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| Finlay Park Standard Operating Procedures (SOPs)  Pool and Spa |

To be used in combination with the SMP (safety management plan)

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| Version | Date | Changes | Authorized by |
| 1.0 | 18 feb 2016 | Implemented version graph | Gus |
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## Activity overview

Outdoor (half Olympic) cold water pool and indoor spa pool

## Location

117 Finlay Road, Finlay Park

## Applicable Finlay Park Policies, Legislation, Industry Standards

* NZS 4441: 2008.
* nzs.5826.2010 pool standard
* Adult Supervision Training and Adult Supervision Assessment and Agreement
* Supervising adults under surveillance by Finlay Park staff at random times.

## Supervisor Requirements

#### Competency

1. “Adult supervision” category (!)
2. Must be 18 years or older
3. Must have completed the Adult Supervision Training and assessed by Finlay Park Staff as competent to supervise the activities.
4. Must sign off that they will run the activities in a safe manner according to these SOPs and are not under the influence of drugs or alcohol.

#### Equipment

1. Two red lanyards
2. Cell phone

## Participant Requirements

1. wearing togs
2. Sun block (pool only)
3. Participants have to be clean before entering the pool ( no mud etc. caused by other camp activities like animal survival, Go Karts, or Adventure Trail )

## Supervision Structures/ ratios

1. Numbers: Depends on the group using the pool and what they are comfortable with/ or school standard
2. Adult helpers: A minimum of two supervising adult wearing a red lanyard each for recognition by participants and spectators.
3. Notes: If two supervisors are not available the pool has to be closed until future notice.

## Ancillary Service: N/a

## Significant Hazards and control

1. Drowning: Have two supervising adults at all times recognised by red lanyards.
2. Water borne pollutions and diseases: Pool tested twice a day and recorded. Water is filtered continuously and a backup filter system is installed.

## Activity in Operation

#### Pre activity check

1. Adults will need to complete FP adult supervision training and sign the FP Adult supervision form
2. Two supervising adults required (minimum)

#### Set up

1. Wear a red Lanyard (provided in pool area)
2. The supervising adults can either sit in the observation tower or walking around the pool. Recommend supervisors to keep walking to prevent losing focus. Spa Pool it is sufficient to sit at the side and watch
3. Actively guard the pool; texting, reading, and anything else that might take away your view from the pool might have the supervisor removed from their duties.
4. If pool inflatable is present each guard needs to be on either side of the inflatable so either side can be guarded.(pool only)
5. Make sure people can swim, in doubt provide a life jacket or provide "one on one" supervision from another (not the guards) adult.

#### Running procedures

1. No Diving in the pool
2. No running around the pool
3. No pushing or throwing people in the pool
4. No jumping on to other people already in the pool
5. No jumping in the Spa Pool
6. Provide/ apply sun block for participants

#### Pack up

## Emergency Procedures

Minor accidents (minor cuts, bruises)

* Administer first aid
* Assess whether activity can continue

#### Major accidents

* Administer first aid
* Stop the activity
* Contact the office for extra assistance or to call an ambulance

Report ASAP to Director or Program manager or if not available other instructors

## Supplementary information