



GUIDELINES FOR SAFE POOL OPERATIONS (GSPO) - SRI LANKA

Version 01, January 2020



A black and white photograph of a swimmer in a pool, viewed from above, with their arms extended forward. The swimmer is wearing goggles and a swim cap. The background is a geometric design with diagonal lines and various shades of blue and green. The title text is overlaid on the right side of the image.

GUIDELINES FOR SAFE POOL OPERATIONS (GSPO) - SRI LANKA

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CONTENTS

INTRODUCTION, VISION, MISSION AND CONTACT US	05
PRODUCTION OF THE GSPO, SCOPE, PURPOSE, ON-GOING REVIEW	06
IMPLEMENTATION, ASSISTANCE,	06
COPYRIGHT STATEMENT, POOL CLASSIFICATIONS	07
GUIDELINE APPLICATION	08
FSD 1.0 - SECTION ONE	FACILITY AND SWIMMING POOL DESIGN (FSD) – INTRODUCTION 09
FSD 1.1	SIGNAGE 10
FSD 1.2	ACCESS CONTROL 11
SFO 2.0 - SECTION TWO	SUPERVISION AND FACILITY OPERATION (SFO) – INTRODUCTION 13
SFO 2.1	POOL LIFEGUARDS 13
SFO 2.2	POOL LIFEGUARDS UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE) 18
SFO 2.3	SUPERVISION OF PROGRAMMED ACTIVITIES 20
SFO 2.4	CHILD ADMISSION POLICIES 24
SFO 2.5	WATER QUALITY 26
FA 3.0 - SECTION THREE	FIRST AID (FA) – INTRODUCTION 27
FA 3.1	FIRST AID ROOM / DESIGNATED AREA 27
FA 3.2	FIRST AID EQUIPMENT 29
FA 3.3	FIRST AID TRAINED STAFF 31
FA 3.4	OXYGEN RESUSCITATION EQUIPMENT 32
FA 3.5	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) 33
EM 4.0 - SECTION FOUR	EMERGENCY MANAGEMENT (EM) – INTRODUCTION 34
EM 4.1	AQUATIC EMERGENCY RESCUE EQUIPMENT 34
EM 4.2	LIGHTNING, WEATHER & TEMPERATURE 36
REFERENCES	38



INTRODUCTION

The Sri Lanka Life Saving (SLLS) is the National body for lifesaving and water safety related activities in Sri Lanka. It is affiliated with the International Life Saving Federation (ILS), Royal Life Saving (Commonwealth), International Maritime Rescue Federation (IMRF - UK) and UITEMATE Japan.

The SLLS is affiliated with the Ministry of Sports in Sri Lanka (National Association of Sports Regulation No. 25, 1973 and National Association of Sports Regulation 2016.10.27 No. 1990/23 (22nd National Sport). It is also recognised by the Ministry of Health, Ministry of Education, Ministry of Defence, Ministry of Social Services and the Disaster Management Center of Sri Lanka.

VISION

To provide the community with safe aquatic environments

MISSION

- ❑ Provide and maintain the highest level of public safety associated with aquatic environments for citizens and visitors.
- ❑ Develop and implement effective drowning prevention strategies including public awareness, training and rescue services.
- ❑ Promote skills and knowledge in drowning prevention through aquatic recreation and competitions.
- ❑ Enhance beach safety by providing effective public safety services, community involvements and a commitment to professionalism.
- ❑ To supply public services that minimise aquatic risk and prevent loss of life, illness or injury.
- ❑ Become recognised as the authority in modern public safety, training and management of aquatic environments in Sri Lanka.

CONTACT US

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PRODUCTION OF THE GUIDELINES FOR SAFE POOL OPERATION

The Guidelines for Safe Pool Operation (GSPO) have been produced by Sri Lanka Life Saving and adapted from a range of international best practice resources; including but not limited to:

- ❑ Royal Life Saving Society - Australia. (2018). Guidelines for Safe Pool Operation. Sydney, Australia: RLSSA.
- ❑ Health and Safety Executive. (2003). Managing Health and Safety in Swimming Pools (HSG 179) (3rd Ed.). United Kingdom: Health and Safety Executive.
- ❑ Royal Life Saving Bahrain (2019). Guidelines for Safe Pool Operation. Royal Life Saving Bahrain (RLSB), Manama, Kingdom of Bahrain.
- ❑ International Life Saving Federation (ILS), International Life Saving Standards, Leuven, Belgium.

SCOPE

The GSPO has been developed by personnel from a wide range of groups, in conjunction with international best practices to support pool owners / operators in providing safe aquatic environments. The GSPO does not have any legal status however relevant authorities may use this document for enforcement purposes.

PURPOSE

The purpose of the GSPO is to ensure that all pool owners / operators understand their responsibilities with regards to health and safety in swimming pools. Ultimately, it is intended to support a reduction in drowning events, drowning related injuries and other water related illnesses, as far as it is reasonably practical.

ON-GOING REVIEW

It is intended that these guidelines will be regularly reviewed and updated, at least once annually by SLLS. Pool owners / operators are encouraged to provide written comments on these guidelines so that they may be evaluated during the review process. Feedback should be provided in writing and mailed or emailed directly to SLLS, using the contact details in the 'Contact Us' section of this document.

IMPLEMENTATION

It is recognised that pool owners / operators will require some time to implement these guidelines. Once a guideline is published, it is therefore expected that a period of six (6) months should be given to allow changes to be introduced. However, it is important to understand that pool owners / operators are expected to work towards implementing each guideline from the date of publication and enforcing authorities may allow a shorter or longer period to make the necessary changes to improve safety standards.

ASSISTANCE

SLLS can provide information and advice on the implementation of the GSPO. Pool owners / operators should seek support from SLLS as required.

COPYRIGHT STATEMENT

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POOL CLASSIFICATIONS

TYPE (A) - WATERPARKS AND HOTEL POOLS

Waterparks are large aquatic amusement parks. Features at waterparks will vary, although common attractions include lazy rivers, wave pools, splash decks, waterslides and flumes. Hotel pools are any pools within a building or a facility that has a commercial registration as a hotel with the relevant government authority.

TYPE (B) - PUBLIC / PRIVATE / CLUB POOLS

Public / Private / Club pools are facilities where any members of the public can pay and swim during (one or more) defined operating period. These pools may also be found in social or private member clubs.

TYPE (C) - SCHOOL AND UNIVERSITY POOLS

School / University pools are any swimming pools within an educational establishment. This may include (but is not limited to) schools, colleges and universities.

TYPE (D) - RESIDENTIAL POOLS

Residential pools are swimming pools that are within furnished and non-furnished apartment buildings or compounds that are provided to residents for shared use. They may also be found in hotels with three stars or less.

TYPE (E) - PRIVATE HOME POOLS

Private Home pools are private swimming pools within a personal residence. Typically found in villas, they vary in size and may include features such as a spa and pools. They do not provide shared services.

GUIDELINE APPLICATION

REFERENCE / TITLE	TYPE A	TYPE B	TYPE C	TYPE D	TYPE E
SECTION ONE (1) FACILITY AND SWIMMING POOL DESIGN (FSD)					
FSD 1.1 - SIGNAGE					
FSD 1.2 - ACCESS CONTROL					
SECTION TWO (2) SUPERVISION AND FACILITY OPERATION (SFO)					
SFO 2.1 - POOL LIFEGUARDS					
SFO 2.2 - POOL LIFEGUARDS UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)					
SFO 2.3 - SUPERVISION OF PROGRAMMED ACTIVITIES					
SFO 2.4 - CHILD ADMISSION POLICIES					
SFO 2.5 - WATER QUALITY					
SECTION THREE (3) FIRST AID (FA)					
FA 3.1 - FIRST AID ROOM / DESIGNATED AREA					
FA 3.2 - FIRST AID EQUIPMENT					
FA 3.3 - FIRST AID TRAINED STAFF					
FA 3.4 - OXYGEN RESUSCITATION EQUIPMENT					
FA 3.5 - AUTOMATED EXTERNAL DEFIBRILLATOR (AED)					
SECTION FOUR (4) EMERGENCY MANAGEMENT (EM)					
EM 4.1 - AQUATIC EMERGENCY RESCUE EQUIPMENT					
EM 4.2 - LIGHTNING, WEATHER & TEMPERATURE					

SECTION ONE (01) - FACILITY AND SWIMMING POOL DESIGN (FSD)

INTRODUCTION

Pool owners / operators are required to ensure that they always provide a safe aquatic environment. Access to the swimming area should be controlled, and both swimmers and spectators should be provided with important safety information to assist them in supporting a culture of safety.

This section of the guidelines provides information on the considerations that must be taken when designing swimming facilities to minimise the risk of drowning and serious injury to swimmers.

SUB-SECTIONS

REFERENCE	GUIDELINE
FSD 1.1	Signage
FSD 1.2	Access Control

1. TITLE : SIGNAGE (FSD 1.1)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : FACILITY AND SWIMMING POOL DESIGN

5. PURPOSE : TO ESTABLISH THE MINIMUM SIGNAGE REQUIREMENTS FOR SWIMMING POOLS.

5.1 DEPTH MARKINGS

Pool owners / operators are required to ensure that water depth markings are accurate and clearly displayed. The following factors should be considered when designing depth marking signage:

- ❑ The markings should be in numerals that are at least 100mm in height
- ❑ Markings must be placed in a position where they can be seen from the water and from the pool deck
- ❑ The number of depth markings required will vary dependent on the size and configuration of the pool, however they should be visible from all areas of the pool and pool deck
- ❑ Depth marking signage should be of a strong contrast to the surrounding area
- ❑ Any sharp change in gradient must be clearly marked with a sign posted. A sharp gradient is any change that is greater than 1:14
- ❑ In shallow water (1.2m or less) the words 'Caution Shallow Water' and the symbol for shallow water should be displayed in Sinhala, English and Tamil.
- ❑ In deep water (1.8m or more) the words 'Danger Deep Water' and the symbol for deep water should be displayed in Sinhala, English and Tamil.
- ❑ The number of these signs that are required will also depend on the size and configuration of the pool.

5.2 "NO DIVING " SIGNAGE

The minimum water depth where diving activities can take place (without a diving board or platform) is 1.8m. 'No Diving' signage must be clearly displayed in Sinhala, English and Tamil.

In addition, the recognised symbol prohibiting diving, should be displayed in any area of the pool that has a water depth of less than 1.8m.

The number of 'No Diving' signs required will vary dependent on the size and configuration of the pool; however, they should be visible from all areas of the pool and pool deck.

5.3 CHILD ADMISSION POLICY (SEE ALSO SFO 2.4)

The child admission policy for the swimming pool must be clearly displayed at all entrances to the pool area. For swimming pools that are open to members of the public, the child admission policy must also be displayed at the point of sale. The pool owner / operators should make parents / guardians aware of the policy prior to admission. Signage should be provided in Sinhala English and Tamil.

5.4 POOL RULES / CONDITIONS OF USE

The pool rules for safe use should be clearly displayed in Sinhala, English and Tamil, and appropriate symbols should be displayed. Pool rules signage should be clearly displayed at the entrance to the swimming pool. It should also be easily visible from the pool and pool deck.

The pool owner / operator must decide on the rules and conditions of use for their swimming pools, based on the pool, the anticipated pool users and the planned activities. Swimming pool rules may include, but are not limited to:

- ☐ No running
- ☐ No glass
- ☐ No alcohol
- ☐ No drugs
- ☐ No smoking
- ☐ No pushing
- ☐ No tuck jumping (jumping high)
- ☐ No photography or video (without managements consent)
- ☐ No pets
- ☐ No underwater diving
- ☐ No underwater breath holding (underwater blackout) - hypoxia (low oxygen)



**SWIMMING
AREA**



**CHILDREN
MUST BE
ACCOMPANIED
BY AN ADULT**



5.5 OTHER SIGNAGE

Pool owners / operators must determine any other necessary signage that should be displayed in or around the pool area based on a risk assessment. Other signage may include, but is not limited to:

- ☐ Slippery when wet - Appropriate for changing room areas and the poolside.
- ☐ Pool closed - To be displayed whenever a pool is not in use (see also FSD1.2).
- ☐ Safe use of water features - These should be in line with manufacturer guidelines for features such as wave pools, lazy rivers, slides and flumes.
- ☐ Lap lanes - Should be displayed at the ends of each swimming lane, showing the direction swimmers should swim in and the recommended speed for users in each lane.
- ☐ Program / activity signage - Indicating what activities are permitted, and who can access each area of the pool.
- ☐ Warning signs - Advising swimmers of changing water conditions, such as wave pools, lazy rivers and other water features.
- ☐ Pool / building map - The plan of the building may include positions of pool alarms, fire alarms, emergency exit routes and any other relevant information.
- ☐ Advertising boards / hoardings - Should not disturb / distract swimmers or surrounding people.
- ☐ Plant rooms, chemical store areas should be secured with proper visible, understandable higher risk signage.

1. TITLE: ACCESS CONTROL (FSD 1.2)

2. VERSION: 1.0

3. DATE ISSUED: JANUARY 2020

4. SECTION: FACILITY AND SWIMMING POOL DESIGN

5. PURPOSE: TO ESTABLISH THE MINIMUM REQUIREMENTS FOR CONTROLLING ACCESS TO A SWIMMING POOL.

5.1 CONTROLLING ACCESS TO A SWIMMING POOL

Effective access controls (physical barriers, supervision, or both) should be in place to prevent unauthorised access to a pool intended to be out of use (e.g. when closed / undergoing maintenance).

5.2 SWIMMING POOL SAFETY BARRIERS

Safety barriers must be provided and should be sufficient to prevent a child under 10 years of age from accessing the pool without appropriate supervision. Safety barriers and entry points should ensure;

Safety Barrier

- ☐ The minimum height of the safety barrier is 1.2m
- ☐ The safety barrier is free from any gaps over 100mm
- ☐ The perimeter of the safety barrier is free from climbable object
- ☐ The barrier is secure and rigid to resist reason force

Entry Point

- ☐ The device for unlocking any entry door / gate is at least 1.5m above the ground
- ☐ Entry points are self-closing and self-latching
- ☐ Entry points open and close outwards (away from the water)

5.3 CONTROLLING ACCESS TO PLANT ROOMS AND OTHER AREAS

Plant rooms, chemical stores and other areas should be secured against unauthorised access. This includes preventing untrained staff from entering these high risk areas.

5.4 PREVENTING OVERCROWDING

Admissions are normally controlled at the point of entry to the pool facility, rather than the water itself. Therefore, allowances can be made in setting a maximum bather (swimmer) load. This is the maximum number of people that can be safely admitted to the pool. Pool owners / operators may decide to set a maximum bather load for each individual swimming pool or feature within a given facility. When deciding maximum bather loads consideration should also be given to:

- ☐ The capacity of the plant room
- ☐ The available space for swimming and recreating
- ☐ Staffing / supervision levels
- ☐ Emergency management (including evacuation) plans

Pool owner / operators should (as part of a risk assessment), ensure that an effective method of access control and attendance recording is in place and operational. Should there be a risk of the maximum number of bathers being exceeded, admissions into the facility should be restricted.

Staff must be trained in the Emergency Action Plan (EAP) for the management of overcrowding.

5.5 PREVENTING DISORDERLY BEHAVIOUR (INCLUDING VIOLENCE TO STAFF)

Pool owners / operators should act to prevent any disorderly behaviour (towards staff or other pool users) in the pool, or surrounding areas. Staff must be trained in the Emergency Action Plan for the management of disorderly behaviour.

5.6 ACCORDING TO SRI LANKA TOURISM ACT; TYPE A - WATERPARKS AND HOTEL POOLS MUST FOLLOW;

- ☐ Maximum depth should be 4 feet's (exceptions – If it is an existing pool the risk must be mitigated ex: lights, extra equipments, qualified additional lifeguards)
- ☐ Pool Entrance ;
 - ☐ Should have a count of each and every entering person
 - ☐ Whether the Pool facility (public or recreation) is open or close the manage - ment should assure the safety and responsibility.
 - ☐ Should assure at least the minimum safety requirement ex: proper lighting (visibility even at night)
 - ☐ Always the gates should be closed and 24x7 close supervision should be made available by security / guards or pool administration.

SECTION TWO (02) - SUPERVISION AND FACILITY OPERATION (SFO)

INTRODUCTION

Pool owners / operators are required to ensure that there is an adequate level of supervision for the safety of swimming pool users and spectators at their facility.

What is deemed 'adequate' will in part be determined by the classification of the pool type; however, all pool owners / operators must complete a thorough risk assessment of their facility to determine the appropriate level of supervision required, during different periods of operation. The risk assessment process should take into account a number of factors, including but not limited to:

- ☐ Size, features and layout of the pool(s) / features
- ☐ Swimming pool users and maximum bather loads
- ☐ The activities that take place within the pool
- ☐ The ability to implement the emergency action plan

In addition, pool owners / operators must ensure that clearly defined operating procedures and pool rules / conditions of use have been developed to minimise the risk of drowning or serious injury in the swimming pool facility.

This section of the GSPO provides support and information on the minimum levels of supervision pool owners / operators are required to have in place during all periods of operation.

SUB-SECTIONS

REFERENCE	GUIDELINE
SFO 2.1	Pool Lifeguards
SFO 2.2	Pool Lifeguards Uniform and PPE
SFO 2.3	Supervision of programmed activities
SFO 2.4	Child admission policies
SFO 2.5	Water Quality

1. TITLE: POOL LIFEGUARDS (SFO 2.1)

2. VERSION: 1.0

3. DATE ISSUED: JANUARY 2020

4. SECTION: SUPERVISION AND FACILITY OPERATIONS

5. PURPOSE: TO ESTABLISH THE ROLE OF POOL LIFEGUARDS IN THE SUPERVISION OF POOL USERS.

If the pool meets one or more criteria from the following list, it is necessary for constant pool supervision by a qualified Pool Lifeguard to be made available:

- ☐ The pool has water deeper than 3 feet (0.9m)
- ☐ The pool water area is greater than 170 m²
- ☐ Diving from the pool side is allowed
- ☐ There is pool side equipment or a feature posing additional risk
- ☐ There are abrupt changes in depth, exceeding 1:14
- ☐ It is not reasonably practicable to enforce the pool rules

- ☐ Appropriate access restrictions are not in place
- ☐ The pool will be used by unaccompanied children (under 16 years of age)
- ☐ Crowded conditions are anticipated
- ☐ Higher risk activities are taking place

5.1 THE ROLE OF A POOL LIFEGUARD

A Pool Lifeguard is a suitably trained person employed for the purpose of supervising pool users and swimming pool activities. The role of the Pool Lifeguard may vary from one pool to another, however it is essential that the pool owner / operator clearly defines the duties that they require the Pool Lifeguard to complete, and that they receive adequate training in doing so.

Pool Lifeguards are trained to undertake the following activities:

- ☐ Supervision
- ☐ Rule enforcement
- ☐ Risk identification
- ☐ Swimmer education
- ☐ Aquatic rescue and first aid



SUPERVISION

The primary function of Pool Lifeguards is the effective supervision of all pool users in a clearly defined area of the pool (known as a supervision zone). Pool Lifeguards are trained in early intervention and accident prevention. They have the duty to pro-actively intervene wherever possible to prevent dangerous activities or behaviors that may result in an accident from occurring.

RULE IMPLEMENTATION

Pool Lifeguards are required to ensure that the established rules for safe behaviour are being followed by all pool users, at all times. Appropriate signage displaying the rules for using the pool should be clearly displayed to assist the Pool Lifeguard with educating pool users about these rules. Rules may include, but are not limited to those detailed in FSD 5.4.

RISK IDENTIFICATION

Pool Lifeguards need to understand and be able to identify different risks associated with the pool/s, the users and the activities. They also need to take appropriate preventative action to minimise the likelihood and / or consequence of the risk occurring. These risks include, but are not limited to:

POOL RISKS	USER RISKS	ACTIVITY RISK
Drowning	Inadequate supervision	Jumping / spinning / flipping
Unauthorised access	Pre-existing health conditions	Bombing
Deep / shallow water	Under the influence of drugs	Diving
Steep gradient changes	Under the influence of alcohol	Water slides / flumes
Features	Young swimmers	Shallow water blackout (Underwater blackout) - hypoxia (low oxygen)
Damaged equipment	Inexperienced swimmers	
Slippery floors	Inappropriate behaviour	
Poor water quality	Faire to enforce the rules	
Poor water clarity	Misuse of equipment	
Steps / uneven flooring	Insufficient Pool Lifeguards	
Water too hot / cold	Over capacity	

SWIMMER EDUCATION

The Pool Lifeguard should educate swimmers about safe behaviour. In addition, they should act to ensure pool users are aware of the standard emergency signals and have practiced the action they are to take in the event of an emergency. These emergency signals are:

- ☐ One blast - Attention of pool users
- ☐ Two blast - Attention of another Pool Lifeguard
- ☐ Three blasts - Emergency action / clear the water

AQUATIC RESCUE AND FIRST AID

At any time, a Pool Lifeguard may be required to perform a rescue, provide first aid or assist in the event of an emergency. These actions should be defined by the pool owner / operator in the Emergency Action Plan and appropriate training should be provided to any staff that may be called upon to fulfill one or more of these roles.

5.2 POOL LIFEGUARD CERTIFICATION

Any person employed for the purpose of Pool Lifeguarding in Sri Lanka must have a valid internationally recognized Pool Lifeguard certificate (Authorized by the International Life Saving Federation (ILSF) – World Water Safety). If the certificate has been obtained from an overseas country, it should be locally validated and approved (in writing) by SLLS followed by a condensed course. The Pool Lifeguard certificate demonstrates that the Pool Lifeguard has been trained in the principles of effective supervision, rule enforcement, risk identification, swimmer education and aquatic rescue / first aid.

Pool Lifeguards must always act in accordance with their training. Copies of Pool Lifeguard certificates should be held by the pool owner / operator and available for audit at all times.

5.3 RENEWAL OF CERTIFICATES / LICENSE

Pool Lifeguard certificates must remain valid and must be renewed prior to their expiry date. It is the responsibility of the pool owner / operator to ensure that Pool Lifeguards in their employment renew their Pool Lifeguard certificate prior to expiry (in accordance with training providers renewal requirements). Any costs associated with the renewal of Pool Lifeguard certificates should be paid for by the pool owner / operator. Pool Lifeguards without a current Pool Lifeguard certificate are not permitted to continue Pool Lifeguard duties.



5.4 FACILITY SPECIFIC INDUCTION TRAINING

Due to the varying nature of swimming pools, it is important that any person employed as a Pool Lifeguard is provided with facility specific training in their role as a Pool Lifeguard. This should form part of their induction and must include but is not limited to:

- ☐ Swimming pool rules
- ☐ Supervision positions
- ☐ Areas of supervision
- ☐ Emergency signals
- ☐ Emergency action plans
- ☐ Location of rescue equipment

It is the role of the pool owner / operator to ensure that the Pool Lifeguard is competent in the facility-specific arrangements before commencing active Pool Lifeguard duties. A documented record of this training should be maintained by the pool owner / operator and available for audit at all times. See - SFO 2.2 (5.10)

5.5 NUMBER OF POOL LIFEGUARDS REQUIRED

There must be enough Pool Lifeguards on duty to effectively supervise all bodies of water. As all swimming pools are different, the only way to determine the exact number of Pool Lifeguards required at a facility is by completing a thorough risk assessment.

The table below is provided to assist you with determining these numbers. Further guidance and support on determining Pool Lifeguard numbers can be provided by contacting SLLS.

POOL LENGTH AND WIDTH (M)	POOL AREA (M2)	MINIMUM NUMBER OF POOL LIFEGUARDS	RECOMMENDED NUMBER OF LIFEGUARDS IN BUSY CONDITIONS
20.0 (l) x 8.5 (w)	170	1	2
25.0 (l) x 8.5 (w)	212	1	2
25.0 (l) x 10.0 (w)	250	1	2
25.0 (l) x 12.5 (w)	312	1	2
33.3 (l) x 12.5 (w)	416	2	2
50.0 (l) x 20.0 (w)	1000	3	3

Notes for table above:

- Where only one lifeguard is on duty at the poolside there should be adequate means, such as an 'alarm or other method' of summoning immediate assistance to the pool area to assist with rescues, and provide adequate support to the Pool Lifeguard. It is important to note that other swimmers are not sufficiently supervised until assistance arrives and recovery of a patient from the water typically requires two or more people.
- For irregularly shaped pools, including many leisure pools and lazy rivers, the figures in the second column of the table, related to the water area, may be a useful starting point.



1. TITLE : POOL LIFEGUARD UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (SFO 2.2)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : SUPERVISION AND FACILITY OPERATION

5. PURPOSE : TO ESTABLISH THE STANDARDS FOR POOL LIFEGUARD UNIFORM

5.1 INTERNATIONALLY RECOGNIZED POOL LIFEGUARD COLORS

Pool Lifeguards must be clearly identifiable and distinguishable from other employees. The internationally recognised colours for Pool Lifeguards are red and yellow. It is advised that the Pool Lifeguard uniform should be in these colours to ensure that pool users can easily recognise Pool Lifeguards, should they need assistance.

Pool owners / operators are encouraged to adopt uniforms of yellow (Pantone 136 - 137) and red (Pantone 186C). This will help promote international consistency and recognition. Ideally, upper body clothing (shirt and jacket) should be predominantly yellow with red lettering, and lower body clothing (swimsuit, shorts, pants) should be predominantly red with yellow lettering.

5.2 FIT FOR PURPOSE

Pool Lifeguard uniform should be fit for purpose, and should not hinder or affect the ability of the Pool Lifeguard to perform the full scope of their duties (including aquatic rescue). The uniform should also consider the environment within which the Pool Lifeguard is operating to ensure comfort and safety.

5.3 FOOTWEAR

Pool Lifeguards should be provided with closed toe footwear that has a suitable level of grip to prevent slipping or falling on the poolside. It is expected that a Pool Lifeguard's feet will frequently become wet and non-absorbent / waterproof footwear is recommended.

5.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

During an emergency, Pool Lifeguards may be required to perform Cardio Pulmonary Resuscitation (CPR) or other first aid treatment to an ill or injured person. Pool Lifeguards must be issued with Personal Protective Equipment (PPE) to enable them to protect themselves and the ill or injured person from the risk of cross infection.

Below is the minimum expectation of Personal Protective Equipment for a Pool Lifeguard, which should be provided by the pool owners / operators;

- ☐ Pocket mask (including a one-way valve)
- ☐ Two pairs of disposable non-latex gloves
- ☐ Three non-alcoholic moist cleansing wipes
- ☐ Suitable broad brimmed hat (if working outdoors)
- ☐ 100 percent UV protection Polarized sunglasses (if working outdoors)
- ☐ Whistle
- ☐ Radio or other device to allow lifeguards to request assistance to the pool deck
- ☐ Sun cream (SPF 30+ or above) – Kids (SPF 50+ or above)
- ☐ Triangular bandage

Pool Lifeguards must have their PPE with them at all times, and as such it is recommended that each Pool Lifeguard is provided with a waterproof 'bum bag' to be worn around their waist.

5.5 HAIR, FINGERNAILS AND JEWELLERY

For safety reasons, and in accordance with the Pool Lifeguard certificate, Pool Lifeguards are not permitted to wear loose hanging jewellery such as necklaces or earrings, while performing Pool Lifeguard duties. Pool Lifeguards with long hair should have it tied back whilst performing Pool Lifeguard duties. Finger nails should be well trimmed at all times to avoid discomfort and any potential risk to themselves or others.

5.6 HAND PHONES, TABLETS OR OTHER ELECTRONIC DEVICES

Pool Lifeguards are not permitted to carry any mobile or electronic devices while performing Pool Lifeguard duties. These devices are prohibited during working hours and secure storage should be provided at a pool to ensure they can be safely stored whilst Pool Lifeguards are on duty.

5.7 DAILY WORK SHEETS, INCIDENT REPORT LOG AND PATROL CARDS

Pool Lifeguards should complete daily documentation and handing-ove to relevant authorities.

5.8 SMOKING

Literature linking smoking to several diseases (including lung disease and various known cancers) is well documented. "SLLS does not allow smoking at all", whilst Pool Lifeguards are undertaking active duties, or ancillary activities including coaching, officiating or meeting attendance.

5.9 ALCOHOL

Pool Lifeguards should minimise alcohol intake the night before their duty, as blood alcohol concentration (BAC) remains high for 12 to 20 hours after the last drink. Pool Lifeguards should not consume alcohol for a period of 12 hours before they are scheduled to perform supervision duties. Pool Lifeguards under the influence of alcohol, should not undertake pool supervision duties and should inform their employer that they are unable to perform such duties.

5.10 PHYSICAL HEALTH AND FITNESS

It is important for Pool Lifeguards to maintain an appropriate level of health and fitness. SLLS recommends:

- ❑ 60 minutes moderate to intense physical activity per day for teenagers
- ❑ Five (5) to ten (10) hours of moderate to intense activity per week for adults
(Running 01 km to 02 km run and 500 m to 01 km swim at least (3) three times per week)

5.11 DIET AND SLEEP

A Pool Lifeguard's diet should contain sufficient quantities of vitamins, minerals and fibre. It should also include regular / sufficient water consumption and adequate rest periods to prevent dehydration and fatigue. - Sleep - minimum 07 hours to 09 hours (including between 11pm to 3am)

5.12 CRITICAL INCIDENT STRESS

Traumatic events may include the recovery of a drowned person, the administration of major first aid treatment, performing resuscitation or a perceived threat to the Pool Lifeguard. As a result, appropriate psychological support from a certified person should be available.

To assist with critical incident stress, Pool Lifeguards should:

- ☐ Exercise
- ☐ Talk with someone they trust
- ☐ Spend time with family / friends
- ☐ Decrease alcohol / caffeine consumption
- ☐ Engage in positive thinking
- ☐ Rest and sleep - minimum 07 hours to 09 hours Sleep (including between 11pm to 3am)
- ☐ Perform controlled breathing exercises
- ☐ Seek professional support

5.13 PREVENTION OF SUN DAMAGE

SLLS recommends the following preventative actions to assist Pool Lifeguards against skin damage caused by the sun if working outdoor pools:

- ☐ Stay in the shade whenever possible
- ☐ Protect your body with appropriate (long sleeved) clothing
- ☐ Protect your head with a broad brimmed hat
- ☐ Only use sunglasses that block 100% of the UV rays
- ☐ Use high protection sun cream (SPF 30+ or above for Adults)
- ☐ Use high protection sun cream (SPF 50+ or above for Kids and Babies)
- ☐ Apply sunscreen at least 20 minutes before going outside

Note: The impact of the sun is most intense between 10am and 3pm.

1. TITLE : SUPERVISION OF PROGRAMMED ACTIVITIES (SFO 2.3)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : SUPERVISION AND FACILITY OPERATION

5. PURPOSE : TO ESTABLISH THE MINIMUM SUPERVISION REQUIRED FOR PROGRAMMED ACTIVITIES.

5.1 PROGRAMMED ACTIVITIES

A programmed activity is defined as any swimming or aquatic activity that has a formal structure: disciplined, or controlled and is continuously monitored from the poolside. This includes, amongst other activities, swimming lessons, coaching sessions or other tuition such as diving, water aerobics, synchronized swimming, water polo or instructional water-based activities for people with learning or physical disabilities. Teachers and coaches of these types of activities should be competent and hold appropriate, recognised teaching / coaching qualifications.

Provided that safe operating practices are in place and the person conducting the programmed activity is suitably trained, programmed activities generally offer a lower level of risk when compared to non-programmed activities such as recreational swimming.

5.2 APPROPRIATE LEVEL OF SUPERVISION

In order to determine the appropriate level of supervision for programmed activities, pool owners / operators are required to complete a risk assessment for each programmed activity at their facility. The risk assessment should consider the following:

- ☐ The nature of the activity
- ☐ The number of people that will be participating in the activity
- ☐ The ability of people participating in the activity
- ☐ The risks associated with the activity
- ☐ International guidance on best practice for each programmed activity

(See also SFO 5.1)

Programmed activities should obtain services of a qualified Pool Lifeguard for direct and continuous supervision as this is usually the safest available option and is subsequently recommended.

If the pool owner / operator does not provide a Pool Lifeguard to supervise the programmed activity, the person teaching / coaching the activity must hold valid certification in the following skills:

- ☐ Accident prevention in an aquatic environment
- ☐ Aquatic rescue
- ☐ ILS Junior Lifesaver
- ☐ ILS Lifesaver
- ☐ ILS Pool Lifeguard
- ☐ Cardio Pulmonary Resuscitation (CPR)
- ☐ First aid

5.3 DUTY OF CARE AND EXTERNAL HIRERS

Pool owners / operators owe a duty of care to any person that uses the pool facility for a programmed activity. Pool owners / operators may rent their pool, or engage with external hirers to deliver programmed activities such as swimming lessons. Pool owners / operators must ask the external hirer to provide evidence of risk assessments, training certificates relevant to the activity and details of supervision arrangements and emergency response prior to the activity commencing. A formal hire or pool usage agreement should clearly state the health and safety and supervision responsibilities of both the Pool owners / operators and the external hirer. The details of which should include, but are not limited to information on:

- ☐ The number of participants
- ☐ Participant swimming ability
- ☐ Name, address and telephone number of hirer representative(s)
- ☐ Details of who will be responsible for the group (teacher / master in charge)
- ☐ Details of who will provide Pool Lifeguard personnel
- ☐ Numbers and certificates of Pool Lifeguards to be present (if provided by the hirer)
- ☐ Any pool rules / behaviour standards to be enforced
- ☐ Any advice on safety to be given to participants
- ☐ Specific agreement on the respective responsibilities for action in any emergency, including;
 - ☐ Emergencies arising from the activities of the group using the pool
 - ☐ Other emergencies (structural or power failure)

The hirer should be provided with copies of any applicable emergency action plans or Standard Operating Procedures (SOP). These should be provided ahead of the planned activity and should be signed and returned to the pool owner / operator to confirm that the content has been read and understood.



5.4 DUTY OF CARE AND SWIMMING LESSONS

There should be at least one teacher / authorized officer employed by the School / Organization at the pool to supervise students / employees during swimming lessons. This person has overall responsibility for the activity and legal responsibility for the implementation of emergency action plan implementation (unless detailed otherwise through the hire agreement - see also SFO 5.3).

Other supervising staff must be approved by the Principal / Director or appropriate officer. These may include parents / guardians, education support class officers, instructors or employees of swimming pools. When arranging for supervision of swimming or water activities, schools / organizations must take into account the age and experience of the students as well as the venue and experience of staff.

In addition, there must be sufficient certified Pool Lifeguards on duty (see also FS0 5.5) to effectively supervise all bodies of water. The minimum overall school staff to student ratio should be:

LEVEL	DESCRIPTION	STAFF TO STUDENT RATIO (one staff member must overlook the activity all times) - (from pool deck)
Beginner swimmers	Students with little or no experience.	2 (Swim teacher & Lifeguard) - 1:15 3 (2 teachers & Lifeguard) - 16:40 4 (3 teachers & Lifeguard) - 41:50
Intermediate swimmers	Students with basic skills, able to swim 25 metres with a recognisable stroke.	2 (Swim teacher & Lifeguard) - 1:25 3 (2 teachers & Lifeguard) - 26:40 4 (3 teachers & Lifeguard) - 41:60
Advanced swimmers	Students able to swim four strokes using two recognisable strokes	2 (Swim teacher & Lifeguard) - 1:30 3 (2 teachers & Lifeguard) - 31:45 4 (3 teachers & Lifeguard) - 46:60

Note: Any child that is 5 years old or below must be directly supervised in the water by a parent or guardian over the age of 18 years (during programmed / un-programmed activities). The parent / guardian must be in the water and should remain within arm's reach of the child at all times.



5.5 SWIMMING TEACHER CERTIFICATION

ACTIVITY	REQUIREMENT	AUTHORIZED ORGANIZATION
	ASCA Teacher of Swimming	American Swimming Coaches Association Teacher (USA)
	Swim Australia Teacher	Australian Swimming Coaches and Teachers Association (Australia)
	Swim for Safety Teacher / Trainer	Sri Lanka Life Saving - (SLLS)
	SLLS Swim Teacher / Trainer	Sri Lanka Life Saving - (SLLS)
	LSV Swim Teacher Certificate	Life Saving Victoria (Australia)
	AUSTSWIM Teacher of Swimming and Water Safety	AUSTSWIM (Australia)
	NISS Swim Teacher	National Institute of Sport Science, (Sri Lanka)
	Swim Teacher / Trainer	Recommended and Authorized by the Ministry of Sports, Sri Lanka

All instructional staff must be capable and have the knowledge and skills to:

- ☐ Teach swimming and water safety activities
- ☐ Enact the emergency action plan
- ☐ Provide cardio pulmonary resuscitation

- ☐ Provide first aid treatment
- ☐ Child care or equivalent

At least one instruction staff member must hold one of the above-mentioned qualifications and, where possible, a second staff member should hold the same certificate.

Note: A record of staff swimming and water safety qualifications must be maintained at the school / organization and include the date of issue of the qualification and formal notification of any subsequent renewal or upgrade.



1. TITLE : CHILD ADMISSION POLICY (SFO 2.4)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SUPERVISION AND FACILITY OPERATION

5. PURPOSE : TO PROVIDE GUIDANCE ON THE ADMISSION OF CHILDREN TO A SWIMMING FACILITY AND APPROPRIATE SUPERVISION BY A PARENT OR GUARDIAN.

5.1 GENERAL CONSIDERATIONS

It is the responsibility of the pool owner / operator to establish a clearly defined admission policy for children. It is essential that this policy is implemented and monitored by all staff at all times.

This policy should be clearly displayed in accordance with the signage guidelines and should be explained to visitors prior to admission. It is important that parents / guardians are fully aware of the supervision policy and their responsibilities.

5.2 ADMISSION FOR CHILDREN DURING UN-PROGRAMMED ACTIVITIES

Any child that is under 5 years old must be directly supervised in the water by a parent or guardian over 18 years old during un-programmed activities. The parent / guardian must be in the water, and within arm's reach of the child at all times. An un-programmed activity is any activity that is open to members of the public for recreational swimming without direct control by from a certified instructor / trainer.

Children under 10 years old must be accompanied into the swimming pool by a responsible parent or guardian over 18 years old. They must be constantly and actively supervised and the

parent / guardian must be positioned to have a clear view of the child with no physical or structural barriers between them and the child / children.

The recommended ratio of parent / guardians to children under 10 years old is 1:2. Pool owners / operators must complete a risk assessment in order to decide the appropriate supervision ratio. It is recommended that the ratio does not exceed 1:3.

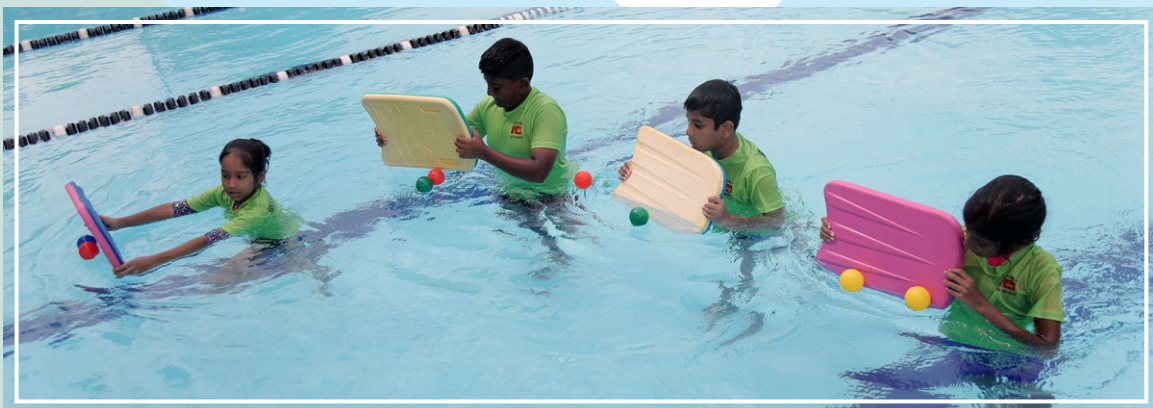


5.3 PERSONAL FLOATATION DEVICES

Personal Floatation Devices (PFD)s such as arm bands or life jackets can help to reduce the risk of drowning, however they are not an alternative to the active supervision of children. Pool owners / operators are not required to provide life jackets; however, they may consider doing so. If this is the case, pool owners / operators must ensure that the devices are fit for purpose, maintained in a useable condition and routinely inspected.

5.4 POOL LIFEGUARD SUPERVISION

Pool Lifeguards are provided to support parents / guardians in the safe supervision of their children. The responsibility for the direct supervision of children however ultimately remains with the parent / guardian. This is because Pool Lifeguards are responsible for supervising all pool users.



1. TITLE : WATER QUALITY (SFO 2.5)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : SUPERVISION AND FACILITY OPERATION

5. PURPOSE : TO MAINTAIN THE CHLORINE AND (PH) LEVEL OF WATER AS PER THE SPECIFICATIONS PROVIDED HEREIN ALL TIMES.

5.1 POOL WATER CLARITY

The pool owner / operator must ensure that when a swimming pool is open for use, the water is maintained in a clear condition such that the floor of the pool or any lane markings or object placed on the floor of the pool are clearly visible when viewed from either side of the pool.

5.2 POOL WATER TESTING

The swimming pool water should be treated by means of a chlorine-based disinfectant in accordance with the parameters specified in the table below, by suitably certified personnel.

PARAMETER	SWIMMING POOL	SPA
Free Chlorine (mg/L) minimum	1	3
Total Chlorine (mg/L) minimum	10	10
Combined Chlorine (mg/L)	Less than free Chlorine / Min. below 1 once daily	
pH	7.2 - 7.8	7.2 - 7.8
Cyanuric Acid (mg/L) maximum (if used)	100	NA
Total Alkalinity (mg/L) minimum	60	NA

Free Chlorine / Total Chlorine / Combined Chlorine and pH should be tested a minimum of pre-opening and every four hours thereafter. Cyanuric Acid and Total Alkalinity should be tested a minimum of once a week. The pool owner / operator must also ensure that when the swimming pool is open:

- ☐ The water is effectively filtered so that all visible extraneous matter
- ☐ The water does not exceed 40 degrees Celsius



SECTION THREE (03) - FIRST AID (FA)

INTRODUCTION

It is required that all Swimming pool owners / operators provide adequate and appropriate equipment, facilities and personnel to enable first aid assistance to be given to all employees and visitors in the event of a first aid incident.

This section of the guideline outlines the minimum provision that should be provided for the swimming pool areas, and does not relate to the provisions necessary for any other areas of the facility such as hotels, beaches, gyms or schools.

SUB-SECTIONS

REFERENCE	GUIDELINE
FA 3.1	First Aid Room or Designated Area
FA 3.2	First Aid Equipment
FA 3.3	First Aid Trained Staff
FA 3.4	Oxygen Resuscitation Equipment
FA 3.5	Automated External Defibrillator (AED)



1. TITLE : FIRST AID ROOM OR DESIGNATED AREA (FA 3.1)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : FIRST AID

5. PURPOSE : TO ESTABLISH THE MINIMUM REQUIREMENTS OF A DESIGNATED FIRST AID ROOM.

5.1 FIRST AID ROOMS OR DESIGNATED AREAS

Swimming pool owners / operators should designate a room within 70 metres of all areas of the pool deck for the provision of first aid treatment. If the provision of a designated first aid room is not possible, an area should be identified where employees and visitors may receive first aid treatment. If the area has dual use, swimming pool owners / operators must ensure that equipment is free from obstruction and immediately accessible at all times. The first aid room/ area should be of a suitable size to enable effective first aid treatment to be provided.

5.2 LOCATION

The ideal location for the first aid room is adjacent to the pool deck or close enough that anyone requiring first aid treatment can be transferred to this room without obstruction or delay. If an appropriate first aid room has already been assigned in another area of the facility, consideration should be given to the provision of equipment that would allow the injured person to be moved safely. This may include, but is not limited to a wheelchair, stretcher or rescue/ spinal board.

5.3 SIGNAGE

The first aid room should be clearly identifiable with appropriate signage.

5.4 FITTINGS AND EQUIPMENT

Any room or area designated for first aid treatment should have the following fixture, fittings and equipment:

- ❑ A sink with hot and cold running water
- ❑ Drinking water with disposable cups
- ❑ Soap and paper towels
- ❑ Rescue containers, lined with disposable yellow clinical waste bags
- ❑ An examination or medical couch with clean pillows / blankets
- ❑ A chair
- ❑ A telephone
- ❑ A first aid log / record book
- ❑ Fully stocked first aid kit (see FA 3.3)
- ❑ Access to medical grade Oxygen equipment (see FA 3.2 & FA 3.4)
- ❑ Access to Automated External Defibrillator (AED) (see FA 3.2 & FA 3.5)

5.5 INCIDENT / ACCIDENT FORM / RECORDS

Swimming pool owners / operators should ensure that the first-aiders must complete the entire incident / accident forms as soon as soon possible or straight after the event.

5.6 INSPECTION AND RECORDS

Swimming pool owners / operators should ensure that the first aid room and facilities are routinely inspected by a suitably trained person on a weekly (minimum) basis. Records of these inspections must be maintained by the pool owners / operators and available for inspection at all times.



1. TITLE : FIRST AID EQUIPMENT (FA 3.2)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : FIRST AID

5. PURPOSE : TO ESTABLISH THE MINIMUM FIRST AID EQUIPMENT REQUIRED FOR POOLS

5.1 FIRST AID KITS

It is essential that the first aid certified staff has access to appropriate first aid equipment in order to provide treatment in accordance with their certification. An appropriate number of first aid kits should be readily available at all times. The international colours for first aid kits are green with a white cross.

5.2 NUMBER OF FIRST AID KITS

The exact number of first aid kits required should be determined by the pool owner / operator, however a minimum of one fully stocked first aid kit must be available for use on the pool deck at all times. Some factors to consider when determining the number of first aid kits are:

- a) Number of swimming pools
- b) Number of pool users that may be in the pool area
- c) Planned activities / programs / features
- d) Location of the first aid area
- e) Number of certified staff
- f) Emergency service response time

See also SFO 2.1 and SFO 2.3.

5.3 INSPECTION AND RECORDS

The pool owner / operator is required to routinely inspect all first aid kits to ensure that they remain appropriately stocked, and that the items do not exceed the expiry date. Inspections of first aid kits should take place on a minimum basis of once per week, and all inspections should be documented. Records of inspections must be maintained by the pool owner / operator and available for audit at all times.

5.4 CONTENT OF FIRST AID KIT

The table below details the minimum contents required in a Swimming Pool first aid kit. Additional quantities of each item should be stored and available on site to ensure that any used or expired items can be immediately replenished / replaced.

FIRST AID ITEM	QUANTITY IN EACH FIRST AID KIT
Guidance leaflet for first aid	1
Content list	1
Medium sterile dressings	4
Large sterile dressings	4
Eye pad sterile dressings	4
Alcohol free moist cleansing wipes	10
Adhesive tape	1 roll
Disposable gloves	4 pairs
Burn dressing	1
Foil blanket	1
Conforming bandage	1
Triangular bandage	4
Pocket mask or other barrier for use in CPR	1
Sterile adhesive dressings (various sizes)	100
Saline solution	2
Shears (suitable for cutting clothing)	1 pair
Safety pins	4

1. TITLE : FIRST AID TRAINED STAFF (FA 3.3)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : FIRST AID

5. PURPOSE : TO ESTABLISH THE REQUIRED NUMBER OF FIRST AIDERS AND LEVEL OF TRAINING

5.1 FIRST AIDERS

Swimming pool owners / operators are required to ensure that there is an appropriate number of suitably trained first aid staff to enable immediate treatment of anyone that becomes injured or unwell when using a facility. Pool Lifeguards are trained in emergency first aid as part of the Sri Lanka Life Saving (SLLS) Pool Lifeguard Course.

Swimming pool supervision must not be compromised when providing first aid assistance and the facility should have effective Emergency Action Plans in place to ensure that this does not occur. This may include evacuation of the pool until effective supervision is resumed. In addition, pool owners / operators should consider training other team members including receptionists, team leaders or security staff in first aid, so that they may assist the Pool Lifeguard/s in the effective management of first aid incidents.

The provision of first aiders must not be compromised by shift patterns, staff sickness or annual leave. To avoid this, it is recommended that as many members of staff as possible are certified in first aid.



5.2 INDUCTION AND IN-SERVICE TRAINING

Pool owners / operators should provide documented evidence that all employees are certified in first aid and understand the site-specific arrangements relating to first aid treatment. This should form part of a person's employment induction and should detail at a minimum the:

- a) Location of first aid areas
- b) Location of first aid equipment
- c) List of all first aid trained staff
- d) Emergency Action Plans (including roles and responsibilities)

In order to maintain ongoing competence, first aid staff should attend in-service training at least once every three months. This training must be delivered by an appropriately qualified

person. Records of training must be maintained by the pool owner / operator and available for audit at all times.

5.3 SIGNAGE

A list of all trained first aiders (including Pool Lifeguards) as well as internal and external emergency contact phone numbers (name, organization / department, designation, qualification and contact number list) should be clearly displayed in the designated first aid area. In addition, the first aid area should display a standard first aid sign at the entry point.

1. **TITLE : OXYGEN RESUSCITATION EQUIPMENT (FA 3.4)**
2. **VERSION : 1.0**
3. **DATE ISSUED : JANUARY 2020**
4. **SECTION : FIRST AID**
5. **PURPOSE : TO ESTABLISH THE APPROPRIATE REQUIREMENTS FOR OXYGEN EQUIPMENT FOR RESUSCITATION AND THERAPY PURPOSES IN AN AQUATIC FACILITY.**

5.1 GENERAL CONSIDERATIONS

All swimming pools that employ Pool Lifeguards are required to maintain medical oxygen equipment for use by trained staff in minor and major emergency situations.

All oxygen equipment should be safely and securely stored in a clean, dry, ventilated location free from dust, oil, grease, heat and sand.

At least one spare, full oxygen cylinder should be stored in an easily accessible location at all times, ready to be used if required. This cylinder should be stored securely in a manner that prevents it from falling over.

5.2 TRAINED STAFF

Only staff that have been trained and certified in the use of oxygen may administer it during an emergency. All Pool Lifeguards are trained to administer oxygen in an emergency as part of their Sri Lanka Life Saving (SLLS) Pool Lifeguard course.

5.3 INSPECTION AND RECORDS

Oxygen equipment should be inspected in accordance with the manufacturer's guidelines. Records of inspections should be documented and maintained by the pool owner / operator. (At least once a month)



1. TITLE : AUTOMATED EXTERNAL DEFIBRILLATOR (AED) (FA 3.5)

2. VERSION : 1.0

3. DATE ISSUED : JANUARY 2020

4. SECTION : FIRST AID

5. PURPOSE : TO ESTABLISH THE APPROPRIATE REQUIREMENTS FOR AED EQUIPMENT FOR EXTERNAL CARDIAC SHOCK PURPOSES IN AN AQUATIC FACILITY

5.1 GENERAL CONSIDERATIONS

All swimming pools that employ Pool Lifeguards are required to maintain AED equipment to be used by trained staff in minor and major emergency situations.

The AED equipment should be safely and securely stored in a clean, dry, visible location free from dust, oil, grease, heat and sand.

At least one, AED kit should be stored in an easily accessible & highly visible location near office area at all times, ready to be used if required. This machine should be stored securely in a manner that prevents it from falling over.

5.2 TRAINED STAFF

Only staff that have been trained and certified in the use of AED may administer it during an emergency. All Pool Lifeguards are trained to administer AED in an emergency as part of their Sri Lanka Life Saving (SLLS) Pool Lifeguard course.

5.3 UNTRAINED PEOPLE

Any outsider/ customer/ visitor can use an AED at any time without prior approvals but may allow administering it during an emergency according to the voice guidance provided by the AED machine.

5.4 INSPECTION AND RECORDS

AED equipment should be inspected in accordance with the manufacturer's guidelines. Records of inspections should be documented and maintained by the pool owner / operator. (At least once a month)



Section Four (04) - Emergency Management (EM)

INTRODUCTION

In the event of an emergency, it is essential that an incident is managed safely and efficiently to prevent further escalations or injuries. As swimming pools are different to one another and pool owners / operators are required to complete risk assessments to identify all reasonably foreseeable emergencies that could occur at their respective swimming pools. Similarly, they are required to know about weather, weather patterns, lightning and temperatures so that ad-hoc or emergency situations could be managed with fewer disruptions.

Once a list of possible emergency situations has been developed, the pool owner / operator must then decide on the actions that each member of staff should take in the event of these identified emergencies. These actions should be documented as an Emergency Action Plan (EAP).

An EAP is particularly vital at a swimming pool facility that employs Pool Lifeguards. These Pool Lifeguards are required to act in accordance with their training and the EAP.

In addition, pool owners / operators must provide adequate and appropriate emergency rescue equipment to enable the effective rescue and treatment of someone that is injured or in danger of drowning.

This section of the guidelines provides support and information on effective emergency management.

It will certainly be an invaluable asset to an organisation, if employees know how, when and what actions are to be taken and their capability in handling when a natural disaster or an emergency occurs.

SUB-SECTIONS

REFERENCE	GUIDELINE
EM 4.1	Aquatic Emergency Rescue Equipment
EM 4.2	Lightning, Weather & Temperature

1. TITLE: AQUATIC EMERGENCY RESCUE EQUIPMENT (EM 4.1)

2. VERSION: 1.0

3. DATE ISSUED: JANUARY 2020

4. SECTION: EMERGENCY MANAGEMENT

4. PURPOSE: TO ESTABLISH THE AQUATIC EMERGENCY EQUIPMENT REQUIRED

5. DESCRIPTION

5.1 RESCUE EQUIPMENT

In order to assist in the rescue of an injured or compromised swimmer, all pool owners / operators are required to provide an adequate provision of appropriate rescue equipment for use by Pool Lifeguards and / or pool users. In swimming pools that do not have a Pool Lifeguard, rescue equipment must still be provided in order to enable bystanders to assist a person in distress. The table below outlines the minimum requirement of rescue equipment that must be available at each type of swimming pool facility.

As each pool is different, the required quantity of each piece of rescue equipment will vary and will likely be higher than the minimum stated in the table below. Pool owners / operators

should assess the requirement at their location and ensure that appropriate provisions are in place.

When deciding on the exact quantity required, Pool Operators should consider;

- ☐ The number of Pool Lifeguard positions
- ☐ The size of the swimming pool/s
- ☐ The layout and design of the facility
- ☐ Details of high risk areas
- ☐ Planned equipment locations

See also SFO 2.1 and SFO 2.3.



5.2 AQUATIC RESCUE EQUIPMENT

Primary rescue equipment is any equipment used to initiate a rescue. It can be classified as either i) reach or ii) throw equipment. It may include but is not limited to;

- ☐ Rescue tubes
- ☐ Reach poles
- ☐ Throw bags
- ☐ Kick boards

Secondary rescue equipment is any equipment used to support in a rescue situation. It may include but is not limited to;

- ☐ Spinal board (and straps)
- ☐ Oxygen resuscitation equipment
- ☐ Automated External Defibrillator (AED)

- ❑ First aid equipment

Note: Each Pool Lifeguard should have access to:

- ❑ Primary rescue equipment within ten (10) seconds of their supervision location / patrol route
- ❑ Secondary equipment within 1 (one) minute of their supervision location / patrol route

5.3 INSPECTION AND RECORDS

Aquatic rescue equipment should be inspected “daily” by a trained and competent person to ensure it is in good working order prior to opening. Faulty equipment should be removed and replaced as soon as possible. Pool owners / operators should consider keeping a stock of some spare equipment. Inspections should be documented, and records should be maintained by the pool owner / operator and be available for audit (At least once a month).



TITLE: LIGHTNING, TEMPERATURE & WEATHER (EM 4.2)

1. VERSION: 1.0

2. DATE ISSUED: JANUARY 2020

3. SECTION: EMERGENCY MANAGEMENT

4. PURPOSE: TO ESTABLISH THE REQUIRED ENVIRONMENT SAFETY FOR POOL AREA

5. DESCRIPTION

5.1 LIGHTNING (SPECIALLY OUTDOOR POOLS)

30/30 Rule - Using a flash to bang count is a simple way to estimate distance from a lightning strike. Begin counting when a flash from lightning is seen and stop counting when the clap of thunder is heard. Given that sound travels at a speed of approximately 1 kilometer every three seconds, distance can be estimated by dividing the flash to bang count by 3.

$$\frac{\text{Lash to bang count (sec)}}{3(\text{km/sec})} = \text{Distance km}$$

The accepted safe distance from a lightning is 10 kilometers, or a flash to bang time of less than 30 seconds. This is the first part of the 30/30 rule. If the flash to bang count is greater than 30 seconds the beach must be closed for 30 minutes from the last heard thunder or seen flash. This forms the second part of the 30/30 rule.

5.2 TEMPERATURE (OUTDOOR AND INDOOR POOLS)

If the temperature is 105° F (40.55 Celsius) or higher, patrol/ activities should be postponed or cancelled. Temperature means either ambient (still air) or heat index.

The patrol captain / recreational manager will determine the official temperature & make a decision on the patrol / activity. Decision will be made at least 30 minutes prior to the scheduled duty time.

5.3 WEATHER (SPECIALLY OUTDOOR POOLS)

Lifeguards should begin acclimating to the outdoors weather conditions at least one (1) week prior to the start of regular patrols as well as any activities since it would be better to know information from the service provider. This includes spending time outside and increasing outdoor physical activities.



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