

## **SKAPPO3**

### **Co-ordinate and supervise pool plant maintenance and repairs**

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#### **Overview**

This standard is about making sure that facilities and equipment in the pool, pool plant and ancillary areas are monitored and maintained. It also covers supervision of major and minor repairs and improvements to the facilities and equipment.

This standard is intended for all staff operating at this level.

The main outcome of this standard is:

1. co-ordinate and supervise the schedule of maintenance and repair for pool plant facilities and equipment

## SKAPPO3

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#### Performance Criteria

You must be able to:

1. co-ordinate and supervise the maintenance of pool plant **facilities** and equipment following manufacturers' guidelines, the organisational maintenance schedule and health and safety requirements
2. communicate to **staff** within your area of responsibility the **standards** for the condition of **facilities** and equipment
3. provide **staff** with the resources to monitor and maintain the condition of the pool plant **facilities** and equipment
4. carry out regular checks to ensure that pool plant **facilities** and equipment meet agreed **standards**
5. check that any problems identified with pool plant **facilities** and equipment during scheduled maintenance have been reported to the relevant person
6. co-ordinate repairs following operational procedures
7. remove equipment and or **facilities** when a problem is identified and isolate the area and or equipment
8. monitor the **work** and provide support to make sure it meets the agreed schedule
9. give relevant **staff** and **others** information about the **work** being carried out and any arrangements that affect them
10. put procedures in place to maintain the health and safety of **staff** and **others** when **work** is underway
11. check that **work**, when completed, meets the agreed schedule
12. complete and store maintenance records

## **SKAPPO3**

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---

#### **Knowledge and Understanding**

You need to know and understand:

1. your personal responsibilities and liabilities under current health and safety legislation
2. principles of the duty of care and legal requirements for the maintenance and repair of facilities and equipment
3. the reasons for communicating to staff the standards for the condition of facilities and equipment
4. the reasons for following manufacturers', suppliers' and installers' maintenance and repair guidelines
5. the resources that staff need to maintain equipment and facilities to the agreed standards
6. the agreed maintenance schedule for equipment and facilities and why it is important to follow this
7. the regular maintenance checks required and how and when these should be carried out
8. the organisational procedures for authorising repairs
9. the procedures you should follow when dealing with external contractors
10. the types of problems that could occur with facilities, equipment, maintenance and repair and how to manage these within and outside your area of responsibility
11. the work schedule being undertaken and why this is important to minimise disruption to normal operations
12. the types of disruption that may occur and how to manage these
13. health and safety implications that you must consider during maintenance and repair work and how to minimise risks to staff and others
14. the types of support and resources that may be required to meet the agreed schedule
15. the necessity for regular communication with staff and others during maintenance and repair work
16. the maintenance and repair records that must be completed and why these are important

# SKAPPO3

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### Scope/range related to Performance Criteria

#### Facilities

1. pool and ancillary areas
2. plant rooms
3. chemical storage areas
4. delivery areas

#### Staff

1. internal
2. external

#### Standards

1. employer
2. manufacturers'
3. suppliers'
4. installers'
5. legislation/regulations
6. industry guidelines

#### Work

1. maintenance or repairs to equipment
2. maintenance or repairs to facilities

#### Others

1. external contractors
2. lawful and unlawful visitors

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#### **Additional Information**

##### **Values**

The following key values underpin the delivery of services in the sport and leisure sector

1. a willingness to learn
2. a willingness to take responsibility
3. a flexible working attitude
4. a team worker
5. a positive attitude
6. personal and professional ethics

##### **Behaviours**

The following behaviours underpin the delivery of services in the sport and leisure sector:

1. meeting the organisation's standards of behaviour and appearance
2. maintaining effective, hygienic and safe working methods
3. adhering to workplace, suppliers' and manufacturers' instructions for the safe use of equipment, materials and products

##### **Skills**

The following key skills underpin the delivery of services in the sport and leisure sector

1. the ability to follow instructions and self-manage
2. the ability to use verbal and non-verbal communication
3. the ability to read and understand written instructions

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