**School Swimming Pool Operation and Management (Example Only)**

**Note**: Please adapt these guidelines to your circumstances and add additional topics as appropriate following discussion with the school community, technical operators and your regional facilities manager.

**Statement of Intent**

* how the pool will be managed overall
* who will manage each aspect of the operations.

**Risk Management**

* list of all known [risks](http://education.qld.gov.au/health/safety/managing/risk.html) and detailed actions to mitigate:
  + identify hazards
  + create a checklist similar to the [Health & Safety Inspection Checklist](http://education.qld.gov.au/health/docs/healthsafety/swimming-pools.doc)
  + assess the risks, looking at the likelihood and consequences. As each pool is different, there will be hazards/deficiencies not mentioned on the checklist that will need to be identified and managed via a walk around and with the technical assistance of QBuild.
  + decide on appropriate control measures to manage the risks. For example, elimination, substitution, isolation, engineering, administrative measures, personal protective equipment
  + educate the stakeholders and implement the controls
  + monitor and review the effectiveness of the measures
* should the measures fail or accidents happen, indicate how will such incidents be managed and prevented in the future
* first aid and infection control.

Local rules and responsibilities applicable to the:

* school management team
* daily operations team
* external operators
* parents and citizens’ associations
* swimming clubs
* prioritisation and selection of maintenance work
* handling of any special circumstances (e.g. sharing of the facility with Council).

Assets requiring specialist attention and how to handle:

* main pool
* “baby” pool
* hydrotherapy pool
* saltwater pool
* water features
* grounds
* dressing sheds, grandstands, shade structures and other assets
* community use, hire, licence, joint development agreements and the like.

How to conduct the daily routine:

* management of the plant room and processes to ensure efficient operation and maximum uptime
* how to test the water and record the results
* checklists for the daily audit of safety equipment such as the plant room first aid kit, eyewash baths, ladders, diving boards, handrails, ropes, floatation devices and the like
* Chemical delivery and storage processes. How to [safely manage](http://www.health.qld.gov.au/ph/documents/hpu/12279.pdf), store and dose chemicals
* cleaning of water, filtration equipment, backwash and vacuum equipment
* how to operate automated equipment
* processes for school holidays.

**Security**

* school hours
* out-of school hours and weekends
* alarms and monitoring.

**Operators**

* training
* management
* local responsibilities and reporting arrangements

**Local Council**

* water restrictions – [Contact your local Council](http://www.dip.qld.gov.au/local-government-directory.html)
* joint agreement management and associated committee procedures and constitutions.

**Contacts**

* regional facilities
* QBuild region
* council

**Appendices and useful resources**

* Department policy
* [Health & Safety Inspection Checklist](http://education.qld.gov.au/health/docs/healthsafety/swimming-pools.doc)
* [Queensland Health - Swimming and Spa Pool Water Quality and Operational Guidelines](http://www.health.qld.gov.au/publications/public-health/industry-environment/disease-prevention-control/legionella/guidelines-pool-spa.pdf)
* [Risk Management](http://education.qld.gov.au/health/safety/managing/risk.html)
* attach a copy of all agreements of whatever nature that are currently in force including internet links and resources as applicable