CONSUMER AGENCY´S GUIDELINES FOR THE PROMOTION OF SAFETY AT SWIMMING POOLS AND FAMILY SPAS

Publication series 2/2003
Finnish Consumer Agency
& Ombudsman

ISSN 0788-544X
ISBN 951-681-032-2(paperback)
ISBN 951-681-033-0 (PDF)

Kuluttaja
virasto • asiamies
Consumer Agency & Ombudsman

Kuluttaja
virasto asiamies
Consumer Agency & Ombudsman

Consumer Agency's guidelines

Dno 2002/52/3709

22.01.2003

Legislative basis:
- Product Safety Act 914/1986

Target groups:
- planning engineers
- businesses
- control officials

THE FINNISH CONSUMER AGENCY'S GUIDELINES FOR THE PROMOTION OF SAFETY AT SWIMMING POOLS AND FAMILY SPAS

The Finnish Consumer Agency has revised its guidelines for the promotion of safety at swimming pools and family spas. The guidelines are based on the Finnish Product Safety Act (914/1986).

The purpose of these guidelines is to determine minimum safety requirements for swimming pools and family spas so as to increase their safety, to intensify the monitoring of safety under the Product Safety Act, and to prevent accidents.

These guidelines enter into force on 16 August 2002, replacing the guidelines issued on 24 June 1999.

Director General Marita Wilska

Deputy Director Tomi Lounema

Kuluttajavirasto / Consumer Agency & Ombudsman
Haapaniemenkatu 4, P.O.BOX 5, FIN-00531 Helsingfors +358-9-77261 Fax:+358-9-7726 7557 E-mail: posti@kuluttajavirasto.fi Internet: www.kuluttajavirastro.fi

CONTENTS

1. PURPOSE OF INSTRUCTIONS

The purpose of these instructions is, on the basis of the Product Safety Act (914/1986, with amendments), to determine minimum safety requirements for swimming pools and family spas, to increase safety at swimming pools and to intensify safety monitoring at swimming pools in accordance with the Product Safety Act, and to prevent accidents.
The Consumer Agency has compiled these instructions in cooperation with the Ministry of Education, the Finnish Hotel and Restaurant Association (FHR), Suomen Kuntoutuslaitokset ry (Finnish Rehabilitation Centres), Suomen Latu ry (Finland's Ski Trail), Suomen uimahallien isännöitsijät ry (Finnish Swimming pool operators), the Finnish Association for Swimming Instruction and Life Saving and the Uimahalli- ja kylpylätekninen yhdistys ry (Association for Swimming Pool and Spa Technology).

2. SCOPE OF APPLICATION

These instructions are applicable, within the scope of application of the Product Safety Act, to swimming pools, public baths, family spas, water parks, hotels, recreational, rehabilitation or massage centres; to swimming pools on ships and other similar locations, and adjacent facilities. The term 'swimming pool' shall be used henceforth in these instructions to denote the scope of application.

3. BASIC CONCEPTS

Adjacent facilities: Facilities outside the pool area itself, including saunas, shower rooms, changing rooms, WCs, etc.
Handrail: Fixture that can be gripped and which is designed to facilitate entering and exiting a pool. This also includes handrails installed in pools for water gymnastics and therapy in water.
Rail: Fixture to prevent falling and to act as a support to facilitate navigating stairs, landings and ramps.
Pool premises: Swimming pool area and adjacent facilities.
Wave pool: Swimming pool incorporating a machine that generates artificial waves.

4. MINIMUM SAFETY REQUIREMENTS FOR SWIMMING POOLS

Use of a swimming pool, or the swimming pool itself may not, as intended by § 4 of the Product Safety Act, be hazardous to the consumer using the pool services, or to his property.
Swimming pools must, at all times, be safe for use, taking into account the nature and number of users.
The swimming pool operator must determine, in advance, the maximum number of people that can simultaneously be in a swimming pool so that it is safe to use and monitoring is possible.
The quality and quality control of swimming pool water is regulated by the Ministry of Social Affairs and Health decree on quality requirements and monitoring inspections of swimming pool and family spa water (315/2002).

5. ROUTINE SURVEILLANCE AND PERIODIC INSPECTIONS

Routine surveillance is the continual monitoring of conditions and safety levels. Routine surveillance shall be carried out daily, at least before customers are permitted to enter the premises and during peak times of use.
The logbook that must be kept in conjunction with routine surveillance of a pool area is further described in chapter 13, 'Logbook'.
A swimming pool must have a written plan both of items that require periodic inspections and of the times of inspection. The time and nature of periodic inspections shall vary according to factors such as the type of fixture subject to inspection, the age of the fixture, its material, the nature of its users (e.g., disabled persons, old persons, babies), and the frequency of use.

6. STRUCTURES

6.1 General

Premises must use surface materials that are safe, hygienic, corrosion-resistant and easy to clean. The floors of pool premises must not contain apertures other than those required for water drainage and for necessary maintenance.

6.2 Grids and protective covers

Premises must not contain removable grids. The lids of floor drains and other drainage apertures must remain tightly secured. Covers fitted to protect pool users must be secured so that they cannot be loosened without tools (except for overflow channel grids, which must be easily detachable for cleaning purposes). After servicing and maintenance work the lids of grids, floor drains and other drainage apertures must be securely replaced.

6.3 Sharp corners and protrusions

There must be no sharp corners or protrusions in surface materials or structures used by people. Corners must be rounded off to a corner radius of at least 3 mm.
Structures with protrusions must be avoided as they can pose an entrapment or injury hazard to users.

6.4 Slipperiness

The surfaces of floors in swimming pool premises must be made of a material that reduces slipperiness. Puddles must not be able to develop on floors, but neither must floors slope to such an extent as to be a slipping hazard.
Instructions regarding slipperiness are available e.g. from the standard SFS-EN 13451-1 Swimming pool equipment. Part 1: General safety requirements and test methods.
Many pool premises have a ramp giving access to the water, used by, for example, old people, independent wheelchair users and accompanying or assisting persons helping severely disabled people in wheelchairs into the water. There is always a slipping hazard associated with using ramps. Ramps must slope gently (inclination of between

1°-15°), must be fitted with a handrail on both sides and must have a roughened surface finish to a depth of at least 0.6 metres measured from the water surface.
The bottom of a swimming pool must not be slippery and its surface material must have a roughened surface finish to a depth of at least 0.6 metres measured from the water surface, to reduce any slipping hazard (especially for handicapped persons). The risk of injury to a person falling over in water over 0.6 metres deep is smaller.
Sauna benches, and other step or floor structures must be made of materials that reduce any slipping hazard.

6.5 Colours

Light-coloured surface materials increase lightness. Ensuring that surfaces and structures have different tonal contrasts makes it easier to distinguish them from one another, enabling people to navigate them with greater ease. Sufficient lighting, light-coloured surfaces and contrasting colours for different surfaces and structures ensure that people can move and function with greater ease, both in washrooms and in pool premises (especially people with poor eyesight not wearing glasses).
The edges of corners below water level (e.g. in steps and level drops) to a depth of 1.2 metres measured from the water surface must be clearly distinguishable from surrounding materials by the use of different colours).

6.6 Control room, supervisor's seat

The control room or supervisor's seat at a swimming pool must have an unobstructed view of the pool.
Video surveillance can improve monitoring, especially of areas where there is no direct view from the control room or supervisor's seat. Video surveillance must be set up in such a way as to avoid blind spots. Video pictures must be clear enough to enable effective monitoring. Surveillance cameras must be positioned in central locations so that the pool bottoms are also within the field of view.
If there is video surveillance at a pool, this must be stated at the entrance, the cash register or in some other visible location, in accordance with the Personal Data Act (523/1999).
If a swimming pool uses recorded video surveillance footage, the pool operator or equivalent is also a registrar, as provided for by the Personal Data Act (523/1999), and must therefore keep a register report in accordance with § 10 of the Personal Data Act.
The air in control rooms must meet with the standards provided for by the Occupational Safety and Health Act (299/1958). The design and arrangement of ventilation must aim for an ambient temperature of +21 – +25 °C and between 30 - 70 % humidity.

6.7 Ladders, stepladders and steps

The steps on ladders and stepladders and stair steps must be flat (not tubular). The edges of steps must be rounded off and the surface material of steps must reduce any slipping hazard.
Stepladders and steps must be fitted with a handrail on both sides.
The handrails of ladders, stepladders and steps must protrude 750 – 950 mm above the surface of the pool itself.

6.8 Rails on steps, landings and ramps

The cross-sectional measurement of a rail must be suitable to be easily gripped and to provide support.
Guide rails that, for example, prevent people from entering areas out of bounds may be detachable. Ropes are not recommended as guide-rail material.

6.9 Handrails at the poolside and under the water

A suitable measurement for the cross section of handrails is 25 – 50 mm, including underwater rails for water gymnastics.
Handrails that facilitate movement in the water, swimming instruction and water gymnastics must be mounted in the swimming pool wall so that the handrail does not protrude beyond the upper edge of the pool. A safe distance for that handrail from the wall is considered to be approximately 30 mm. This prevents feet etc. from getting trapped between the wall and the handrail.
The design and layout of handrails, ladders, stepladders and steps must take into account the needs of different user groups.
Instructions for ladder, stepladder and step structures are contained in e.g. the standard SFS-EN 13451-2 Swimming pool equipment. Part 2: Additional specific safety requirements and test methods for ladders, stepladders and handle bends.

6.10 Special pools

Wave pools:
Wave pools must provide warning lights and sounds before the wave machine is activated so that users wishing to exit the pool before the waves begin may leave safely. The supervisor must be present to supervise the situation while the wave machine is on. There must be a sufficient number of support ropes for users at the side of a wave pool. Jumping and diving into a wave pool while the waves are on must be prevented, e.g., through monitoring.
Moveable pools:
The floor of a moveable pool can be raised or lowered, or the pool can be divided into different areas using a moveable bulkhead. There must be no users in the pool while the floor or bulkhead is being adjusted. There must be a good view of the pool from the control panel of machine-operated floors or bulkheads. Control panels must incorporate a so-called ‘dead-man’s button’ (the controller must be manually activating a control to make the floor move, i.e., when the controller releases the control, the movement stops).
If the base of a movable floor is open users must not be able to get underneath the floor. Passage to the area under the base can be prevented through the use of different movable bulkheads, or by fixing a plate or hem from the movable floor to the bottom of the pool.
Diving pool:
The depth of a diving pool with a diving spring board or platform of 1 metre or higher must be at least 3.8 – 5.0 metres depending on the height of the diving spring board or platform.
Diving turns must be organised safely, e.g., by a supervisor who ensures that turn taking is observed. If the diving pool is part of another swimming pool an appropriate

area must be cordoned off during jumping or diving activity to prevent other users from accessing the area, e.g., by using floating lane dividers, or other equipment and/or supervision. It must be possible to close levels of a diving tower using railing or some other appropriate means (e.g. rope or chain).
Railings on diving towers must be at least 1 metre high measured from the level where a person is standing. Railings must be constructed so that they cannot be climbed on.

Training pools:

The depth of a training pool for children can be no more than 0.9 metres. The depth of a training pool for adults can be no more than 1.5 metres.
If there is no special training pool at a swimming pool, an area of the pool must be cordoned off, in accordance with the above recommendations, during instruction times.

Multi-function pools:

Pools incorporating different types of water effects (e.g. water massage, waterfalls, counter-current machines, powerful air bubbles) must have a sufficient number of hand rails or equivalent apparatus that can be gripped.

6.11 Water extraction apertures in swimming pools

Water extraction apertures cannot employ such suction force that a user could get trapped in them. Excessive suction force can be avoided through grid design, connecting suction channels or using requisite automation.
Further instructions are available in the standard SFS-EN 13451-1 Swimming pool equipment. Part 1: General safety requirements and test methods.

6.12 Jumping into the water from the poolside

Areas where it is safe to jump into a pool must be marked. Areas where it is not safe to jump into a pool, or where jumping is prohibited altogether, must also be marked. A safe depth of water in areas where jumping is permitted is considered to be at least 1.8 metres.

7. CLEANLINESS, HYGIENE AND CLEANING POOLS

Cleaning must be carried out regularly and sufficiently with regard to the number of users, so that a good level of hygiene is maintained and slipping hazards reduced. Cleaning equipment, detergents, machines and procedures should be such that their use poses no danger to swimming pool users.
Storage of cleaning equipment, detergents and machines should be in an appropriate, locked place, especially set aside for the purpose. Cleaning times must be planned so that cleaning activity will not be hazardous to swimming pool users.

8. SUPERVISOR

8.1 Swimming pools (except for pool areas referred to in 8.2)

During public swimming hours and training lectures there must always be an appropriately trained pool supervisor/lifeguard for the task in question. There must be a sufficient number of pool supervisors/lifeguards given the surface area of pool, the pool layout and the number of pool users. Pool customers must be able to easily recognise pool supervisors/lifeguards.
During their supervision shift, supervisors may not be involved in other tasks that could distract them from monitoring. In addition to monitoring user safety, a supervisor's tasks include monitoring general orderliness and cleanliness (especially slipperiness), structures (including ropes, rails and overflow grids), and checking the condition of equipment.
Especially during peak seasons swimming pool operators must ensure that there are a sufficient number of pool supervisors/lifeguards in relation to the number of pool users. Provision must be made for this beforehand and the number of pool supervisors/lifeguards increased according to the need.
The competency requirements for supervisors/lifeguards laid out by the Finnish Association for Swimming Instruction and Life Saving, and the Finnish Association for Swimming Instruction and Life Saving recommendations for the number of supervisors are in annex 1.

8.2 Hotels, small family spas and rehabilitation centres

Monitoring of pool activity such as morning swimming, morning or evening sauna sessions or specially booked sauna sessions at hotels and comparable lodging facilities, as well as at small family spas and rehabilitation centres where the combined water surface area is less than 200 m^2, can be organised using staff-monitored video surveillance of the pool area. A pool supervisor must be at the poolside during general swimming sessions and when special user groups, such as children or handicapped persons, are in the pool area.
There must be information on the pool monitoring system (video surveillance, instructions for calling for help etc.) in the swimming pool area and in the hotel information book found in each guestroom.
A person must also be nominated as responsible for activity and safety at places intended by 8.2.

9. ARRANGEMENTS FOR CALLING FOR HELP AND SAFETY TRAINING FOR PERSONNEL

All employees must be capable of calling for help and must know the various means at their disposal for doing so. Next to telephones there must be written instructions for calling for help, with numbers, addresses and, if necessary, driving instructions for emergency vehicles.
All employees must know to whom tasks have been delegated (who is responsible for lifesaving, resuscitation, calling for emergency vehicles, providing guidance etc.) and be familiar with how the hierarchy of responsibility is determined during emergency situations.
Safety training and a preparedness drill must be organised for the entire staff of swimming pools at least once a year to rehearse measures for calling for help, for lifesaving from the pool, the use of potential lifesaving equipment, resuscitation and procedure when dealing with the most common physical fits of illness and during accidents. It is especially important to practice lifesaving procedures and staff coopera-

tion. People working at the pool premises themselves should exercise the above measures at least twice a year.
It must be possible to stop all massage points, waterslides, and similar equipment from functioning using an emergency stop control located in the control room and/or in another appropriate place.

10. LIFESAVING EQUIPMENT

There must be a sufficient amount of lifesaving equipment at a swimming pool to meet requirements according to conditions, including lifebuoys, lifesaver reach poles, and, if necessary, lifesaver ropes. Oxygen-providing equipment is also recommended, and staff must be trained to use it. Lifesaving equipment and oxygen-providing equipment should always be in working order.

11. GUIDANCE AND SAFETY SIGNS

It is recommended that guidance use simple, easily recognisable and sufficiently large picture symbols. Guidance should be suitable for special user groups etc. and should be understandable to people not familiar with Finnish or Swedish.
Water depth at different points along a swimming pool, as well as level drops, must be marked and clearly specified. If the bottom of a swimming pool is not flat, there must be a diagram next to the pool showing the profile view of the pool bottom, marked with the pool water depths.

12. LIGHTING

Good, even, non-glare lighting and use of different colour contrasts for the surface materials of different structures enable people to move around with greater ease. Lighting must be sufficiently powerful, relatively even and non-glare. In the swimming pool area, every effort must be made to try to prevent glare from lights, reflected glaring light on the surface of the water and the glare caused by sunlight. Underwater lighting helps balance out the light and prevents surface reflection. It is important to be able to clearly make out the surface of the water.

13. LOGBOOK

It is necessary to keep a logbook of routine surveillance of activity in the pool area, for marking down daily routine inspections, the number of pool users and times when the swimming pool has been set aside for use by special user groups (e.g. baby swimming, therapy groups). Any equipment malfunctions, accidents and near-miss situations must also be written in the logbook.
Quality requirements for pool water and routine surveillance of water quality are determined separately in the Ministry of Social Affairs and Health decree (315/2002). Instructions on accounting are provided in the guide to the application of the decree on quality requirements and monitoring inspections of swimming pool and family spa water (315/2002).

A logbook as specified in these instructions can be included as a part of the logbook/accounting required by the above decree.

14. MONITORING OF SAFETY

In accordance with § 3 of the Product Safety Act the swimming pool operator providing the pool service is principally responsible both for safety of, and for overseeing safety at, a swimming pool. Prevailing conditions and the number of users must be taken into account when evaluating the need for increased monitoring.
The swimming pool operator must ensure that small children or special user groups are accompanied by an adult or supervisor, who is responsible for accompanying and looking after the child or person requiring special care.
The supervising authorities, in accordance with the Product Safety Act, are the Consumer Agency, provincial state office and the municipal supervising authority.

15. SAFETY DOCUMENT

Swimming pools must have a written safety document, containing the minimum required information in accordance with the model presented in annex 3, on swimming pool safety and on the organisation of monitoring in accordance with requirements.
In addition to information on the accidents themselves, accident accounting shall include serious near-miss situations. Accident accounting provides a basis for risk analysis and for developing safety systems at swimming pools.
The safety document can be included as part of the logbook intended by the decree on swimming pool and family spa water (315/2002) and/or premises safety plan intended by § 10 of the lifesaving procedure regulation (857/1999) and/or occupational health and safety action plan required by the Occupational Safety and Health Act (299/1958).
The safety document must be kept in a place where all staff, including temporary workers, can easily find it.
The safety document must be updated if situations and circumstances change.

16. APPLYING INSTRUCTIONS

The Ministry of Education, the Finnish Hotel and Restaurant Association (FHR), Suomen Latu ry (Finland's Ski Trail), the Finnish Association for Swimming Instruction and Life Saving, Suomen uimahallien isännöitsijät ry (Finnish Swimming pool operators), Suomen Kuntoutuslaitokset ry (Finnish Rehabilitation Centres), and the Uimahalli- ja kylpylätekninen yhdistys ry (Association for Swimming Pool and Spa Technology) aim to assist in ensuring that these instructions are upheld.
On the initiative of the Consumer Agency, the Ministry of Education, the Finnish Hotel and Restaurant Association (FHR), Suomen Latu ry (Finland's Ski Trail), the Finnish Association for Swimming Instruction and Life Saving, Suomen uimahallien isännöitsijät ry (Finnish Swimming pool operators), Suomen Kuntoutuslaitokset ry (Finnish Rehabilitation Centres), and the Uimahalli- ja kylpylätekninen yhdistys ry (Association for Swimming Pool and Spa Technology), negotiations shall be held regarding the execution of these instructions and on the potential implementation of other instructions, as well as on other factors related to improving safety at swimming pools.

17. ENTRY INTO FORCE

These instructions enter into force on 16 August 2002 and replace the instructions given on 24 June 1999.

18. OTHER DIRECTIVES, INSTRUCTIONS AND RECOMMENDATIONS

- Building Act (370/1958, with later amendments) as well as other regulations and instructions given on the basis of the Act
- Health Protection Act (762/1994)
- Occupational Safety and Health Act (299/1958)
- Government Decision on the safety of machinery (1314/1994)
- Government Decision on the procurement, safe use and inspection of machines and other implements used at work (856/1998)
- Ministry of Social Affairs and Health decree on quality requirements and monitoring inspections of swimming pool and family spa water (315/2002)
- Guide to the application of the Ministry of Social Affairs and Health decree (315/2002) on quality requirements and monitoring inspections of swimming pool and family spa water, Finnish Association for Swimming Instruction and Life Saving, 2002.
- Compiled building regulations F2
- Electrical safety regulations A2-94
- RT 97-10474: Swimming pools and recreational family spas
- Ministry of Education sports place publication 63: Unrestricted sports premises, 1997
- National Board of Health letter of instruction no. 3/1988: Hygiene monitoring at public baths and beaches
- Consumer Agency instructions for supervising at water slides (1996)
- Hygiene guide for swimming pools and adjacent facilities (published in September 2002) Environment and Health periodical
- SFS 5068 Construction Design of Control Room
- SFS 6002 Safety at Electrical Work
- SFS 6000-7-702 Low-voltage Electrical Installations. Part 7: Requirements for Special Installations or Locations. Section 702: Swimming pools and other basins
- Standards by the European Committee for Standardization (CEN) (standards are in English; only the titles are translated into Finnish).

SFS-EN 13451-1	Swimming pool equipment. Part 1: General safety requirements and test methods.
SFS-EN 13451-2	Swimming pool equipment. Part 2: Additional specific safety requirements and test methods for ladders, stepladders and handle bends.
SFS-EN 13451-3	Swimming pool equipment. Part 3: Additional specific safety requirements and test methods for fittings for water treatment purposes.

SFS-EN 13451-4	Swimming pool equipment. Part 4: Additional specific safety requirements and test methods for starting platforms.
SFS-EN 13451-5	Swimming pool equipment. Part 5: Additional specific safety requirements and test methods for lane lines
SFS-EN 13451-6	Swimming pool equipment. Part 6: Additional specific safety requirements and test methods for turning boards.
SFS-EN 13451-7	Swimming pool equipment. Part 7: Additional specific safety requirements and test methods for water polo goals.
SFS-EN 13451-8	Swimming pool equipment. Part 8: Additional specific safety requirements and test methods for leisure water features.

Standard drafts:

prEN 13451-9	Swimming pool equipment. Part 9: Safety signs
prEN 13451-10	Swimming pool equipment. Part 10: Additional specified safety requirements and test methods for diving platforms, diving springboards and associated equipment
prEN 13451-11	Swimming pool equipment. Part 11: Additional specified safety requirements and test methods for moveable pool floors and moveable bulkheads

Annex 1.

Competency requirements for supervisors/lifeguards at swimming pools and family spas

A pool supervisor/lifeguard must have the following knowledge and skills:

- know the principles of safe practices in different lifesaving situations and circumstances
- know how to act safely in different real life lifesaving situations
- must pass the pool supervisor's/lifeguard's swimming test (see annex 2)
- know how to/be able to use various lifesaving equipment, and must know how and when maintenance should be carried out on the equipment
- must know the basics of human physiology (blood circulatory system, how the lungs function, effects of water pressure on swimmers etc.) in order to be able to act correctly in first aid situations.
- be capable of carrying out emergency first aid and follow up procedures
- know duties, rights and responsibilities
- know the basics of customer service
- be proficient in different swimming styles

The knowledge and skills can be obtained by taking the follow-up course for swimming instructors and/or the basic course for lifeguards.

Recommendations for the number of pool supervisors/lifeguards at pool premises

The number of pool supervisors/lifeguards that must be present according to water surface area and pool layout is determined accordingly:

Up to 25 m (max.) pool + children's pool	1 - 2 supervisors
25 m pool + 2 small pools	1 supervisor and video surveillance or 2 supervisors
50 m pool + children's pool	2 supervisors
50 m pool + 2 other pools	2 supervisors and video surveillance or 3 supervisors

Additionally there must be extra assistance during peak times.

Source: Finnish Association for Swimming Instruction and Life Saving

Annex 2.

Pool supervisor's/lifeguard's swimming test

The aim of the test is to emulate real life situations that pool supervisors and swimming instructors could face at work. A good and diverse swimming ability and good physical fitness are prerequisites for passing the test.

Pool supervisor's/lifeguard's swimming test:

1. Lifeguard's dive into water
2. 25-metre lifesaving swim (facing the person being saved)
3. 10-metre underwater swim immediately following a turn.
4. 15-metre swim (freestyle)
5. Touching the end of the pool, from which headfirst dives
   - -4 metres, three times
   - -3 metres, four times
   - -2 metres, six times

   The final time a Helly mannequin or person must be retrieved from the bottom of the pool – the other times an ice hockey puck or similar must be retrieved
6. 50-metre swim carrying a load, using two different carrying techniques (the load must be the same weight)

Time limit is 3 min 40 seconds (same time limit for both sexes).
Test continues:

7. Lifting load from pool (another person can assist with this).

Each part of the test must be performed correctly (i.e., candidate either passes or fails the swimming test).
Total overall length of swimming is 100 metres.
The use of swimming goggles is prohibited, as the swimming test emulates a real life-saving situation.

Source: Finnish Association for Swimming Instruction and Life Saving

Annex 3.

Safety document

1. Person responsible for swimming pool safety (safety officer)
- person's name and responsibilities.

2. Shift staff member responsible for safety
- person's position and responsibilities
- procedure by which responsibility and delegation of responsibility is confirmed
- staff member responsible for safety must be present and contactable at the swimming pool.

3. Users and user groups
- swimming pool operator's specification of maximum number of simultaneous users
- different instructions, according to user group, for ensuring the safety of small children and special user groups.

4. Cleaning programme
- cleaning plan incorporating cleaning procedures and times
- instructions on the safe use and storage of cleaning machines.

5. Swimming pool appliances and machines
- safety instructions for using machines and appliances
- description of how maintenance is organised
- instructions for daily and periodic maintenance inspections.

6. Instructions for dealing with accident situations
- instructions for calling for help and the backup system
- distribution of tasks and management responsibility
- sequence of activities
- inventory of first aid equipment
- lifesaving equipment and first aid arrangements

7. Accident accounting and investigating cause of accidents
- accounting contains accidents and serious near-miss situations
- description of accident accounting and organisation of investigation.

8. Logbook
- Logbook as described in section 13.