



Public Swimming Pools

**Manual for owners
and operators**

2023 version



PublicHealth
WELLINGTON-DUFFERIN-GUELPH
Stay Well.

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Introduction

This manual provides an overview of the requirements of operating a public pool; public pool requirements are detailed in the Ontario Regulation 565 – Public Pools. The Regulation also includes spas, spray/splash pads, wading pools, and water slide receiving basins. It is the responsibility of every owner and operator of a public pool to maintain the pool and its equipment in a safe and sanitary condition. Compliance with relevant legislation and operating standards ensures that patrons can safely use the pool. This manual provides section references to the Ontario Regulation 565.

Ontario Regulation 565–Public Pools, made under the Health Protection and Promotion Act, Revised Statutes of Ontario 1990 c.H.7., sets out the mandatory requirements of public pool operators. The Regulation requires that every owner or operator shall ensure proper water chemistry and accessible safety devices and equipment at all times.

Owners are ultimately responsible to ensure their pool is in compliance with Ontario Regulation 565. An owner must designate an operator to be responsible for the operation of the pool. The operator must be trained in public pool operation and maintenance, filtration systems, water chemistry and safety and emergency procedures as specified in the regulation.

Disclaimer:

This document is provided for educational use and is not a complete or exact reproduction of the legislation. It is not intended to be used as legal advice about the legislation. Where there is a discrepancy, the legislation prevails. Both this manual and the Regulation do not address pool problems associated with unbalanced water chemistry, equipment, and maintenance or construction requirements. For problems associated with equipment maintenance and unbalanced water chemistry contact a local swimming pool company or your equipment manufacturer. Requirements related to pool construction are set out in the Ontario Building Code; please contact your local municipal office and ask for a building inspector for issues regarding construction.

Classification of public pools

Section 2 of Ontario Regulation 565–Public Pools establishes three classifications of public pools, each with different requirements for care and management.

| Class A | Class B | Class C |
|---|--|---|
| <ul style="list-style-type: none"> • general public admitted • operated in conjunction with or as part of a program of an educational, instructional, physical fitness or athletic institution supported in whole or in part by public funds • operated on the premises of a recreational camp, for use by campers and their visitors and camp personnel | <ul style="list-style-type: none"> • an apartment building that contains six or more dwelling units, mobile home park • facility that serves a community of six or more dwelling units • hotel, campground, private club, condominium, child care centre, day camp or an establishment or institution for the care or treatment of persons who have special needs | <ul style="list-style-type: none"> • a public wading pool • a public spray pad or public splash pad • a water slide receiving basin that serves solely as a receiving basin for persons at the bottom of a water slide |

Section 4.1 of Ontario Regulation 565 names the exemptions for pool classification, that is, pools used by the occupants and their visitors of an apartment building, condominium or co-operative or commune property that contains five or fewer dwelling units or suites; pools used by members of a community of five or fewer single-family private residences; and pools operated on the premises of a hotel that contains five or fewer units or suites, for the use of its guests, if the following notice is displayed in a conspicuous place within the pool enclosure, printed in letters at least 25 millimetres high with a minimum five millimetre stroke: **CAUTION SWIM AT YOUR OWN RISK THIS POOL IS NOT SUBJECT TO THE REQUIREMENTS OF ONTARIO REGULATION 565 (PUBLIC POOLS)**

Requirement to notify Public Health of public pool opening/re-opening

(Section 5 and 26.1)

All owner/operators must notify Public Health in writing of their intention to open a Class A, B or C public pool. Notification of opening is required:

- after initial construction/new installation
- after any alteration or renovation is made
- after a closed period of greater than four weeks

Written permission from Public Health must be obtained before opening, after construction or alterations.

The following information must be provided **at least 14 days prior to the intended date of opening/reopening**:

1. Facility name and address
2. Owner and/or designated operator name, home address and phone number
3. Intended opening or re-opening date
4. Whether pool is intended to operate as a Class A, Class B, or Class C
5. Building permit number (applicable for new construction or alteration)

See **Appendix A** for a Pool Opening Notification Form. Submit the form when all preparations necessary to operate in accordance with the regulation have been completed.

Pool safety/operation

General operation requirements (Sections 6, 10, 11, 26.1)



Every owner and every operator of a Class A, B and C pool shall ensure that the pool, deck and where provided, the dressing and locker rooms, toilets, showers and connecting corridors are maintained:

- in a sanitary condition
- free of potential hazards
- that no food or beverage except water is supplied or consumed in the pool or on the deck
- that no glass container is brought onto the deck or into the pool

All moveable equipment, including portable diving stands, starting platforms and swing ropes that are provided for the use of bathers, may only be placed on the deck at times when aquatic personnel can supervise their use.

Required safety equipment

| | |
|---|---|
| Reaching pole | <ul style="list-style-type: none"> • 3.65 m long, electrically insulated or non-conducting • available on deck |
| Two buoyant throwing aids | <ul style="list-style-type: none"> • securely attached to a rope that is 6 mm in diameter • rope length to be 3 m plus half the width of the pool • available on deck and conveniently located on either side of the pool |
| Spine board | <ul style="list-style-type: none"> • device designed for lifting from the pool a person who may have suffered a spinal injury • to be in good condition and on pool deck |
| Emergency telephone | <ul style="list-style-type: none"> • Class A pools – easily accessible (e.g. on deck) and directly connected to an emergency service or to the local telephone utility • Class B pools – accessible for use and within 30m of the pool. For timely emergency response, it is recommended the emergency phone line be connected directly to the local telephone utility • Class C wading pools – a communication system that is available, and guarantees access to emergency services • to be fully operational and tested daily • if a cell phone is used as the emergency telephone, a policy must be in place to ensure the cell phone is always available and in good working condition (i.e., charged) when the Class C facility is in use |
| First aid kit | <p>Conveniently located and well marked. Must contain the following:</p> <ul style="list-style-type: none"> • current copy of a standard first aid manual • safety pins • adhesive dressings, individually wrapped • sterile gauze pads, 7.5 cm square • rolls of gauze bandages, 5 cm in width • rolls of gauze bandages, 10 cm in width • triangular bandages • sterile surgical pads suitable for pressure dressings, individually wrapped • rolls of splint padding • at least one roll-up splint • at least one pair of scissors • non-permeable gloves • resuscitation pocket masks |
| Ground fault detector | <ul style="list-style-type: none"> • required if pool has underwater lights or electrical outlets within 3 m of the pool surface • activated during the daily use period • tested either monthly or according to manufacturer's guidelines, whichever is more frequent |
| Class B with a slope greater than 8% | <ul style="list-style-type: none"> • buoy line |

Pool admission standards (Section 17)

Every operator of a Class A pool shall ensure that there is a process in place to ensure a guardian or designated person supervises children under 10 years of age. This process must include a swimming competency test and a method of communicating the requirements of the process.

The following are pool admission standards for Class A pools, recommended by the Office of the Chief Coroner:

- parents/guardians are made aware of their responsibility to supervise their children
- standards are to assist aquatic staff in maintaining adequate surveillance over the whereabouts and the activities of young bathers while at the pool
- standards apply child/parent/guardian ratios as a means of increasing direct supervision of young

children, particularly non-swimmers

- children under 10 years of age are assumed to be non-swimmers, require supervision by guardian at least 12 years old and must demonstrate comfort in the water by passing a facility swim test
- children aged six to nine may be admitted unaccompanied if they can pass swim test administered by the facility lifeguard
- children aged six to nine who are NON-swimmers must be supervised (i.e. tested by a lifeguard) at no more than the following supervision ratios:
 - four children to one guardian (4:1)
- eight children with lifejackets to one guardian (8:1)
- ALL children under six years of age must be directly supervised with no more two children to one guardian (2:1)

Safety supervision requirements (Section 17)

Every operator of a public pool shall ensure there are written emergency and operational procedures and instructions at the pool to be implemented in the event of an emergency, accident or injury in the pool and that all lifeguards and assistant lifeguards are trained in the emergency and operational procedures. Emergency procedures must be in writing and available at the pool. To determine the required safety supervision requirements (i.e. lifeguards, assistant lifeguards), the following parameters must be calculated (for more information, see table below):

- the total water surface area of your pool
- the allowable bather load

The chart below indicates the minimum numbers of lifeguards and assistant lifeguards for a public pool with a water surface area of **500 square metres or less**. Specific criteria exist for wave action pools; see Regulation for more information

| Where there are assistant lifeguards and lifeguards on duty | | Where there are only lifeguards on duty | |
|---|---|---|--|
| Number of bathers on the deck and in the pool | Minimum number of lifeguards and assistant lifeguards on duty | Number of bathers on the deck and in the pool | Minimum number of lifeguards on duty |
| 0-30 | 1 | 0-30 | 1 |
| 31-100 | 2 | 31-125 | 2 |
| 101-200 | 3 | 126-250 | 3 |
| 201-300 | 4 | 251-400 | 4 |
| 300 or more | One additional lifeguard or assistant lifeguard for each additional 100 bathers or fraction thereof | 400 or more | One additional lifeguard for each additional 150 bathers or fraction thereof |

Lifeguard requirements (Section 17)

The following table illustrates the training and certification requirements of lifeguards and their assistants. All certificate copies are to be available at the pool and signed by the operator as valid. Lifeguards should carry the original certificates with them while on duty. The number of assistant lifeguards cannot be greater than the number of lifeguards.

| Lifeguard | Additional lifeguard requirements (Class A pools) | Assistant lifeguard |
|--|---|--|
| <ul style="list-style-type: none"> be trained in operational and emergency procedures be at least 16 years of age be appropriately attired so that they are readily identifiable have a current certificate (within two years from date of issue) available at the pool to be reviewed | <p>At least one person sixteen years of age or over shall be within call and be the holder of a current first aid certificate dated not more than three years prior to the date on which the lifeguard is on duty issued by one of the following:</p> <ul style="list-style-type: none"> St. John's Ambulance Canadian Red Cross Lifesaving Society Canadian Ski Patrol an organization whose certificate the Medical Officer of Health considered equivalent | <ul style="list-style-type: none"> be trained in operational and emergency procedures be at least 16 years of age be appropriately attired so that they are readily identifiable have a current certificate (within two years from date of issue) available at the pool to be reviewed |

Handling and storage of chemicals (Sections 6, 11, 13)

Chemicals are necessary to support a sanitary public pool. When used, stored and handled properly, chemical products can be both safe and effective. Failure to understand the hazards of chemical products can lead to damage and injuries. It is important to:

- Train staff on the importance of handling chemicals safely
- Follow manufacturer's recommendations
- Store in a cool, dry and well-ventilated space
- Keep corrosive materials such as metals and combustibles such as paper and rags away from other chemicals
- Keep all chemicals away from hot surfaces and flame
- Wear appropriate personal protective equipment and clothing (gloves, respirators, apron, footwear, etc.)
- Keep material safety data sheets (MSDS) available to employees for every chemical in use
- Do not eat, drink or smoke in the chemical storage area
- Ensure the chemical storage room is inaccessible

to unauthorized persons

- Handle chemicals with clean, dry scoops only. Each chemical should have its own scoop. Use scoops provided by the manufacturer.
- Store chemical in original containers and keep containers closed when chemicals are not in use
- Never re-use empty chlorine containers for storage of other chemicals and never mix contaminated chemicals with your fresh supply
- Cover all chlorine cylinder containers with a valve protection hood except the ones in use
- Ensure chlorine cylinders are anchored at all times
- When mixing chemicals, add them slowly. **Never add water to the chemicals, always add the chemical to the water** (unless explicitly instructed to do so on the container label).

See also the [Centers for Disease Control and Prevention Pool Chemical Safety Factsheet](#).

Record keeping (Section 8)

Ontario Regulation 565 requires that every operator **keep and sign daily records**. The daily record shall be retained for a period of one year from the date of making the record and shall be available for viewing by the Medical Officer of Health or a Public Health Inspector at any time. The Regulation requires that every operator keep and sign a daily record that sets out, in relation to an operating day:

- the free available chlorine AND total chlorine residuals
- total bromine residual if the pool uses bromine instead of chlorine
- the pH value of the pool water
- the total alkalinity of the pool water
- the clarity of the pool

- emergency telephone operation
- the total number of bathers admitted to the pool each day
- the reading of the make-up water meter
- any emergencies, rescues or breakdowns of equipment that have occurred
- the time of day that the actions required under subsection 16 (2) have been taken
- the type and amount of chemicals added manually to the pool

See **Appendix B** for a sample Log Form and **Appendix C** for a sample Incident Report form.

Notices, signage and markings

(Section 19)

The following separate notices, signage and markings must be posted in the pool area:

1. Health notice
2. Shower sign
3. Emergency telephone
4. Emergency telephone procedure
5. Diving rules
6. Water depth markings / black disc
7. Notice of no supervision

1. Health notice

A minimum of two health notices are required on the deck or at the pool indicating the following:

- No person infected with a communicable disease or having open sores on their body shall enter the pool.
- No person shall bring a glass container onto the deck or in the pool.
- No person shall pollute the water in the pool in any manner and that spitting, spouting of water and blowing the nose in the pool or on the deck is prohibited.
- No person shall engage in boisterous play in or about the pool.
- The maximum number of bathers permitted on the deck and in the pool at any time is _____.
(Note: Always 10 if the pool is greater than 93 sq. metres and is unsupervised)
- The emergency telephone is located _____.
- Any other information or photos that the owner/ operator determines is necessary to maintain the health and safety of the persons using the pool.

2. Shower sign

The following notice is to be placed at the entrance of every shower area and at every entrance to the pool deck:

NOTICE

Every bather shall take a shower, using warm water and soap and thoroughly rinse off all soap before entering the deck.

3. Emergency telephone

A notice must be posted at the phone identifying it as the emergency telephone.

4. Emergency telephone procedure

A notice at the emergency telephone:

- to call 911 for emergency services
- the full name and address of the public pool and all of the pools' emergency telephone numbers

5. Diving rules

If the pool water depth is less than 2.5 metres, one of the following signs must be posted with lettering that is at least 15 centimetres high. The following words can be posted on the wall or marked onto the deck:

CAUTION – AVOID DEEP DIVES

OR

SHALLOW WATER – NO DIVING

Class B pool: If at any point the water depth is 1.35 metres or less, between 7.5 and nine metres away from a diving area and the pool is equipped with a diving board that is 60 cm in height or less above the water, provide the following notice, clearly marked in dark letters, 15 centimetres high on a light background:

DANGER – AVOID DEEP OR LONG DIVES



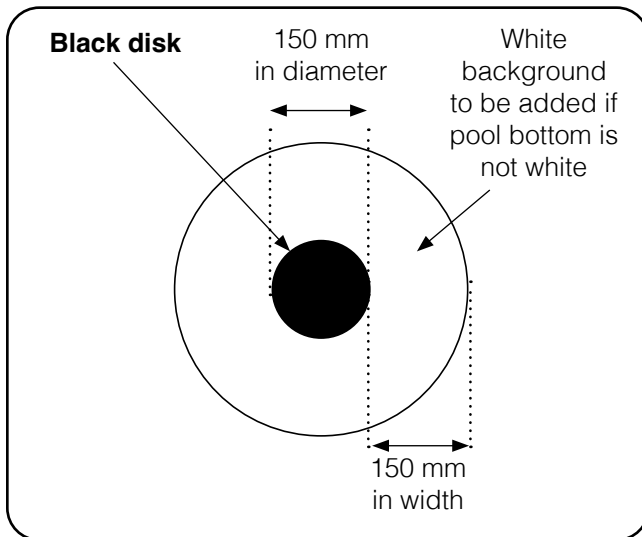
6. Water depth markings

On the deck, clearly visible in figures 10 centimetres high, provide markings that set out the water depths indicating the:

- deep points
- shallow points
- breaks between gentle and steep bottom slopes
- DEEP AREA and SHALLOW AREA at their respective locations (10 cm high)

Black Disc

A black disc 150 millimetres in diameter on a white background must be affixed to the bottom of the pool at its deepest point.



7. Notice of no supervision (Section 17)

Class A pools must always have lifeguards on duty.

Class B pools may or may not have lifeguards on duty.

Only Class B pools that are less than 93 square metres can operate without safety supervision (excluding pools operated in conjunction with day camps or child care centre).

a) For Class B pools without safety supervision

Class B pools which are **greater than 93 square metres** can operate without safety supervision, unless they are operated in conjunction with day camps or child care. The following notice must be posted within the pool enclosure, printed in letters at least 2.5 centimetres high:



CAUTION

This pool is unsupervised.

Bathers under twelve years of age are not allowed within the pool enclosure unless accompanied by a parent or his or her agent who is not less than sixteen years of age. The total number of bathers on the deck and in the pool shall not exceed 10.

NOTE: The bather load is always 10 regardless of the actual calculation.

For Class B pools that are **less than 93 square meters**, the bather load must be calculated and stated on the health notice sign (see Calculations).

Calculations

Total surface area

- the total area of the pool water surface is calculated by measuring the shallow and deep areas of the pool separately and then adding the two results together
- the shallow area is the part of the pool that is 1.35 metres (4.5 ft) or less in depth
- the deep area is the part of the pool that is greater than 1.35 metres (4.5 ft) in depth

Step 1

Length of shallow end _____

Width of shallow end _____

Area of shallow end Length x Width = _____

Step 2

Length of deep end _____

Width of deep end _____

Area of deep end Length x Width = _____

Step 3

Area of shallow end + Area of deep end = Total surface area

+ =

Allowable bather load (Section 10)

In order to calculate the total number of bathers permitted in your pool and on the deck, complete the following calculation:

Maximum bather load calculation:

Shallow area + Deep area = ____ people
1.4 2.5

Note: For unsupervised Class B pools with a pool water surface area of greater than 93 square metres, the bather load must always be 10, regardless of the actual calculation.

Deep = area in square metres where the water is deeper than 1.35 metres

Shallow = area in square metres where the water is 1.35 metres in depth or less

Turnover rate

When an amount of water equal to the total volume of the pool has moved through the recirculation system, it is called a **turnover**. The time it takes for the total volume of water to circulate through the recirculation system is called the **turnover period**. The **turnover rate** is a measure of the amount of water moving through the recirculation system in a 24 hour period of time.

| Type | Turn over rate - number of times/day | Required time |
|--------------|--------------------------------------|------------------|
| Class A pool | 4x/day | Once every 6 hrs |
| Class B pool | 3x/day | Once every 8 hrs |

Buoy line for Class B pools

Class B pools, where the slope of the change in depth is greater than eight per cent, require a buoy line at the break between depths. To calculate the slope, complete the following calculation:

Convert the rise and run to the same units, and then divide the rise by the run.

$$\text{Slope} = \frac{\text{Rise}}{\text{Run}}$$



$$\text{Slope} = \frac{3''}{36''} = 0.083 \times 100 = 8.3\%$$

Rise= the difference in depth from shallow to deep
Example: Three feet shallow and six feet deep, the rise= three feet

Run= the difference from the point of the break to the end of the slope,
Example: the distance between the break and the bottom of the pool is 30 feet 3 feet/30 feet= 0.1 x 100 = 10 per cent: requires a buoy line



Pool chemistry

Test kits and reagents (Section 7)

It is important that you be able to measure and record:

- free available chlorine (FAC) or total bromine
- total alkalinity
- total chlorine (TC)
- pH
- cyanuric acid (outdoor pools only)

There are many types of test kits commercially available from a pool supply company. In addition, service providers are also available to conduct tests and inspection. Always follow the manufacturer's instructions and always use the correct manufacturer's reagents with a kit; do not mix and match.

- take the water sample away from any jets
- submerge the comparator tub at least 18 inches from the water surface
- the manufacturer should provide detailed advice on the management of their pool

It is recommended that pool test reagents be replaced as per manufacturer's recommendation (i.e. expiry date). Reagents lose their strength over time. Storing them in direct sunlight and in filter/ equipment rooms where the conditions are warm and humid will ruin the reagents. Storing them in cold temperature (i.e. outdoor shed in winter) may destroy the reagents. Mixing various reagents from other kits will not provide accurate results either.

Required tests and inspections (Section 7)

All tests must be recorded daily and the operator should sign the records (see **Appendix B** for sample daily log sheet). Records must be kept for a minimum of one year from the date of making the record and

must be available for auditing by a Public Health Inspector. See the following tables for lists of required tests and inspections.

Table A: Required chemical tests without automatic sensing device

| Frequency | Chemical test/inspection | Requirement |
|--|-------------------------------|--|
| Daily 1/2 hour before opening and every two hours while open (When there is NO ORP/ automatic sensing device) | Free available chlorine (FAC) | 0.5 ppm (unstabilized)- 10 ppm 1.0 ppm (stabilized) - 10 ppm |
| | Total chlorine (TC) | TC - FAC = Combined chlorine (CC) Shock treatment should be considered when combined chlorine reaches 0.2 ppm or above |
| | Total bromine | 2.0 ppm – 4.0 ppm |
| | Total alkalinity | 80 ppm – 120 ppm |
| | pH | 7.2 - 7.8 |
| | Water clarity | Black disk visible from nine metres |



Oxidation reduction potential (ORP) (Section 7)

Oxidation reduction potential (ORP) is a measure of the effectiveness of the pool sanitizer (i.e. chlorine or bromine) and its ability to destroy harmful organic matter, namely bacteria and viruses. ORP is measured on an automatic sensing device / controller. ORP value must be between 600-900 milli-

volts (mV). Readings should be taken and recorded when sanitizer tests are taken. Refer to manufacturer instructions for proper installation and maintenance of measuring equipment to ensure an accurate ORP reading. See **Appendix D** - Pool Parts.

Table B: Required chemical tests with automatic sensing device

| Frequency | Chemical test/inspection | Requirement |
|--|--|---|
| Daily 1/2 hour before opening and every four hours while open (When there is an ORP/ automatic sensing device) | Free available chlorine (FAC) | 0.5 ppm (unstabilized) - 10 ppm 1.0 ppm (stabilized) - 10 ppm |
| | Total chlorine (TC) | TC - FAC = Combined Chlorine (CC) Shock treatment should be considered when combine chlorine reaches 0.2 ppm or above |
| | Total bromine | 2.0 ppm – 4.0 ppm |
| | Total alkalinity | 80 ppm – 120 ppm |
| | pH | 7.2 - 7.8 |
| | Water clarity | Black disk visible from nine metres |
| | Oxidation Reduction Potential (ORP) sensor reading | 600 mV - 900mV |

Table C: Other required testing

| Frequency | Chemical test/inspection | Requirement |
|--|--|--|
| Daily: ½ hour before opening | Emergency telephone | Include time check made Must be operational |
| Daily | Make up water (when applicable) | Record make up water metre reading 15 litres of water for every bather to a maximum of 20 per cent of volume of pool |
| | Bather load | Record total number of bathers |
| | Safety equipment including first aid box | Must contain required supplies |
| As they occur | Chemical added | Record details including the time |
| | Emergencies and rescues | Record details on an Incident Report Form (see Appendix C) |
| Weekly (Outdoor) | Cyanuric Acid | Not greater than 60 ppm |
| Every 30 days | Suction drain covers/skimmer lids | Must be secure and operational |
| | Emergency stop button (if applicable) | Labeled and tested Must be operational |
| Each month (every 30 operating days) or according to manufactures instructions, which ever is more frequent) | Ground fault circuit interrupter | Must be operational Include time check |

Enforcement

Pool closure criteria

A Public Health Inspector has the authority under the Health Protection and Promotion Act to close a pool when an existing condition is identified that poses an immediate health threat or safety hazard. The public pool must be inaccessible to users when closed. The reasons for closure of a public pool can include:

- water clarity poor or black disc not available for clarity test
- pool not made inaccessible when closed
- fouling: faeces, vomit, blood or chemical (visit the Centre for Disease Control and Prevention website at www.cdc.gov/healthywater/swimming for information on disinfection and remediation of pools)
- filtration or circulation system is not operative or malfunctioning
- outlet covers not secured properly
- equalizer valve(s) not sealed
- emergency telephone missing or malfunctioning
- lifesaving safety equipment not available or is unsafe
- ground fault circuit interrupter missing or not working
- no free available sanitizer
- insufficient number of qualified lifeguards (where applicable)
- any other conditions that may constitute a health hazard

Fines

Public Health Inspectors can issue fines for non-compliance with the Public Pools Regulation ranging from \$55 to \$465. Fines can be greater for continued non-compliance.



Class C requirements (public wading pool, spray/splash pad or water slide receiving basin)

(Section 26.1 to 26.5)

General requirements for a wading pool

Every operator of a public wading pool shall:

- render the pool inaccessible when not in use
- meet water quality and chemistry requirements (refer to pool chemistry section) and maintain records as required
- provide a first aid kit
- provide a device for emergency communications
- provide emergency equipment which is appropriate for use in the public wading pool
- ensure a Wading Pool Attendant is supervising at all times that the public wading pool is in operation
- ensure that where the wading pool is operated in conjunction with a public pool, the required supervision of the wading pool is in addition to any required bathing supervision for the public pool

Wading Pool Attendants:

- Wading Pool Attendants supervising the pool should be at least 14 years of age, familiar with the operation and emergency procedures of the wading pool and hold a valid Standard First Aid with CPR-C Wading Pool Attendant training from a certified association
- Wading Pool Attendants supervising the pool should be easily identified by the users
- Wading Pool Attendant supervision responsibilities should include:
 - determining appropriate use of facility in accordance with the setting, number and capability of users in the wading pool at any one time, such as parental or guardian supervision or individual users
 - continuous visual observation of user safety and
 - discontinuing use of the facility when water chemistry is not within recommended levels, when clarity is poor or a health or safety concern is identified

Splash pad water quality and signage:

Every operator of a public spray pad or public splash pad shall ensure that, where water is recirculating, the water is filtered and disinfected as approved by the Medical Officer of Health or Public Health Inspector.

There must be clear visible signage in a conspicuous place notifying parents/guardians to supervise their children at all times when using the public spray pad or public splash pad.

Record keeping:

Operator shall record the results of inspections of safety related equipment present in the facility daily or after periods of non-use.

Pool opening notification

(Ontario Regulation 565, Section 5)

Pool name: _____

Site address: _____

Phone number: _____

Owner name: _____

Address: _____

Phone number: _____

Designated operator name: _____

Home address: _____

Home/cell phone number: _____

Intended opening date (dd/mm/yyyy): _____

Class (circle one): A B or C

Building Permit number: _____
(applicable to construction or alteration)

Please note: A pool that has been closed more than four weeks or undergoes construction/alteration is required to provide opening notification. Pools may not open/reopen without written permission from the Medical Officer of Health.

Public pool daily records log

To be inspected/tested 1/2 hour before opening

Date: _____

Pool location: _____

| | Requirements | Time | Signature |
|--|---|------|-----------|
| Water clarity | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Emergency telephone properly functioning | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| First aid kit fully stocked | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Pool rule notice posted (two posted) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Ground fault detector de-energizing device activated | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Non-conducting reaching pole on deck | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Spine board on deck | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 2 buoyant throwing aids on deck | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Entrance inaccessible when not in use | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |



Public pool water chemistry tests

Tests shall be conducted every 1/2 hour before opening and every four hours for pools with an automatic sensing device (ORP) or every two hours for pools without automatic sensing device (ORP).

| Time: | am/pm 1/2 hour before opening | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm | am/ pm |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Free available chlorine Unstabilized: 0.5 ppm – 10ppm Stabilized: 1.0 ppm – 10ppm | | | | | | | | | | | | |
| Total chlorine TC-FAC= combined chlorine (CC) Shock treatment should be considered when combined chlorine reaches 0.2 ppm or above | | | | | | | | | | | | |
| Total bromine 2.0 ppm – 4.0 ppm | | | | | | | | | | | | |
| Total alkalinity 80 ppm – 120ppm | | | | | | | | | | | | |
| pH 7.2 - 7.8 | | | | | | | | | | | | |
| Water clarity | | | | | | | | | | | | |
| Total number of bathers | | | | | | | | | | | | |
| O.R.P (if applicable) 600mV – 900mV | | | | | | | | | | | | |
| Operator's initials | | | | | | | | | | | | |

| Water meter reading | | Records of any emergencies, rescues, or breakdowns of equipment, maintenance, chemicals added etc.; note the time: |
|---|-----------------------|--|
| Reading at beginning of day | Reading at end of day | |
| Make-up water added 15 L per bather/day | | |
| Weekly cyanuric acid test for outdoor pool: (sign and date) (maximum 60 ppm) | | |

Pool monthly tests

(Ontario Regulation 565, Section 16.1)

| Month | Inspection of gravity and suction outlet covers, etc. | Ground fault circuit interrupter Must be tested either monthly or according to the manufacturer's instructions, whichever is more frequent | Emergency stop button (if applicable) |
|-----------|---|---|--|
| January | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| February | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| March | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | |
| | Action taken | Action taken | Action taken |
| April | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| May | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| June | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| July | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| August | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| September | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| October | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| November | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |
| December | Month/day/year | Month/day/year | Month/day/year |
| | Signature | Signature | Signature |
| | Action taken | Action taken | Action taken |

Pool and spa incident report form

Date of report: _____

Facility name: _____

Date and time of incident: _____

Location of incident: (check all that apply)

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> outside pool grounds | <input type="checkbox"/> dressing rooms | <input type="checkbox"/> pool/spa deck | <input type="checkbox"/> open lawn |
| <input type="checkbox"/> fence | <input type="checkbox"/> pool | <input type="checkbox"/> shallow end | <input type="checkbox"/> deep end |
| <input type="checkbox"/> diving board | <input type="checkbox"/> wading pool | <input type="checkbox"/> spa | <input type="checkbox"/> water slide |
| <input type="checkbox"/> other _____ | | | |

Name of person involved: _____ Age: _____

Address: _____

Phone number: _____

Details of incident (include activity at time of incident): _____

Description of injuries (including exact location of body): _____

Treatment or action taken by staff (include if treatment refused): _____

Treatment given by emergency services (ambulance, police, fire etc.): _____

Emergency contact notified: Yes No

Environmental conditions: Water (temperature, visibility, etc.) _____

Air (temperature, wind, etc.) _____

Deck (condition etc.) _____

Victim followed all rules and safety procedures: Yes No

Witness name: _____ Age: _____

Address: _____

Phone number: _____

Name of staff involved: _____

Name of person completing report: _____

Pool parts

The following table provides a list and description of mechanical parts that are typically found in public pools.





| | |
|---|---|
| <p>Make-up water meter</p>  | <ul style="list-style-type: none"> • measures the amount of fresh water added to pool everyday • fresh water prevents Cyanuric Acid from build up and dilutes swimmer pollutants • 15 L of fresh water per bather must be added to the pool daily |
| <p>Filter</p>  | <ul style="list-style-type: none"> • removes dirt, debris and undissolved solids from the pool water • two types of filters, sand and diatomite • some water is wasted to make room for fresh water • filter is cleaned by backwashing |
| <p>Flow meter</p>  | <ul style="list-style-type: none"> • calculates turnover rate of the water • 15 per cent of the total volume of the pool water must be withdrawn from the pool (via skimmers or gutter) daily and discharged to waste drains |
| <p>Skimmers</p>  | <ul style="list-style-type: none"> • located under the pool deck • removes water from the surface for filtration and circulation • removes objects which float on the surface of the water • each skimmer contains a basket, floating weir and equalizer line |

Table continued on next page →

| | |
|--|--|
| <p>Labelling of lines</p>  | <ul style="list-style-type: none"> • label exposed piping within pool enclosure • colour code pipes <ul style="list-style-type: none"> ◦ Chlorine - yellow ◦ Potable water - green |
| <p>Main drain</p>  | <ul style="list-style-type: none"> • located at the deepest end of the pool • removes and returns water to pool • cover must be secure to floor of pool bottom • must be checked daily, recorded monthly |
| <p>Pressure gauges</p>  | <ul style="list-style-type: none"> • two gauges are located on the top of the filter tank; one measures the amount of water flowing into the tank and one measure how much flows out of the tank. When too much dirt collects in the filter medium, the water flow rate drops. The difference is indicated on the gauges. If you notice a difference between the gauges, consult or refer to the manufacturers directions as filters vary in backwashing and pressure requirements. |
| <p>Recirculation pump</p>  | <ul style="list-style-type: none"> • pulls water from the pool and pushes it through the filter or pulls the water through the filter and pushes it back to the pool • must be capable of pumping enough water through the system to provide the required number of turnovers |
| <p>Automatic sensing device</p>  | <ul style="list-style-type: none"> • oxidation Reduction Potential (ORP)/ Automatic Sensing Device System • measured in milli-volts (mV) • monitors the sanitizers ability to work • manual tests conducted 1/2 hour before opening and every four hours; need to reflect the device reading • maintaining the probe is critical for accuracy |



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