

TYPE B
Public Pools

GUIDELINES FOR SAFE POOL OPERATION

PUBLIC POOLS

المؤسسة الملكية
للإنقاذ والسلامة المائية
**ROYAL
LIFE SAVING
BAHRAIN**





Royal Life Saving Bahrain

Royal Life Saving Bahrain (RLSB) is a charity registered under the Ministry of Social Development. RLSB is supported by Life Saving Bahrain Management WLL (commercial registration number 102436-1), which has been incorporated to undertake commercial activities related to RLSB. Royal Life Saving Bahrain is a full member of the International Life Saving Federation.

Our Vision

To prevent drowning related death and injury and prosper from our waters

Our Mission

To promote safe enjoyment of recreation in water, build cohesive communities, enable economic development and save lives

Production of the Guidelines For Safe Pool Operation

The Guidelines for Safe Pool Operation have been produced by Royal Life Saving Bahrain (RLSB), and adapted from a range of international best practice resources; including but not limited to the following:

- Royal Life Saving Society – Australia. (2017). 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.

Contact Us

For more information on our Water Safety Strategy for the Kingdom of Bahrain please visit our website www.rlsbahrain.org or contact us via:

- Email: info@rlsbahrain.org
- Social Media: RLSBahrain



Introduction

Scope

The Guidelines for Safe Pool Operation (GSPO) have been developed by personnel from a wide range of groups, in conjunction with international best practice, to support Pool Operators with providing a safe swimming environment. 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 Operators understand their responsibilities with regards to health and safety in swimming pools. Ultimately, the purpose of this document is to reduce drownings and other water related injury as far as is reasonably practicable.

Format

As guidelines may periodically change or be updated, this document is provided in a soft copy format.

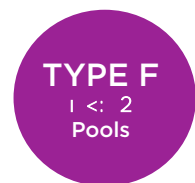
Swimming Pool Classification

For the purpose of these guidelines, 6 (six) types of Swimming facilities have been identified. It is important that the Pool Operator understands which category of pool they operate, and which guidelines are applicable to their facility. Below there is a description of each type of swimming pool. If the Pool Operator is still unsure, further guidance can be provided by contacting Royal Life Saving Bahrain.



Swimming Pool Classification Table

<p>Type A Waterparks and Hotel Pools</p>	<p>Waterparks are large aquatic amusement parks. Features at Waterparks will vary, although common attractions include Lazy Rivers, Wave Pools, Splash decks, Slides and Flumes. Hotel Pools are any pools within a building or facility that has a commercial registration as a hotel with the BTEA and are rated five or four star.</p>
<p>Type B Public Pools</p>	<p>Public Pools are facilities where any members of the public can pay to swim during clearly defined operating hours. These pools may also be found in social or private members clubs.</p>
<p>Type C Private Hire Pools</p>	<p>Private Hire Pools are facilities that are licenced to rent the swimming pool for private hire. They are not open to the public for general use, and only operate when hired by an individual or group.</p>
<p>Type D School Pools</p>	<p>School Pools are any swimming pool within an educational establishment. This may include but is not limited to schools, colleges and universities.</p>
<p>Type E Residential Pools</p>	<p>Residential Swimming Pools are swimming pools that are within furnished and non furnished apartment buildings or compounds that are provided to residents for shared use. They are also found in three star hotels.</p>
<p>Type F Private Home Pools</p>	<p>Private Home Pools are private swimming pools within a personal residence. Typically found in villas, they are a variety of sizes and may include features such as spa pools. They do not have shared use.</p>





Ongoing Review

It is intended that these guidelines will be regularly reviewed and updated, at least once annually by Royal Life Saving Bahrain. Pool Operators are encouraged to provide written comments on these guidelines so that they may be evaluated during the review process.

Implementation

It is recognised that Pool Operators will require some time to be able to implement these guidelines. Once a guideline is published, it is therefore expected that a period of 6 months should be given to allow changes to be introduced. However, it is important to understand that Pool Operators are expected to work towards implementing each guideline from the date of publication, and enforcing authorities may allow a shorter or longer period of time to make the required changes.

Assistance

Royal Life Saving Bahrain, and other organisations involved in the development of these safety guidelines are able to provide information and advice on their implementation. Pool Operators should seek support from the relevant support services provider if necessary.



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FSD 1

FACILITY AND SWIMMING POOL DESIGN

Introduction

Pool Operators are required to ensure that they provide a safe swimming environment at all times. Access to the swimming area should be controlled, and swimmers should be provided with important safety information to assist them in swimming safely.

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.

Reference	Guideline	Current Version	Issue Date
FSD 1.1	Signage	Version 1	June 2018
FSD 1.2	Access Control	Version 1	June 2018



FSD 1.1

FACILITY AND SWIMMING POOL DESIGN

1. **Title:** SIGNAGE

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the minimum signage requirements for swimming pools.

5. **Description**

5.1 Depth markings

Pool Operators are required to ensure that depth markings are clearly displayed. The following factors should be considered when designing depth marking signage:

- a) The markings should be in numerals that are at least 100mm in height;
- b) Markings must be placed in a position where they can be seen from the water and from the pool side;
- c) 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;
- d) Depth marking signage should be of a strong contrast to the surrounding area;
- e) Any sharp change in gradient must be clearly marked and sign posted. A sharp gradient is any change that is greater than 1:14;
- f) In shallow water (1.2m deep or less) – the words **CAUTION SHALLOW WATER** and the symbol for shallow water should be displayed in English and Arabic. 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 depth for diving (without a diving board or platform) is 1.8m. NO DIVING signage must be clearly displayed in English and Arabic, along with the recognised symbol for NO DIVING 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 SFO2.5)

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, and Pool Operators should make adults aware of the policy prior to admission. Signage should be provided in English and Arabic.

5.4 Pool rules/conditions of use

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

The Pool Operator must decide on the rules and conditions of use for their swimming pools. Swimming pool rules may include, but not be limited to:

- No running
- No glass
- No alcohol
- No drugs
- No smoking
- No pushing
- No tuck jumping
- No photography or video without prior management consent



5.5 Other signage

Pool 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 stroke or speed of the lane.

Pool activity signage

Indicating what activities are permitted, and who is allowed to access each area of the pool.

Warning signs

Advising swimmers of changing water conditions, such as wave pools, lazy rivers and other water features.

6. References

International Organization for Standardization (ISO) standards:

ISO 20712-1: Water safety signs and beach safety flags – Part 1: Specifications for water safety signs used in workplaces and public areas

ISO 20712-2: Water safety signs and beach safety flags – Part 2: Specifications for beach safety flags – Colour, shape, meaning and performance

ISO 20712-3: Water safety signs and beach safety flags – Part 3: Guidance for use



FSD 1.2

FACILITY AND SWIMMING POOL DESIGN

1. **Title:** ACCESS CONTROL

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the minimum requirements for controlling access to a swimming pool.

5. Description

5.1 Controlling access to the swimming pool

Effective precautions (physical barriers, supervision, or both) should be in place to prevent unauthorised access to a pool intended to be out of use, such as at closing time.

5.2 Swimming pool safety barriers

Safety barriers must be sufficient to prevent a child under 10 years of age from accessing the pool without the correct level of supervision. Devices for unlocking the door must be at least 1.5m from the ground, and doors must be self-closing and self-latching. Further guidance on the safety and design requirements for swimming pool safety barriers may be found in the Safety Barrier Guidelines for Residential Pools.

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 areas.



5.4 Preventing overcrowding

Admissions are normally controlled at the point of entry to the pool facility, rather than to the water itself. Therefore, allowance can be made in setting a maximum bather load for the number of people that can be safely admitted to the pool. Facilities may also decide to set a maximum bather load for each individual swimming pool or feature within a given facility.

Pool Operators should, as part of the risk assessment, ensure that an effective method of access control and attendance recording is in operation. Should there be a risk of the number being exceeded, admissions into the facility should be restricted.

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

6. References

US Consumer Product Safety Commission. (2012). Safety barrier guidelines for residential pools: Preventing child drownings. Washington, DC: US Consumer Product Safety Commission (US CPSC).



SFO 2

SUPERVISION AND FACILITY OPERATION

Introduction

Pool Operators are required to ensure that there is an adequate level of supervision for the safety of swimming pool users at their facility. What is deemed 'adequate' will in part be determined by the classification of the pool type; however, all Pool Operators must complete a thorough risk assessment of their facility to determine the appropriate level of supervision required. 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)
- Swimming pool users and maximum bather loads
- The activities that take place within the pool

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

This section of the guidelines provides support and information on the minimum levels of supervision Pool Operators are required to have in place at all times.

Reference	Guideline	Current Version	Issue Date
SFO 2.1	Pool Lifeguards	Version 1	June 2018
SFO 2.2	Pool Lifeguards Uniform and PPE	Version 1	June 2018
SFO 2.3	Supervision of programmed activities	Version 1	June 2018
SFO 2.4	Child admission policies	Version 1	June 2018
SFO 2.5	Ride attendants	Version 1	June 2018



SFO 2.1

SUPERVISION AND FACILITY OPERATION

1. **Title:** POOL LIFEGUARDS

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the role of Pool Lifeguards in the supervision of pool users.

5. Description

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. Pool Lifeguards are trained in accident prevention and rescue skills, as well as CPR and first aid. The role of the Pool Lifeguard may vary between facilities, however it is essential that the Pool Operator clearly defines the duties that they require the Pool Lifeguard to complete, and that they receive adequate training in doing so. Below are the safety duties that all Pool Lifeguards are primarily required to perform. It is essential that any other duties the Pool Lifeguard is required to perform do not compromise their ability to perform these primary duties, or the safety of pool users.

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:

1. No running
2. No pushing
3. No diving in shallow water (water below 1.8m)
4. No tuck jumping
5. No glass



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 behaviours that may result in an accident from occurring.

Rescue and first aid

At times, Pool Lifeguards may be required to perform rescues, provide first aid assistance or fulfil a role during an emergency. These actions should be defined by the Pool Operator in the Emergency Action Plan and appropriate training should be provided.

5.2 Certification

Any person employed for the purpose of Pool Lifeguarding in Bahrain must have a valid internationally recognised Pool Lifeguard Certificate. The Pool Lifeguard Certificate demonstrates that the Pool Lifeguard has been trained in the principles of effective supervision, customer service, accident prevention, aquatic rescue, CPR and emergency first aid. Pool Lifeguards must always act in accordance with their training. Copies of Pool Lifeguard Certificates should be held by the Pool Operator and available for audit at all times.

5.3 Renewal of Certificates

Pool Lifeguard Certificates must remain valid and must be renewed prior to their expiry date. It is the responsibility of the Pool 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 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 and aquatic facilities, 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 Action Plans and the location of rescue equipment. It is the role of the Pool 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 Operator and available for audit at all times.

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 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 Royal Life Saving Bahrain.

See table 5.5A



Table 5.5A

Size of swimming pool (m)	Area (m ²)	Minimum number of lifeguards	Recommended minimum number of lifeguards in busy conditions
20.0 x 8.5	170	1	2
25.0 x 8.5	212	1	2
25.0 x 10.0	250	1	2
25.0 x 12.5	312	2	2
33.3 x 12.5	416	2	3
50.0 x 20.0	1000	4	6

Notes for table above:

a. 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 lifeguard. It is important to note that other swimmers are not sufficiently supervised until assistance arrives and recovery of a casualty from the water typically requires two people.

b. 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.

6. References

Health and Safety Executive. (2003). Managing Health and Safety in Swimming Pools (HSG 179) (3rd Ed.). United Kingdom: Health and Safety Executive.



SFO 2.2

SUPERVISION AND FACILITY OPERATION

1. Title: POOL LIFEGUARD UNIFORM

2. Version: 1.0

3. Date Issued: June 2018

4. Purpose: To establish the standards for Pool Lifeguard uniform.

5. Description

5.1 Internationally recognised Pool Lifeguard colours

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 Pool Lifeguard uniform should be these colours to ensure that pool users can easily recognise Pool Lifeguards should they need assistance.

Pool 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, jacket) should be predominantly yellow and lower body clothing (swimsuit, shorts, pants) should be predominantly red.

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, so a non-absorbent or waterproof shoe is recommended.



5.4 Personal Protective Equipment

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

Below is the minimum expectation of Personal Protective Equipment for a Pool Lifeguard, which should be provided by the Pool Operator:

1. Pocket mask (including a one-way valve)
2. 2 (two) pairs of disposable non-latex gloves
3. 3 (three) non-alcoholic moist cleansing wipes
4. Suitable hat or cap (if working outdoors)
5. Polarised sunglasses (if working outdoors)
6. Whistle
7. Radio or other device to allow lifeguards to request assistance to the pool deck

Pool Lifeguards must have their PPE on 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 and Jewellery

For safety reasons, and in accordance with the Pool Lifeguard Certificate, Pool Lifeguards are not permitted to wear 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.

6 References

International Life Saving Federation Lifesaving Position Statement – LPS-05.
Uniforms



SFO 2.3

SUPERVISION AND FACILITY OPERATION

1. Title: SUPERVISION OF PROGRAMMED ACTIVITIES

2. Version: 1.0

3. Date Issued: June 2018

4. Purpose: To establish the minimum supervision required for programmed activities.

5. Description:

5.1 Programmed Activities

A programmed activity is defined as any swimming or aquatic activity that has a formal structure: disciplined, or controlled and continuously monitored from the poolside. This includes, amongst other activities, swimming lessons, coaching sessions or other tuition such as diving, water aerobics, synchronised 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 Operators are required to complete a risk assessment for each programmed activity at their facility. This risk assessment should consider the following:

1. The nature of the activity
2. The number of people that will be participating in the activity
3. The ability of people participating in the activity
4. The inherent risks associated with the activity
5. International guidance on best practice for each programmed activity



Programmed activities do not necessarily require a Pool Lifeguard for direct and continuous supervision, however this is usually the safest available option and is subsequently recommended.

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

- Accident prevention in an aquatic environment
- CPR
- First aid
- Aquatic rescue skills

5.3 Duty of care and external hirers

Pool Operators owe a duty of care to any person that uses the pool facility for a programmed activity.

Pool Operators may rent their pool, or engage with external hirers to deliver programmed activities such as swimming lessons. Pool Operators must ask the external hirer to provide evidence of risk assessments, training certificates/ qualifications relevant to the activity and details of supervision arrangements 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 Operator and the external hirer.



SFO 2.4

SUPERVISION AND FACILITY OPERATION

1. Title: CHILD ADMISSION POLICY

2. Version: 1.0

3. Date Issued: June 2018

4. Purpose: To provide guidance on the admission of children to a swimming facility and appropriate supervision by a parent or guardian.

5. Description

5.1 General Considerations

It is the responsibility of the Pool 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 for unprogrammed activities

Any child that is 5 years old or below must be directly supervised in the water by a parent or guardian over 16 years old during unprogrammed activities. The parent/ guardian must be in the water, and within arm's reach of the child at all times. An unprogrammed activity is any activity that is open to members of the public for recreational swimming without direct control or instruction by a trainer/ organiser.

Children under 10 years old must be accompanied into the swimming facility by a responsible parent or guardian over 16 years old. They must be constantly and actively supervised and the parent or 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 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 (PFDs) such as arm bands or life jackets help to reduce the risk of drowning, however they are not an alternative to direct supervision of children. Pool Operators are not required to provide life jackets, however they may consider doing so. If this is the case, Pool Operators must ensure that the devices are fit for purpose, maintained in a useable condition and routinely inspected.

5.4 Pool Lifeguard Supervision

Where Pool Lifeguards are present, they 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.

6. References

International Organization for Standardization (ISO) standards:

- ISO 12402 — Part 2: Lifejackets, performance level 275 — Safety requirements
- ISO 12402 — Part 3: Lifejackets, performance level 150 — Safety requirements
- ISO 12402 — Part 4: Lifejackets, performance level 100 — Safety requirements
- ISO 12402 — Part 5: Buoyancy aids (level 50) — Safety requirements
- ISO 12402 — Part 6: Special purpose lifejackets and buoyancy aids — Safety requirements and additional test methods
- ISO 12402 — Part 7: Materials and components — Safety requirements and test methods
- ISO 12402 — Part 8: Accessories — Safety requirements and test methods
- ISO 12402 — Part 9: Test methods
- ISO 12402 — Part 10: Selection and application of personal flotation devices and other relevant devices



SFO 2.5

SUPERVISION AND FACILITY OPERATION

1. Title: RIDE ATTENDANTS

2. Version: 1.0

3. Date Issued: June 2018

4. Purpose: To establish the role of ride attendants in operating and supervising slides, flumes and other water attractions

5. Description

5.1 Use of Ride Attendants

It is recognised that the training and skill requirements of a person operating/ supervising waterslides, flumes and other water attractions such as splash decks designed for water play that have little or no standing water, are different to that of Pool Lifeguards. Following a supervision risk assessment, a pool operator may decide that a ride attendant is sufficient for the safe and effective supervision of these attractions, rather than a Pool Lifeguard.

Waterslides and flumes generally have 2 (two) operators; one (1) at the start of the attraction to control access ensure that the attraction is used correctly, and one (1) at the landing zone to ensure users safely exit before another person enters the ride.

A ride attendant is deemed to be sufficient to operate / supervise if the following requirements are all met;

- a)** The landing zone or area has a maximum depth of 1.0m
- b)** The landing zone is an isolated pool and is not connected to a body of water where people may swim (for example a lazy river).
- c)** The ride attendant holds a current and recognised ride attendant certificate.



5.2 Certification

Any person employed as a Ride Attendant in Bahrain must have a valid internationally recognised Ride Attendant Certificate. The Ride Attendant certificate demonstrates that the Ride Attendant has been trained in the principles of effective supervision and operation of rides, customer service, CPR, Emergency First Aid and Aquatic Spinal Injury Management. Ride Attendants must always act in accordance with their training. Copies of Ride Attendant Certificates should be held by the Pool Operator and available for audit at all times.

5.3 Renewal of Certificates

Ride Attendant Certificates must remain valid and must be renewed prior to their expiry date. It is the responsibility of the Pool Operator to ensure that Ride Attendants in their employment renew their Certificate prior to expiry in accordance with training providers renewal requirements. Any costs associated with the renewal of Ride Attendant Certificates should be paid for by the Pool Operator. Ride Attendants without a current Ride Attendant Certificate are not permitted to continue Ride Attendant duties.

5.4 Facility Specific Induction Training

Due to the varying nature of rides and attractions, it is important that any person employed as a Ride Attendant is provided with facility specific training in their role as a Ride Attendant. This should form part of their induction, and must include but is not limited to; manufacturers rules on the safe use of rides of all rides and attractions, supervision positions, areas of supervision, emergency action plans and the location of rescue equipment. It is the role of the Pool Operator to ensure that the Ride Attendant is competent in the facility specific arrangements before commencing active Ride Attendant duties. A documented record of this training should be maintained by the Pool Operator and available for audit at all times.



5.5 Uniform

Ride Attendants must be clearly identifiable and distinguishable from other employees, particularly Pool Lifeguards. Uniforms should be a different colour from that of Pool Lifeguards, and it is recommended that Ride Attendant is clearly written on the back of the Attendant's t-shirt. Ride Attendant uniform must be fit for purpose and should not affect their ability to perform any of the tasks required of them.

5.6 Personal Protective Equipment

During an emergency, Ride Attendants may be required to perform CPR or other first aid treatment to an injured person. Ride Attendants must be issued with Personal Protective Equipment to enable them to protect themselves and the injured person/s from the risk of cross contamination. Below is the minimum expectation of Personal Protective Equipment for a Ride Attendant which should be provided by the Pool Operator.

- a) Pocket mask (including a one-way valve)
- b) 2 (two) pairs of disposable non-latex gloves
- c) 3 (three) non-alcoholic moist cleansing wipes
- d) Suitable hat or cap (if working outdoors)
- e) Polarised sunglasses (if working outdoors)
- f) Whistle
- g) Radio or other device to allow Ride Attendants to request assistance to the pool deck.



FA 3

FIRST AID

Introduction

It is required that all Swimming Pool Operators provide adequate and appropriate equipment, facilities and personnel to enable first aid assistance to be given to all employees and guests.

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

Reference	Guideline	Current Version	Issue Date
FA 3.1	First Aid Room/ Designated Area	Version 1	June 2018
FA 3.2	First Aid Equipment	Version 1	June 2018
FA 3.3	First Aid Trained Staff	Version 1	June 2018
FA 3.4	Oxygen Resuscitation Equipment	Version 1	June 2018



FA 3.1

FIRST AID

1. **Title:** FIRST AID ROOM OR DESIGNATED AREA

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the minimum requirements of a designated first aid room.

5. Description

5.1 First Aid Rooms or designated areas

Swimming Pool 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 bathers may receive first aid treatment. If the area has dual use, Swimming Pool 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) A sink with hot and cold running water
- b) Drinking water with disposable cups
- c) Soap and paper towels
- d) Safe storage for first aid materials
- e) Foot-operated refuse containers, lined with disposable yellow clinical waste bags (or a container suitable for the safe disposal of clinical waste)
- f) An examination or medical couch with waterproof protection and clean pillows/ blankets (a paper couch roll may be used that is changed between casualties)
- g) A chair
- h) A telephone
- i) A record book for recording accidents and incidents attended to by a first-aider or appointed person
- j) Rigid sharps container
- k) Fully stocked first aid kit (see FA 3.3)
- l) Access to medical grade Oxygen equipment (see FA 3.6)

5.5 Inspection and records

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



FA 3.2

FIRST AID

1. **Title:** FIRST AID EQUIPMENT

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the minimum first aid equipment required for Pools.

5. Description

5.1 First Aid Kits

It is essential that First Aiders have access to first aid equipment in order to provide appropriate treatment in accordance with their training. An appropriate number of first aid kits should be readily available at all times. The international colours for a first aid kit are green with a white cross. All first aid equipment should be readily identifiable by these colours.

5.2 Number of First Aid Kits

The exact number of first aid kits required should be determined by the Pool Operator, however a minimum of 1 (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/ programmes
- d) Location of the first aid kit/s
- e) Number of trained staff
- f) Emergency service response time

5.3 Inspection and Records

The Pool Operator is required to routinely inspect all first aid kits to ensure that they remain appropriately stocked, and that 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 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
Contents List	1
Medium unmedicated sterile dressings	4
Large sterile dressings	4
Eye pad sterile dressings	4
Alcohol free moist cleansing wipes	10
Adhesive tape (hypoallergenic)	1 Roll
Nitrile non-latex disposable gloves	4 Pairs
Low adherent burn dressing	1
Foil blanket	1
Shears (suitable for cutting clothing)	1 Pair
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
Safety Pins	4



FA 3.3

FIRST AID

1. **Title:** FIRST AID TRAINED STAFF

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the required number of first aiders and level of training.

5. Description

5.1 First Aiders

Swimming Pool 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 RLSB 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 Operators should consider training other team members including receptionists, team leaders or security staff in first aid, so that they may assist the Pool Lifeguards in the effective management of first aid.

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 trained in first aid.



5.2 Induction and in-service training

Pool Operators must provide documented evidence that all employees are trained 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 room/s
- b) Location of first aid equipment
- c) List of all first aid trained staff
- d) Emergency Action Plans relating to first aid including roles and responsibilities in providing first aid assistance.

In order to maintain ongoing competence, first aid staff should attend in-service training at least once every 3 months. This training must be delivered by an appropriately qualified person. Records of training must be maintained by the Pool 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 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.



FA 3.4

FIRST AID

1. **Title:** OXYGEN RESUSCITATION EQUIPMENT

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the appropriate requirements for oxygen equipment for resuscitation and therapy purposes in an aquatic facility.

5. **Description:**

5.1 General Considerations

All swimming facilities 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 stored safely 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 RLSB 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 Operator.



EM 4

EMERGENCY MANAGEMENT

Introduction

In the event of an emergency, it is essential that an incident is managed safely and efficiently to prevent further escalation or injuries. As all swimming pools are different, Pool Operators are required to complete a risk assessment to identify all foreseeable emergencies that could occur at their swimming pool.

Once a list of possible emergency situations has been developed, the Pool Operator must then decide on the actions that each member of staff should take in the event of these 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 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.

Reference	Guideline	Current Version	Issue Date
EM 4.1	Aquatic Emergency Rescue Equipment	Version 1	June 2018



EM 4.1

EMERGENCY MANAGEMENT

1. **Title:** AQUATIC EMERGENCY RESCUE EQUIPMENT

2. **Version:** 1.0

3. **Date Issued:** June 2018

4. **Purpose:** To establish the aquatic emergency required equipment required

5. Description

5.1 Rescue Equipment

In order to assist in the rescue of an injured or compromised swimmer, all Pool 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 facility.

As each pool facility 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 Operators should assess the requirement at their location and ensure that an appropriate provision is provided.

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

- a) The number of Pool Lifeguard positions - Each Pool Lifeguard must be able to access a primary piece of rescue equipment within 10 seconds
- b) Secondary equipment should be accessible within 1 (one) minute of an incident
- c) The size of the swimming pool/s
- d) The layout and design of the facility
- e) Where the equipment will be located



	POOL TYPE					
Aquatic Rescue Equipment	Type A	Type B	Type C	Type D	Type E	Type F
PRIMARY RESCUE EQUIPMENT	MINIMUM QUANTITY REQUIRED					
Rescue Tube	1	1	1	1	1	1
Reach Pole	1	1	1	1	1	1
Throw Bag	1	1	1	1	1	1
SECONDARY RESCUE EQUIPMENT						
Rescue Board	1	1		1		
Oxygen Resuscitation	1	1				
Automated External Defibrillator	1	1		1		

5.2 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 Operators should consider keeping a stock of some spare equipment. Inspections should be documented, and records should be maintained by the Pool Operator and be available for audit