal. If you know chlorine gas has leaked, or even suspect it evacuate the pool area immediately as per the normal procedure.

Summon the fire brigade immediately. Anyone who has inhaled chlorine gas must go to hospital immediately as serious symptoms can occur at a later stage.

## 2.4 Emergency Equipment

All lifesaving equipment and First aid equipment is checked regularly. If you spot any faults with pool side equipment, contact the pool maintenance contractor or Tom Lloyd on 020 7963 8686.

All emergency equipment must be returned to its correct place after use.

### **Location of First Aid and Emergency Equipment**

- Retrieval hook located on the fence at the deep end.
- Buoyancy aids are hanging on the exterior plant room wall and also on the clubhouse pillars.

- First Aid boxes are located inside the clubhouse by the female toilets and on the exterior wall of the clubhouse next to the Men's toilets.

## 2.5 First Aid Provision

As many users as possible should be fully conversant with basic first aid techniques and will administer to other users if necessary. A full list of resident first aiders will be clearly displayed on the Pool Notice Board and on the Plantroom Door.

When administering first aid the First Aider should fully protect themselves by ensuring that:

1. Very minor First Aid can be administered on the pool side.
2. Users should always wear the gloves provided when dealing with any casualty.
3. A first aid report must be written out for all accidents that require treatment and will be kept on file.

## 2.6 Serious Injury

For spinal or head injuries, an unconscious casualty, serious injury, heart attack, near drowning or where resuscitation is necessary, an ambulance must always be called and a RIDDOR form filled out and a note made in the incident book (with witness details).

At other times, it is at the discretion of the First Aider whether an ambulance is called or not. If in any doubt call 999.

Please note - users should not take people to hospital themselves. Once the ambulance crew arrive, they have complete responsibility for the casualty.

**NOTE:** Users involved in rescues may suffer from post traumatic stress disorder. Counselling is essential after a serious incident and may be provided by the Council.

## 2.7 Head Injuries

'Head Injury' means any injury to any part of the head and is usually linked with the potential for brain damage.

Typical signs of a head injury are:

- Confusion
- Drowsiness
- Blood/straw coloured discharge from ear/nose
- Nausea/vomiting
- Headache
- Blurred/double vision
- Unequal pupils



- Wound/bruising on the head
  - Slurring of speech
1. If you suspect a head injury:
    - Don't allow casualty to resume their activity
  2. If Conscious:
    - Treat any cuts/bruises
    - Monitor levels of consciousness/look for symptoms of head injury
  3. If Serious:
    - Call for an ambulance
  4. If Unconscious:
    - Summon an ambulance
    - Handle with care
    - Monitor and treat as an unconscious casualty

## 2.8 Unconsciousness

Any unconscious casualty that has been unconscious must be transferred to hospital by ambulance.

### Dealing with unconsciousness

- Alert others by Pressing alarm and **dial 999**
- Follow drowning incidents' procedure if necessary to remove casualty from the pool
- Handle with care (particularly head/neck) following spinal injury procedures if necessary.
- Ensure a clear airway
- Remove/treat any obvious cause of unconsciousness
- Resuscitate if necessary
- Examine casualty - treat any serious injuries
- Control bleeding
- If breathing is normal/no sign of injuries - recovery position
- Loosen clothing if necessary
- Record changes in condition and pass to ambulance crew
- Do not give food/drink if consciousness returns

### Suspected Spinal Injuries

Spinal injuries may be caused by diving into the pool and striking the head on the pool bottom or side, collision with another bather or a fall. **The way in which a suspected spinal injury is dealt with is crucial**

**to the eventual outcome.** Casualties must be handled carefully in order to ensure that no further damage is done.

The casualty should be stabilised in the water until the ambulance arrives.

### **Suspected Spinal Injuries – rescue sequence**

1. Press alarm
2. Call 999
3. Stabilise casualty in the water until the ambulance arrives
4. Clear pool and pool area

If Rescue breathing is needed, it may be administered in the water by two qualified persons as follows:

- One stabilises the head whilst another ventilates.

Suspected Spinal Injury Casualty is only landed if there is no circulation and casualty needs CPR. (In this event a table is required against the pool edge). To land a casualty with a suspected spinal injury will need the assistance of 2 or more persons. To do this:

- Stabilises the head whilst another stabilises at the shoulders and 3rd stabilises the body.
- One person then leaves the water and takes up the position at the casualty's head after placing the table in position at the pool edge and continues to instruct and control the lifting of the casualty onto the table where CPR may be applied with the assistance of second person.

The above method is only to be used in the event of a cardiac arrest to give life support whilst waiting for the ambulance, as the priority is to preserve life.

Keep casualty warm, reassure and monitor until the ambulance arrives.