



LIONHEART

EDUCATIONAL TRUST

SWIMMING POOL NORMAL OPERATING PROCEDURES & EMERGENCY POLICY 2021-2023

Review: Annually or following an accident

Version	Document history	Date
1	LAT Policy	2015
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HEALTH AND SAFETY MANAGEMENT IN SCHOOLS GUIDANCE NOTE 14

Normal Operating Procedures & Emergency Action Plans FOR Lionheart Educational Trust

Introduction

The purpose of this procedure is to ensure that users experience a safe, clean, warm and friendly pool environment. It provides details of all aspects of pool supervision and duties.

In addition to outlining processes relating to pool supervision, it includes rules, hazards and general information relating to the pool facilities.

All persons supervising in this pool must be familiar with and comply with the procedures laid down.

Under the Health and Safety at Work Act 1974 all employees have a duty to take reasonable care of the health and safety of themselves and of any other person that may be affected by their acts or omissions.

The Normal Operating Procedures and Emergency Action Plan will be referred throughout this document as NOPs and EAPs.

The NOP outlines the day-to-day operational procedures for the swimming pool. These procedures set out the arrangements for users' safety and should be followed by whoever is responsible for any group using the pool.

The EAP outlines what emergency action to take, and who assumes leadership, in the event of foreseeable emergency situations arising.

All persons either working for the LA, the school or individuals/organisations hiring the pool must be made aware of the NOPs and EAPs and must be given a copy.

This document will need to be reviewed in conjunction with the Highcliffe Swimming Pool Risk assessment on an annual basis or following an incident/accident.

Part 1

NORMAL OPERATING PROCEDURE:

These should take account of the following: -

A - Plans of the building (See separate plans of Swimming pool)

B - Details of pools

C - Potential risk areas

1. Access
2. Changing rooms
3. Pool steps
4. Drain covers and water inlets
5. Blind spots
6. Water depth
7. Water quality
8. Hazardous substances
9. Plant room and chemical store
10. Electrical

D - General

1. Notices
2. Safety equipment
3. Emergency services procedures
4. Clothing
5. Equipment checks
6. Discipline
7. Checks on numbers
8. Maximum bather loads
9. Staff qualifications
10. Guidelines for teachers/lifeguards
11. Hygiene
12. Responsibility
13. Risk Assessment
14. Child Protection

Normal Operating Procedures

B) Details of pool.

1. The pool at Highcliffe is 12.8m x 6.7m, Depth 0.9m
2. The cover for Highcliffe is situated at the far end of the pool.
3. The entrance for bathers is at the changing room end of the pools.
4. At the sides there is seating for spectators.
5. Entry for spectators is from the main entrance.
6. The exits to be used in an emergency are clearly marked.
7. There are depth markers clearly indicating the depth of the water.
8. A First Aid box is situated on a shelf at the pool side at Highcliffe.
9. The support staff must carry a walkie-talkie during curriculum-based swimming lessons and this should be used in case of emergency. During after school swimming lessons the responsible adult should ensure access to a mobile phone in case the school office is not accessible
10. There is no intruder alarm for the swimming pool building.
11. The light switches are situated close to the entrance to the buildings.
12. The light switches for the changing rooms and toilets are located at the main entrance at Highcliffe.
13. External provider of swimming lessons will follow all procedures set out in this document throughout the duration of the hire period.

C) Potential Risk Areas

1. Access

The person in charge of the group will control the entry to the building and make sure that no one enters the poolside until they receive permission from the swim teacher/coach/lifeguard, or the named competent person.

2. Changing Rooms

Frequent checks of the changing room areas should be made to minimise misbehavior, vandalism and theft. Changing room supervision should be relevant to the age of the Children/Group.

3. Pool Steps

Lifeguards/teachers/hirers must ensure that all steps are secured in their mountings and ensure correct entry and exit procedures are being used.

4. Drains, Covers and Water Inlets

The drain situated on the bottom of the pools should under no circumstances be tampered with by bathers. The water inlet valves are situated on the sides of the pool. No attempt should be made by bathers to block or interfere with this valve.

5. Blind Spots

Due to water movement, artificial lighting and reflection, constant positioning of the swimming teacher/lifeguard will be necessary to ensure that all areas of the pool are visible.

6. Water Depth

The water is 0.9m in depth throughout the pool at Highcliffe. **Strictly no diving** should be allowed at any point.

7. Water Quality

Water quality testing should be carried out at least three times daily and a record kept on the sites. On the main entrance door information should be displayed as to when the pool was last checked, **pool plant operator** must ensure that the chemical balance of the water is appropriate. It is important to check this at the start of each day or before swimming begins. Only staff trained in water testing procedures is permitted to carry out water quality tests. If the clarity of the water is poor the lifeguard or swimming teacher should immediately contact the office who in turn contact one of the Pool Plant Operators. Under no circumstances should bathers be allowed in the pool until the problem has been rectified.

8. Hazardous Substances

Materials used in the cleaning of the pools and swimming pool complex involve the use of some hazardous substances. Staff handling these substances are to be totally familiar with the up-to- date COSHH information on safe handling, and Hazard Data Sheets. Under no circumstances should any cleaning material/ hazardous substances be left unsecured/ unattended at any time.

9. Plantroom/ Chemical Store

This area is out of bounds to all unauthorised staff. The plant room and chemical store must be kept closed but unlocked at all times during swimming sessions. Access should only be allowed for maintenance or emergencies.

10. Electrical

No electrical mains equipment (e.g. radio cassette recorders, videos etc.,) of any description is allowed to be used anywhere within the swimming pool.

D) General

1. Notices

Swimmers and spectators alike are requested to comply with advice in the notices around the pool and changing room areas.

2. Poolside Rescue Equipment

There will be a range of equipment on poolside for use in rescuing swimmers in difficulty. This equipment will be checked daily to ensure it is in its correct position and is fit for use. This will be recorded on the pool manager's daily check sheet. Please see Equipment Check, point 5

Lifesaving equipment placed around the pool must not be used except for **emergencies**. Under certain conditions this equipment may be used for training purposes. Any faulty equipment should be noted and reported immediately to the pool plant operator.

3. Emergency Service Procedures

In the event of an emergency the office should be contacted immediately or the nominated person during lettings.

4. Clothing

Correct swimwear should be worn by all swimmers; clothing can only be worn in the water during organised training/structured sessions. The wearing of jewelry and watches is not allowed. Swim hats must be worn by all bathers, the use of towels, dressing gowns, tracksuits etc at poolside will be at the discretion of the head of the establishment, teacher/coach/life guard.

5. Equipment Check

Before the start of any swimming session the life saver in charge must make sure that the following equipment is readily available and accessible:

- First Aid Kit and Blankets

- Reach or Throw aids for emergency use
- The 'Walkie Talkie' (or a mobile phone for lettings) is in working order and easily accessible
- Escape routes are clear and appropriate signs displayed

6. Discipline

Good discipline must be maintained at all times. No running, pushing or ducking should be allowed in the all areas of the pool hall including changing rooms.

7. Checks on Numbers

A register must be made of all swimmers and activities taken place in the pool; checks should be made prior to entry to the water and checked again at the end of the session and just prior to leaving the swimming pool building. Periodic "head checks" should be carried out during swimming sessions.

8. Maximum Bather Loads

Pool operators should, as part of the risk assessment, assess the maximum number of people who can safely be admitted to the pool or pool area and ensure that an effective method of control is in operation. Should there be a risk of the number being exceeded, admission should be restricted.

Admissions are normally controlled at the point of entry to the pool facility, rather than to the water itself, therefore allowance can be made in setting a maximum figure for the proportion of bathers likely to be out of the water at any one time.

It is recommended therefore that operators, in determining maximum figures, set a standard of 3m² per person for those in the water (for unprogrammed sessions) and base their figures using operational experience, considering all of the variables such as depth, size and shape. However, allowance should be made for any significant increases in bather numbers in the water. For example: the use of equipment such as inflatables or rafts will create additional hazards.

The maximum bather load for the pools is 20

9. Staff Qualifications

All pool lifeguards/teachers must hold a National Pool Lifeguard Qualification Bronze Medallion OR Royal Life Saving Society National Rescue Award for Swimming Teachers and Coaches Certificate (NRASTC) (to be used only in controlled sessions), and should be

Cardio Pulmonary Resuscitation (CPR) trained. All qualifications must be current and kept up to date as necessary.

10. Guidelines for Lifeguards/Swimming teachers/School teachers

Key tasks of all pool staff whilst on duty include:

- working as part of a team to ensure the safe supervision of the pool, communicating as necessary using appropriate whistle, hand signals or speech
- maintaining a concentrated observation of the pool and its bathers in order to anticipate any problems before they occur and identify any emergency quickly. It should be noted that some bathers in difficulty might shout and splash whilst others give little indication of a problem but simply sink below the water. Concentrated vigilance is needed to detect genuine emergencies

Lifeguards/Swimming Teachers/School Teachers must be familiar with the following issues: -

The responsibility lies with head of establishments for ensuring that lifeguard's/swimming teachers and school teacher's qualifications are up to date and valid.

- Lifeguards/teachers are responsible for the safety and behaviour of pool users (including in the changing rooms) and spectators.
- Lifeguards/teachers should not leave the building until all changing rooms are empty. A system must be in place for locking up, including security arrangements.
- To assist in an emergency, rescue equipment such as ropes, buoys and rescue throw bags are positioned around the pool.
- carrying out initial first aid to a bather in the event of an injury or any other emergency
- maintaining personal water fitness and knowledge through regular training

11. Communication around the Poolside

The method of communication using a whistle during any swim is as follows:

- 1 Whistle Blast – attracts the attention of the pool users
- 2 Whistle Blasts – attracts the attention of other pool staff
- 3 Whistle Blasts – indicates that the lifeguard is about to take emergency action
- 1 Long Whistle Blast – attracts the attention of the pool users to prepare for an evacuation

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction, e.g. hand signals.

12. Hygiene

- Bathers must not enter the pool with open wounds or sores.

13. Responsibility

All pool staff will ensure they are familiar with the emergency rescue equipment, where it is situated and how it is used before undertaking poolside duties. This equipment should remain in place until required for a rescue and will not be carried around poolside, particularly reach poles that have potential for causing an accident if not handled correctly.

The responsibility for the safe system of work lies with head of establishment, the supervision and safe running of swimming sessions lies with teachers/coaches and lifeguards. To minimise accidents, it is essential that they make themselves familiar with both the NOPs and EAPs. It is essential that all responsible persons know the operating procedures for the pool, as it may be expected that rescue procedures may take effect.

Swimming teacher's responsibilities

- The overall safety of the lesson is the responsibility of the swimming teacher
- The swimming teacher is responsible for the safe teaching of water skill practices that are being taught in all groups in their pool.
- Whilst the school staff has responsibility for the behaviour and welfare of the pupils throughout the whole visit, during the period that the pupils are in the water the swimming teacher will be responsible for the overall safety of the pupils during the lesson.
- The swimming teacher/lifeguard will be expected to enter the water in a poolside emergency.

- The swimming teacher will be dressed appropriately for poolside teaching and must always carry a whistle for emergency use.
- The swimming teacher should teach from a position where he/she is able to see clearly all children being taught in their class or groups.
- The swimming teacher is responsible for the safe use and storage of all poolside equipment during and after a swimming session.
- A swimming teacher must ensure that new staff on their first visit to the pool are made aware of the following: -
 1. How to activate the emergency alarm button – summon assistance
 2. Location of the poolside rescue equipment – familiarisation with the pool procedures
 3. The nearest emergency exits for the implementation of the pool's EAP procedures.
- Evidence of the above training must be recorded, retained and updated when required.
- Whilst the school staff are being familiarised with pool emergency procedures by a swimming teacher, the second swimming teacher or pool lifeguard will oversee the safety of the pupils seated on the pool side prior to the commencement of the swimming lesson.
- The swimming teacher must bring to the attention of the pupils, when they first visit the pool, the EAP, the location of the deep and shallow ends and any relevant notices. This procedure should be re-emphasised on subsequent visits.
- The swimming teacher must record any relevant details of a pupil with a disability that may affect the progress or safety of the pupil in the lesson. The record must be kept confidential, but its contents made available to any other teacher who undertakes the instruction of the pupil.
- At the start of the year the Office will provide the swimming teacher with a list of pupils suffering from known medical or physical conditions, which may affect the safety of a pupil in the lesson, the swimming teacher should update this information when any new pupils arrive during the year.
- Should a rope be required to delineate areas of the pool to ensure the safe teaching of a swimming group, the swimming teacher will be responsible for the positioning and placement of the rope?

- If the school staff/swimming teacher/lifeguard feels that there are factors, which could constitute a danger, the lesson should be discontinued. Advice should be sought from responsible person/s and the all clear given before any swimming lesson continues.
- At designated times during the school term; the swimming teacher will assess pupils' ability, following the standards set out in the National Curriculum guidelines. Evidence of pupils' achievements will be recorded and kept on file.

Risk Assessment

Swimming activities must be subject to a risk assessment. (Please see separate Highcliffe Swimming Pool Risk Assessment) All risk assessments carried out by the school management team must be in consultation with swimming teachers and all who take groups to the swimming facility. This will ensure the effectiveness of the assessment.

Role of Risk Assessment

A risk assessment must:

1. Identify hazards
2. Assess risks
3. Indicate, as far as practicable, the measures required to control any hazards and risks

Any hazard/risk that requires permanent control measures must be written into the normal operating procedures and emergency action plans for that specific pool.

Any hazard/risk that requires short-term control measures must be recorded and the documentation filed with the school's relevant paperwork.

If the school staff/swimming teacher/lifeguard feels that there are factors, which could constitute a danger, the lesson should be discontinued. (as above advice should seek)

Safety Factors in Risk Assessment

When undertaking a risk assessment the following factors should be taken into account:

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- Pool design / fixtures and fittings
- Shape
- Blind spots
- Water features
- Glare, reflection and lighting

- Depth – in reflection to the ability and height of pupils.
- Depth and extent of shallow water
- Extent of deep-water areas
- Pool floor profile, in particular changes in depth.
- The possibility of being able to segregate the shallow water area
- Prior health problems e.g. asthma, epilepsy, etc
- Unauthorised access to pools intended to be out of use

Water quality

- The temperature of the water (and air) – bearing in mind the pupils' size, age, physical, special education needs and ability
- Clarity of the pool water, preventing casualties from being seen
- Only nominated and trained staff will carry out pool water tests.

Pool organisation

- Is there exclusivity of use?
- Is there shared use with other activities?
- If shared use, what are the implications?

Staffing

- Adequate number of school staff, swimming teachers and lifeguards
- Appropriate levels of skill of school staff, swimming teachers and lifeguards
- The degree of support and help provided by any additional school staff
- Who has responsibility for the pool, changing areas, spectators or visitors

Pupils Ability

- The age of the pupil
- The range of their swimming ability
- The ability of pupils to comprehend instructions, including their command of the language in which the lesson is taught
- How any difficulties will be overcome, for example any physical, learning and special needs.

Child Protection

Reference must be made to Codes of Practice already in the establishment.

Emergency Action Plan

- Emergency procedure in case of a fire
- Lack of water clarity
- Emission of toxic gases
- Bomb threat / Lockdown
- Lighting failure
- Structural failure
- Serious injury to a bather
- Discovery of casualty in the water
- Faecal contamination (Refer to guidance)

PART II

EMERGENCY ACTION PLAN

1. EMERGENCY PROCEDURE IN CASE OF A FIRE

On discovering a fire in the swimming pool complex, staff must immediately:-

- Give the emergency signal to call bathers from the water (A series of short sharp blasts of the whistle) and instruct bathers to leave via the nearest exits, and go to the fire assembly point"
- The other teacher/lifeguard to check the changing rooms toilets and showers to ensure nobody is left in the building.
- Activate the alarm
- Inform the Office (or contact nominated person during lettings)

On hearing the main school fire alarm system:

Give the emergency signal to call bathers from the water (*A series of short sharp blasts of the whistle*) and leave via the nearest exits

The other teacher/lifeguard to check the changing rooms toilets and showers to ensure nobody is left in the building.

Students are to line up near to one of the exits ready to be evacuated

One member of staff to stay with the students and wait for further instructions. Nobody is to enter the water until the emergency is over.

2. LACK OF WATER CLARITY

If the clarity of the water deteriorates during a lesson clear the pool IMMEDIATELY and contact the Office (or contact nominated person during lettings).

If the clarity of the water is poor on entering the building do not allow the bathers to enter the pool contact the Office (or contact nominated person during lettings).

Any irregularities in the results will be reported immediately to the premises team or other designated swimming pool instructor or other member of school staff. These tests will be documented on the daily check sheet and records retained on site for inspection if required.

3. EMISSION OF TOXIC GASES

If there is a release of toxic gases the pool must be cleared IMMEDIATELY. On leaving the building; activate the fire alarm and move to the fire assembly point on the field. The emergency services will need to be contacted immediately.

4. LIGHTING FAILURE

In the event of mains failure, the emergency lighting will automatically come on. There will be sufficient lighting to enable staff to clear the pool/changing rooms but it may not be sufficient to continue with normal use. If this is the case then instruct people to change and clear the building, taking all their belongings, and then close the pool.

5. STRUCTURAL FAILURE

If any signs of main structural failure appear, the building should be cleared IMMEDIATELY and the Office contacted (or nominated person during lettings).

6. SERIOUS INJURY TO A BATHER

The teacher/lifeguard identifies the problem, takes control of the situation and administers first aid. The helper will clear the pool instructing the students to get changed and sit quietly in the changing area. The Office (or

nominated person during lettings) should be quickly informed so that they can contact the emergency services and parents if necessary.

All accidents, however minor will be recorded and those reportable to the HSE will be recorded in accordance to RIDDOR

7. DISCOVERY OF CASUALTY IN WATER

In the case of a conscious casualty, the teacher/lifeguard identifies the situation and seeks assistance to clear the pool to ensure an effective rescue is implemented.

In the case of an unconscious casualty, the teacher/lifeguard will get assistance to clear the pool and to call the emergency services, whilst they effect a rescue and then treat the casualty with the appropriate first aid.

Casualties suspected of having sustained a spinal injury will be stabilised within the water or poolside and no attempt should be made to move them prior to the arrival of the emergency services.

8. FAECAL CONTAMINATION

In the event of faecal contamination, clear the pool IMMEDIATELY. Ensure all bathers shower well. Close the pool and inform the Office who will in turn inform the Pool Plant Operator who will follow "Code of Practice no 13" from Leicestershire Children & Young People's Service. No unauthorised personnel are to enter the pool building until the 'all clear' has been given by the headteacher.

Cryptosporidium or Giardia

Although a person suffering from a severe gastro-intestinal infection will invariably be ill, and unlikely to visit a pool, the procedures outlined in code of practice 13 for disinfection and closure for a six turnover cycles, must be followed if cryptosporidium or giardia is suspected. The local consultant in communicable diseases control should be notified.

Note

LTS Health & safety Advisor must be informed immediately. In order to ensure the safety of the users, properly trained health & safety advisors will carry out microbiological monitoring and collect water samples using sterile equipment and submit water samples for bacteria analysis. Once the results are known, the establishment will be informed.

(A clear reading of the water sample must be obtained before re-opening the pool.)

Training Standards

The minimum competence required for maintaining/operating a pool will be 'Pool Plant Operator Course'

Pool water testing must be taken at least 3 times per day more often if the water balance fails the standard.

Tests must be taken and all readings recorded in the pool plant operators' book already provided.

Every effort has been made by the Leicestershire Children & Young People's Service to ensure that the information given is accurate and not misleading, but the Leicestershire Children & Young People's Service cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such information. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law. 12 Health and Safety Management in Schools Guidance Note 11