



# WORKING WITH FACILITIES

## CLUB POLICY DOCUMENT

### Facilities

UOAPS should aim to work with local partners and facility providers to gain access to facilities, which are safe and affordable, meet the needs of the club and ensure there is capacity for growth.

Stronger, Sustainable clubs...

- Negotiate and develop access agreements with facility providers to support long term financial and membership planning.
- Programme pool space to maximise efficiency, and where appropriate, work with other clubs to maximise potential pool space and programming
- Understand facility operators' guidance and operating procedures.
- Carry out risk assessments for club activities to ensure member safety.
- Secure and maintain necessary equipment.

### Safe operating procedures and working with Operators

UOAPS needs to have good understanding of the facilities and operating procedures being used for their club activities. It is paramount that sessions are run safely and within the guidelines set by the pool operator.

Creating a good working relationship with your operator will ensure any problems, concerns and developments can be discussed and resolutions can be worked out together. We would encourage clubs to engage regularly with your pool operator to ensure you can create a quality environment for your members to train and compete safely.

The variety of venues and different models of how pools are managed and are operated mean there will be lots of venue, activity, discipline and venue specific things to consider but we have outlined some of the general principles that clubs need to consider and be aware of:

### Roles and responsibilities

It is important for UOAPS to establish and understand their arrangement with pool operators to be clear who is responsible for:

- Access to facility/activity spaces
- Set-up of equipment
- Safety Checks on activity space and equipment
- Pool Supervision
- First Aid and rescue provision
- Changing, shower and toilet procedures
- Equipment and storage
- Wellbeing & protection

There may be other things to consider for your clubs' specific activities and the facilities you use. Some of this might be highlighted in the let conditions or access agreement if your club has this in place with pool operator.



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### Pool Safety Operating Procedures (PSOP)

These documents are a legal requirement for Pool Operators to produce to ensure the pool is being managed and operated safely and within the recommended industry guidelines.

A PSOP is made up of:

- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)

The NOP outlines the safe day to day running of the facility and the activities that take place. It contains details of the pools and other areas, how activities are set up and taken down. It also details the operational and supervisory aspects of each area and activity.

The EAP explains what should be done in the event of an emergency. The EAP should contain information on the following, but not limited to:

- Lack of water clarity
- Lighting failure
- Structural failure
- Fire (or sounding of the alarm)
- Pool based emergencies
- Emissions of toxic gases

It is important that UOAPS is aware of any part of the PSOPs that are relevant to your club's activities. All club coaches should be aware of the general H&S principles of working in a pool environment from their formal qualifications but each facility will be site specific.

### Site Inductions

We would recommend that all club coaches, teachers and where appropriate committee members are given a site induction for each facility that UOAPS regularly uses for training and club activities. Ensuring they are familiar with the layout, equipment and operations of the facility.

### Risk Assessments

It is recommended that Risk Assessments be carried out for all club activities to ensure the safety of members. These should be reviewed at least on an annual basis. Some operators ask that these be submitted as part of a let agreement.