

Safety Plan Template for Saskatchewan Camps (Pools/Waterfronts)

*This template is provided by the Lifesaving Society Saskatchewan Branch to assist Saskatchewan Camps in providing safe and enjoyable aquatic experiences for their campers and staff. This is not intended to be a comprehensive document for the safety of each individual camp. Each camp is ultimately responsible for writing and maintaining their safety procedures. The information in the template is provided as recommendations offered on expert opinion.*

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| Aquatic Staff Qualifications:  |
| All Aquatic Staff shall be trained in the facility safety systems and emergency procedures.Aquatic Staff at this facility will possess the following requirements:**Lifeguard*** Minimum age 16;
* Current Lifesaving Society National Lifeguard Award;
* Current Standard First Aid or Aquatic Emergency Care Award

**Swimming Instructor** |
| * Minimum age 15;
* Current Instructor award such as Swim for Life Instructor, Lifesaving Instructor, or other swim instructor award (WSI)
* Current lifesaving or lifeguarding award - minimum Lifesaving Society Bronze Cross or higher (Lifesaving Society National Lifeguard Award); and if they will also be functioning as they class’s lifeguard/supervisor.

**Assistant Lifeguard** |
| * Minimum age 15;
* Current Bronze Cross or National Lifeguard award
* Current Standard First Aid award

**Head Lifeguard/Lead Guard** |
| * Minimum age 18;
* Current Lifesaving Society National Lifeguard Award; \*\*NLS Waterfront option recommended
* Current Standard First Aid award;
* A minimum of 100 hours of lifeguarding experience;
* Hold a current Standard First Aid (Lifesaving Society Aquatic Emergency Care Award recommended);
* \*\*Recommended: Lifesaving Society Aquatic Supervisor Training award
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Safety Systems

**Swimmer Capacity:**

Pool: The total number of swimmers permitted on the deck and the pool at one time shall not exceed: \_\_\_\_\_\_\_

Waterfront: The total number of swimmers permitted in the designated swimming area at one time shall not exceed: \_\_\_\_\_\_\_

*The total number of swimmers permitted at any one time on the deck and in the pool shall not exceed the maximum swimmer load as determined by the following:*

*One person for each 0.9 square metres of the surface are of water in that part of the pool where the water depth is less than 1.5 metres;*

*One person for each 2.32 square metres of the surface area of water in that part of the pool where the water depth is greater than 1.5 metres; but, where a diving board is provided in part of a pool, the surface area of water for that part is reduced 27.8 metres for each diving board or tower; and,*

*Swimmer load may be set at a limit lower than that determined by the above calculations, providing that dressing rooms are sized appropriately.*

**Lifeguard to Swimmer Ratio for pools**

*Insert Lifeguard to Swimmer ratio*

Reference: Lifesaving Society Canada; Safety Standards for Canadian Swimming Pools and Waterfronts;

Bather to Lifeguard Ratio Standard, 2021, DRAFT

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| Minimum numbers of lifeguards required for supervision of a single pool basin with a water surface area of up to 400 square metres\*: |
| Number of bathers on the deck and in the pool | Number of lifeguards on duty |
| 0 – 30 | 1 |
| 31 – 75 | 2 |
| 76 – 125 | 3 |
| 126 – 175 | 4 |
| 176 – 225 | 5 |
| 226 and beyond | One additional lifeguard for each additional 100 bathers or fraction thereof |

\* Approximately up to a 6 lane x 25 m swimming pool.

**Lifeguard to Swimmer Ratio for Waterfronts**

*Insert Lifeguard to Swimmer ratio*

**Lifeguard Uniforms and Equipment**

Designated uniforms help swimmers and fellow staff identify the lifeguards. Uniforms should be a distinguishing colour and allow for sun and wind protection. Hats should be encouraged for outdoor lifeguards for extra sun and heat protection.

Examples of uniform/lifeguard equipment include: shirt/tank top identifying the lifeguard, hat, sun glasses, whistle, water bottle, sunscreen, two-way radio, fanny pack (containing latex/rubber gloves, pocket mask, bandaids, etc.) rescue aid such as rescue tube or lifejacket.

*Insert description of required lifeguard uniform and equipment*

**First Aid and Rescue Equipment**

**First Aid Box (Kit)**

*Insert list of first aid equipment to be found in the first aid box.*

**Mobile First Aid Supplies** (carried in fanny pack by staff)

*Insert list of first aid equipment to be found in the first aid box.*

**First Aid Room**

*Insert description of space to perform first aid.*

**Rescue Equipment**

*Insert list of rescue equipment to be found on the pool deck, including equipment location.*

 **Spine Board**

Insert description of spine board, including head immobilization system and location on deck.

 **Rescue Tubes/Buoyant Rescue Aids**

*Insert description of rescue aids (what are you using), and how to be accessed (part of lifeguard equipment?, kept at lifeguard chair?, etc.)*

 **Lifeguard Chair**

*Insert description of lifeguard chair(if available/used), including when to be used by staff and position of chair.*

 **Emergency Telephone**

*Insert location of emergency telephone and emergency contact numbers.*

**AED (Automated External Defibrillator**

*Insert description of AED (if available/used), including where to store/how to access*

**Safety Policies/Rules**

**Admission Policies**

*Insert admission policies for pool or waterfront. Examples: Must perform swim test to swim without a lifejacket, must be 8 or older to swim without parental supervision, 5 yrs under must be within arm’s reach of an adult at all times , etc.*

**Pool Safety Rules** **or Waterfront Safety Rules**

*Insert pool rules or waterfront rules*

**Whirlpool/Hot Tub Rules**

*Insert rules for use of whirlpool/hot tub.*

**Other Special Features** Examples: Rock wall, inflatable toys/apparatus, trampoline, etc.

*Insert rules for use of other special features.*

**Waterfront Hazard Areas**

*Insert list and map of known hazard areas at the waterfront. Examples: currents, drop-offs, etc.*

Lifeguard Supervision Systems

**Lifeguard Positions**

One Lifeguard

*Insert description of where position is, when it is used and expected activities.*

Primary Zone of Responsibility

*Insert description of zone encompassed in primary area of responsibility and what must be included in each scan. (e.g. deep end bottom, beach area, hot tub, etc)*

Secondary Area of Responsibility

*Insert description of zone encompassed in secondary area of responsibility and what must be included in each rotation. (e.g. locker room, sauna, grass area, etc)*

Visual of Paths

Position #2

Position #1

Two Lifeguards

Description

*Insert description of where positions are located, when it is used and expected activities.*

Primary Zone of Responsibility

*Insert description of zone encompassed in primary area of responsibility and what must be included in each scan. (e.g. deep end bottom, beach area, hot tub, etc)*

Secondary Area of Responsibility

*Insert description of zone encompassed in secondary area of responsibility and what must be included in each rotation. (e.g. locker room, sauna, grass area, etc)*

Visual of Paths

Three Lifeguards

Description

*Insert description of where position is, when it is used and expected activities.*

Primary Zone of Responsibility

*Insert description of zone encompassed in primary area of responsibility and what must be included in each scan. (e.g. deep end bottom, beach area, hot tub, etc)*

Secondary Area of Responsibility

Insert description of zone encompassed in secondary area of responsibility and what must be included in each rotation. (e.g. locker room, sauna, grass area, etc)

Visual of Paths

**Lifeguard Signals and Communication**

**Whistle Signals:**

*Insert whistle signals for lifeguard communication.*

**Hand/Arm Signals:**

*Insert hand/arm signals for lifeguard communication.*

Insert whistle signals for communication to the public.

Rescue and Emergency Procedures

Definition of Minor Emergency – An emergency that needs a quick response and can be dealt with by one lifeguard. Minor first aid treatment, public education, and intervention are required. (Examples of minor emergencies nosebleed, conscious weak or non-swimmers, scrapes, etc.) Minor emergency sometimes progress into major emergencies.

Definition of Major Emergency – An emergency that involves an urgent and life-threatening incident and may require more than one lifeguard. A pool clear is usually done for a major emergency. 911 is often required. (Examples of major emergencies include: unconscious, submerged victim, spinal injury, head injury, heart attack, stroke, seizuring, etc.)

**Minor Emergency** –

*Insert procedure here*. Include who is part of rescue team (lifeguards, camp counsellors, etc.) and which roles they will play. i.e. lifeguards do water rescue, counsellors provide backup roll of calling 911, gathering remaining campers to safety, etc.

**Major Emergency** –

*Insert procedure here. Include who is part of rescue team (lifeguards, camp counsellors, etc.)* and which roles they will play. i.e. lifeguards do water rescue, counsellors provide backup roll of calling 911, gathering remaining campers to safety, etc.

**Spinal Emergency**

Insert procedure here.

**Missing Person/Swimmer**

Insert procedure here.

**Fire**

*Insert procedure here.*

**Power Failure**

*Insert procedure here.*

**Lightning & Thunder**

*Insert procedure here.* This procedure is to explain how to watch for thunder and lightning and when to evacuate water, where to secure campers and staff until storm passes.

**Severe Weather**

*Insert procedure here*. Examples of severe weather include wind storms, hail, tornados. Provide evacuation procedures and safety location for all campers and staff, communication method of weather event to campers and staff, etc.

**Natural Gas Leak**

*Insert procedure here.*

**Chemical Leak (chlorine)**

*Insert procedure here.*

**Bomb Threat**

*Insert procedure here.*

**Other -**

*Insert procedure here.*

Reporting and Follow-up of Emergencies

* Provide samples of forms
* Communication of emergency to camp staff/board
* Media Policy: Who is the spokesperson for your camp
* Critical Incident Stress and Debriefing Procedures

Prevention and Communication Systems

* Handouts/pamphlets for campers regarding pool or waterfront rules and guidelines
* Posted Signage
* Social Media communication: to inform of water temp, high waves, reminders for parents to stay within arm’s reach, etc.

Facility Operations

\*Remember to state who is responsible (which position) for these procedures. Examples: Who does the cleaning? : maintenance staff, lifeguards, counsellors? ; who adds chemicals, who tests chemicals; etc.

**Daily Opening Duties:**

*Insert procedures for daily pool or waterfront opening. Examples: Check safety equipment for good repair and place in designated rescue ready areas; Place pfds on lifejacket stand; Complete chemical tests; Walk beach area to identify/retrieve hazards (broken glass, etc.), etc. Provide sample copy of duty check-list in procedures.*

**Closing Duties**:

*Insert procedure for daily pool or waterfront closing. Provide sample copy of duty check-list in procedures.*

**Water Testing Procedures**

*Insert daily, weekly, and monthly testing procedures.*

**Disinfection and Water Balance Procedures**

*Insert procedures for adjusting water chemistry. Include all safety equipment/Personal Protective Equipment required.*

**Filtration Maintenance and Cleaning Procedures**

*Insert procedure and schedule for maintaining and cleaning pool filtration system. Examples: Filter readings are done every 2 hours and recorded.; Filters are backwashed when reading is \_\_\_\_.;*

**Cleaning and disinfection procedures for bathrooms/shower/changerooms**

*Insert procedure and schedule for cleaning and disinfecting bathrooms, showers, and changerooms.*



Locker room