**Management Review Checklist for Pools and Spas**

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|  | Comply with all safety regulations for public pools. |
|  | Be aware of all state, county and municipal regulations regarding the following: |
|  |  | Lifeguard certification and requirements |
|  |  | Facility design and safety features |
|  |  | Chemical levels |
|  |  | Staff training |
|  |  | Pool Capacity |
|  |  | First-aid equipment and supplies |
|  |  | Depths for diving |
|  |  | Anti-entrapment devices such as drain covers and safety vacuum release systems. |
|  |  | Frequency of inspections by appropriate agencies, such as the local health department |
|  | Make sure the on-site pool operator is certified. |
|  | Instruct employees to document whenever they enforce a pool rule. |
|  | Instruct employees to monitor the weather and clear the pool whenever threatening weather approaches |
|  | Ask employees to prohibit alcohol-impaired guests from entering the pool. |
|  | Do not allow any horseplay. |
|  | Ask employees to monitor the pool area - even after hours. |
|  | Make sure an employee trained in emergency first aid is on duty when the pool is open. |
|  | Check all safety equipment. |
|  | Mark lifesaving equipment “For Emergency Use Only.” The equipment should include:A ring buoy attached to a rope 1½ times the width of the pool, but not over 60 feetA shepherd’s crook at least 12 feet longA rescue tube |
|  | Implement a plan for first aid/emergency medical service. |
|  | Remove diving boards and water slides unless there is lifeguard supervision. |
|  | Periodically evaluate water envelopes to ensure they are adequate for diving boards, slides, and other pool equipment. |
|  | Clearly mark the division between shallow and deep water with ropes or floats and with contrasting coloring on the pool floor. |
|  | Make sure the pool is enclosed or fenced and has self-closing doors or self-locking gates. |
|  | Provide a pool telephone with clearly posted emergency numbers. |
|  | Make sure the pool is adequately lit (including emergency lighting) and the underwater lights work. If night swimming is allowed, the pool basin and surrounding deck areas should be illuminated. |
|  | Make sure pool deck, locker rooms, shower facilities and surrounding areas have slip-resistant surfaces. |
|  | Make sure wading pools, swimming pools and spas have firmly attached anti-entrapment drain covers that are inspected regularly. |
|  | If a lifeguard is not on duty, make sure you have a conspicuously placed sign informing swimming pool users that they swim at their own risk. |
|  | Post and enforce all pool hours. |
|  | Provide signs and markings in English and other languages if appropriate. |
|  | Make sure you can clearly see the main drain at the bottom of the pool. |
|  | Warning signs should include the following: Safety and sanitationNo lifeguardParental supervision911Location of telephonePool capacity |
|  | Make sure dressing rooms, shower facilities and rest rooms are clean and well maintained. |
|  | Keep trespassers and children from gaining access to outdoor pools by four foot or higher fences and gates with positive latching devices. |
|  | Make sure lifeguards are on duty during heavy pool use. Their uniforms should make them readily identifiable as members of the lifeguard staff. |
|  | Check that lifeguards have up-to-date certification, first aid, cardiopulmonary resuscitation (CPR) and lifeguard training, and that copies of certificates are on file. |
|  | If lifeguards are not on duty, ensure that someone on the premises is qualified to administer CPR and other emergency procedures. |
|  | Employees trained in proper use of Automated External Defibrillators (AED). AEDs maintained according to manufacturer’s recommendations. |
|  | Have electrical service checked annually by an electrician. |
|  | Make sure self-contained breathing apparatus, respirators, or chlorine-rated gas masks (if chlorine gas is used to treat the pool) are easily accessible and staff have been trained in their use. |
|  | Review daily inspections and make any corrective actions immediately. Document this information in a daily pool log or journal. |
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| **Pool Opening Safety Checklist** |
|  | Pool rules are posted in several strategic locations. |
|  | Pool ladders and handrails are secure. |
|  | The drain anti-entrapment cover is secure. |
|  | Decking and walkways are clean and in good condition. |
|  | Good drainage is provided and the pool deck is clean. |
|  | The fence is in good condition. Gates self-close and latch securely. |
|  | The gate is locked except during posted operating hours. |
|  | Diving boards, slides and other pool equipment are in good condition. |
|  | Chairs, tables and umbrellas are in good condition. |
|  | Non-slip flooring is in good condition. |
|  | Locker room lighting fixtures are shatterproof. |
|  | Electrical outlets are protected by ground fault circuit interrupters (GFCI) and in working condition. |
|  | Shower water temperature is 120 degrees Fahrenheit or lower. |
|  | Telephone or two-way radios are available and operational for emergency use. |
|  | Lifesaving equipment is readily accessible and in good condition. |
|  | Signs are conspicuously posted to indicate safety rules and the hours of pool use. |
|  | Glassware is not allowed in the pool area. |
|  | Depth markers are legible on the top and sides of the pool. They are in feet and meters, if necessary. |
|  | Rope floats, in good condition, separate the deep end of the pool from the shallow end. |
|  | The pool deck is free of tripping hazards. |
|  | Water treatment equipment and chemicals are accessible to authorized people only. |
|  | Warning signs are posted in the sauna. |
|  | The sauna temperature controls, timer and door latch are in working order. |
|  | The sauna heater is guarded. |

This Tribal First Risk Control Consulting fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or riskcontrol@tribalfirst.com.