



# PRESTFELDE

## **Swimming Pool Operating Procedures**

Written:

September 2020

Approved by Governors and Health and Safety Committee:

November 2020

Review:

September 2022

## **Contents Page**

### **Normal Operating Procedures**

Line of Supervision and Safety Qualification	4
Pool Dimensions	5
Plan of the swimming pool including	6
Teaching Ratios and Under 8 policy	7
Lifeguard ratios	8
Potential Risk factors	8
Safety Qualification	8
Safety Equipment	8
Telephone	9
Safety Signs within the Pool Environment	9
Daily Duties and Responsibilities for Pool Care	10 - 11
Weekly Duties and Responsibilities for Pool Care	12
Lifeguard Duties	12
Expectation of the Additional helpers	12
Training	13
Staff Swimming	14
Hygiene/Safety and Health Rules	15 - 16
Child Protection Procedures	16
Risk Assessments	16

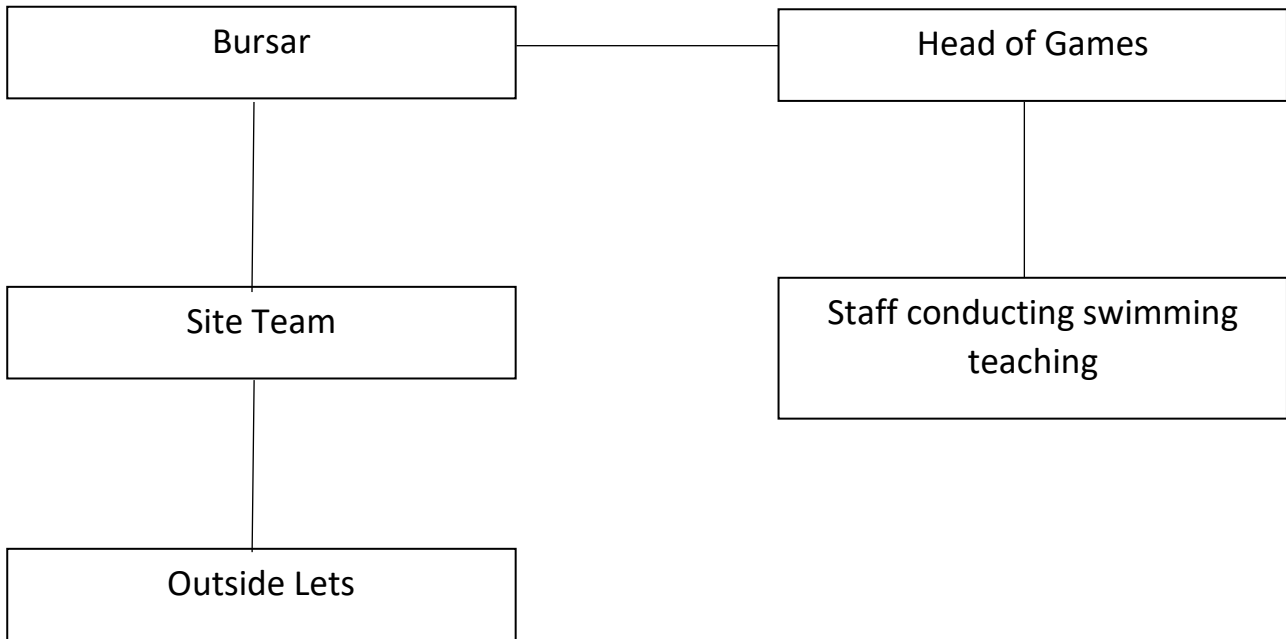
### **Emergency Action Plan**

Action to be taken in the event of a swimmer in difficulty	17
Action to be taken in the event of lighting failure	18
Action to be taken in the event of a serious injury in the pool	18
Information of total evacuation	19
Action in the event of a fire from pool and changing areas	19

Action in the event of an escape of toxic gas	20
Action in the event of poor water clarity	21
Action in the event of structural failure	21
Action in the event of window damage	21
Conditions of Hire to Outside Organisations/Groups	22 - 23

## Normal Operating Procedures

### Line of Supervision



## Pool Dimensions

Length: 20m

Width: 9m

Shallow Depth: 1.3m

Maximum Depth 2.3m

Maximum bather load

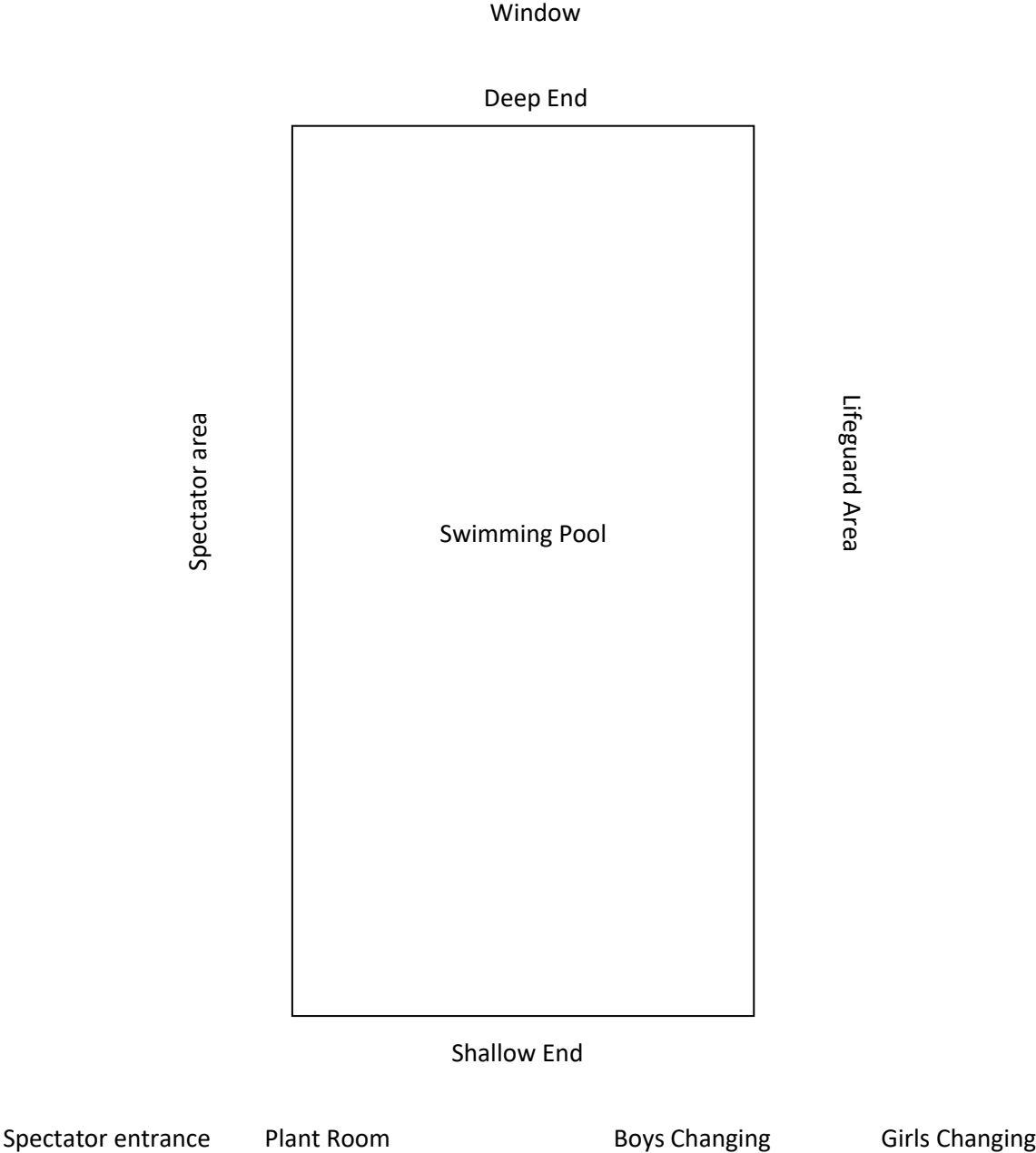
Length x width / area per bather (2m<sup>2</sup>)

$$20 \times 9 / 2 = 90$$

Maximum bather load for Prestfelde student groups = 20

NB: At no point, under any circumstances, should the bather loads detailed above be exceeded. This includes when the pool is used by outside organisations. The school has the right to carry out random audits to ensure that bather loads are adhered to.

**Plan of the swimming pool**



## Teaching ratios

In line with the [ASA Guidelines for School Swimming](#), the following ratios will be adhered to for swimming lessons:

	<b>ESSENTIAL</b> Health and Safety	<b>DESIRABLE</b> Where possible for quality delivery
<b>Non-swimmers and beginners</b> – Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front	12:1	8:1
<b>Children under the age of seven</b> – Irrespective of their swimming ability group size should be restricted	12:1	8:1
<b>Improving swimmers</b> – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth	20:1	12:1
<b>Mixed ability groups</b> – Pupils with a range of abilities (from improving to competent) where the least able and least confident are working well within their depth. Swimmers techniques, stamina and deep water experience should be considered	20:1	12:1
<b>Competent swimmers</b> – Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes	20:1	15:1
<b>Swimmers with disabilities</b> – Each situation must be considered individually. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support, and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group	8:1 with 1:1 support in the water where required	6:1 with 1:1 support in the water where required

If more than this number need to be taught due to Prestfelde class sizes, other adults may be used to help the teacher/coach. Maximum bather load must never be exceeded.

### Under 8's policy

Outside of school swimming sessions the following ratios apply:

One adult can be responsible for responsible for 3 children aged 4 to 7.

One adult with a child aged 0 to 3 can be responsible for another child aged 0 to 7.

**At no time should any pupil be on poolside without a member of staff present. Pupils must remain in the changing rooms until a supervisor is on poolside.**

### **Lifeguard ratios**

It is important that the staff responsible for the teaching and safety of the students in the water satisfy the following requirements:

To have obtained a life-saving award in the last 2 years.

- RLSS National Pool Lifeguard Qualification
- National Rescue Test for Swimming Teachers and Coaches
- Bronze Medallion

### **Potential Risk Factors**

1. The pool itself: Water is dangerous.
2. No one is to swim alone.
3. Having staff/students/visitors/parents/children on the poolside. If not supervised they can cause a distraction to the lifeguard or teacher or a danger to themselves. They risk falling into the pool, falling over on the poolside etc.
4. Both changing rooms open onto the poolside at the deep end. This has been mitigated by installing a railing to direct bathers away from the water.
5. Equipment left on the poolside. This may cause injury to staff or students.
6. Pool covers: students may be tempted to sit or climb on them, thus risking injury to themselves.
7. Visibility may be affected by glare on the pool surface, making it difficult to see the shallow end pool floor, from the deep end.
8. Folding seats on the poolside: Students or spectators could fall off them.
9. Steps – care should be taken on the steps to avoid accidentally slipping. Manual instruction and support may be needed for some students. Students should hold onto rails.
10. Risk of student putting limbs in between bar and wall of pool. Close supervision of students needed at all times.

### **Safety Equipment**

The following rules must be obeyed whilst in the pool area, including the spectator area:

- No smoking anywhere on site
- No eating
- No chewing gum
- No outdoor shoes on poolside – use the shoe covers provided
- Staff to wear appropriate clothing and no jewellery

There are various items of rescue equipment around the pool:

- Reaching poles
- Throw bags



- Bouys

The First Aid Kit and Nose Bleed Kit are situated on poolside.

Incident sheets are contained at the back of the pool folder.

### **Telephone**

In case of an accident occurring on poolside or in the water, there is a telephone located in a waterproof box at the deep end near to the changing room entrance. During school time, help can be summoned by calling the school office on 282 or 285. Dial 9 for an outside line followed by 999 for the emergency services.

### **Safety Signs within the Pool Environment**

The following signs are situated around the pool enclosure and should be adhered to at all times:

No Diving      Diving should only take place from the deep end and not from the sides of the pool

No running      There should be no running at any time on the pool side

Deep End      Clearly marked on the wall at the deep end

Shallow End      Clearly marked on the wall at the shallow end

Water Depth      Clearly marked on the wall at each end of the pool

Signs requesting that swimmers shower prior to entering the pool enclosure are clearly marked in both changing rooms

All emergency signs are clearly marked: Fire Exit, First Aid Box

Signs requesting that appropriate footwear be worn on poolside are clearly marked both in the changing rooms and on poolside.

### Daily Duties and Responsibilities for Pool Care

Daily Duties	Responsibility
Uncover and cover pool	Maintenance team
Monitor water temperature and clarity	Maintenance team
Monitor cleaning of the pool area	Maintenance team
Monitor cleaning of the changing areas	Maintenance team
Monitor cleaning of the pool	Maintenance team
Check Fire Exits	Maintenance team
Check First Aid Box	Matron
Check equipment	Maintenance team

Sample check sheet for Daily Duties:

Daily Duties		Monday	Tuesday	Wednesday	Thursday	Friday
Water temperature and clarity	07.30					
	12.00					
	15.00					
Monitor changing areas						
Monitor pool cleaning						
Monitor poolside cleanliness						
Check First Aid Box						
Check Equipment						
Any other Concerns						

## **Weekly Duties and Responsibilities for Pool Care**

The fire alarms will be tested on a Monday morning when the remainder of the school alarms are tested.

### **Duties of the lifeguard, teacher or visiting lets**

1. To ensure the safety of the students and staff during the lesson
2. To ensure the safety of all visitors to Prestfelde when in the pool and changing area
3. To effect a rescue and call for assistance/first aid in the event of any incident occurring and report any such incident to Senior Management as soon as possible after the incident, filling in appropriate paper work/procedures set by Prestfelde School
4. To write a report in the incident book no matter how trivial, making sure all details have been recorded and the book signed by Senior Management if urgent. All incident books will be monitored by SLT each week
5. To ensure all incidents are avoided by early intervention in potential risk situation
6. NEVER leave the pool unattended. Accidents happen when least expected
7. Be aware of the position of all safety equipment, check every day for damage. If used, check the equipment is in working order after use
8. Be aware of all emergency exits
9. Be conversant with the pools N.O.P (Normal Operating Procedure) and the E.A.P. (Emergency Action Plan)
10. To set out and put away equipment at the start and end of a lesson
11. Be able to work as part of a team and to communicate well with other members of staff/professionals
12. For any faeces released into the pool, or any rashes, to complete the blue book in the pool entrance.
13. To co-operate with other members of staff during lesson times
14. To direct additional helpers to observe all points in pool and hazard areas
15. Make risk assessments for individual groups and procedures in case of an emergency known to additional helpers

### **Expectations of additional helpers**

1. All additional helpers must receive training from the swimming teacher before any duties are carried out. This involves an explanation of their duties as well as the content of the NOP and EAP, and enables them to supervise the pools, whilst teaching is carried

out.

2. The additional helper must watch the students and staff in the water at all times
3. The additional helper must not look through the window, read or use a mobile phone on the poolside
4. The additional helper MUST NOT leave the poolside under any circumstances
5. The additional helper is to watch for any signs of a student in distress, unwell, loss of aids or signs of a seizure
6. The additional helper is to watch for any incidents which could endanger the students or staff
7. The additional helper is to scan the surface and the bottom of the pool at all times
8. All queries must be referred to the swimming instructor
9. Ensure safety of all students/staff within the class at all times
10. Ensure each student is given appropriate support and close supervision
11. To be updated on EAP and NOP in staff meetings

### **Training**

All staff involved in teaching swimming must hold a current lifesaving award

Training for teachers and maintenance staff should take place on a regular basis. This should include CPR training

NOP and EAP refresher training for all staff who teach, lifeguard, assist or maintain the pools.

## **Staff Swimming**

Staff and their families may use the pool during free time in the program. All adults must make themselves familiar with the NOP and EAP prior to swimming. The following rules must be adhered to in order to comply with the School insurance policy:

### **Adult swimming**

There must be a minimum of three adults to allow for one to perform first aid and one to get help

One adult must be first aid trained

One adult must be trained to remove and replace the pool cover

No alcohol is to be consumed prior to swimming

### **Family swimming**

There must be a minimum of three adults to allow for one to perform first aid and one to get help

One adult must be first aid trained

One adult can be responsible for responsible for 3 children aged 4 to 7

One adult with a child aged 0 to 3 can be responsible for one other child aged 0 to 7

One adult must be trained to remove and replace the pool cover

No alcohol is to be consumed prior to swimming

## **Health and Hygiene**

Students should be encouraged to use the toilet before entering the water and also after the session

All staff and students should use the shower before and after being in the water

Long hair should be tied back or hats should be worn

Students should have a one piece suit or trunks. They must also bring sufficient clean towels and any other equipment used i.e. Goggles, ear plugs, swim cap etc.

If students/staff have veruccas they should be treated on a daily basis and a verucca sock worn to prevent any contamination. If not treated staff/students not to enter pool

To prevent any water contamination, student who have contagious infections will not be allowed to enter the water. This includes infections like: sickness and diarrhoea, cold sores, impetigo, conjunctivitis, open and infected wounds, ring worm etc.

The teacher should be made aware of any medical problems before the student enters the water and extra staff will be asked to assist if it is felt to be needed

## **Jewellery**

Watches, earrings, rings, necklaces and any other form of jewellery should be removed before entering the water for both staff and students. If for any circumstance they cannot be removed then an assessment should be made by the swimming teacher to determine whether it would be safe for the student to enter the pool.

If the safety of a student is compromised by wearing jewellery, then the student will not be allowed to enter the water.

Requirements of religious and cultural needs will be taken into consideration when swimming is taking place.

## **Actions for Faecal Fouling**

In the release of a solid stool it should be retrieved quickly using a scoop and disposed of immediately. Disinfect the scoop ready for use again. If in other respects the pool is operating normally, no further action is required.

If the stool is runny (diarrhoea) the pool should be cleared of bathers immediately. Use the scoop to dispose of solid stools, inform the Site Manager and close pool immediately until treatment has been carried out. Closure is usually up to 24 hours or until it is safe to use.

Babies and young children must wear an appropriate swim nappy and neoprene cover when entering the pool.

If a student/adult has had diarrhoea then they will not be allowed to enter the pool for a period of two weeks after the last motion.

Any stools released are to be recorded in the incident book.

### **Temperature and chemistry of the pool water**

The water temperature should be set at 29 degrees c. If this drops to 27 degrees c then swimming should be suspended until the water temperature has risen.

The free chlorine should be between 1.5 ppm and 2 ppm

The PH should be between 7.2 and 7.6 and should ideally be held at 7.4

At no time will additional chemicals be added when swimmers are present.

Should any of these leaves not be met then the pool may be closed until the situation can be rectified.

Note that protective clothing must be worn when handling pool chemicals. Goggles, waterproof apron, rubber gloves and rubber boots must be worn.

When fining tablet dosing units, a canister respirator giving protection against chlorine must be worn.

Achieving pool comfort depends on both pool temperature and water clarity both of which must be checked before allowing children to enter the pool.

A pool temperature of about 29 degrees C is required to enable young people to be comfortable and not unduly cold, ambient air temperature should be slightly above pool temperature to prevent condensation.

### **Child Protection Procedures**

Any concerns regarding marks, cuts or bruises are to be reported immediately to the Child Protection Officer and follow procedures by filling in the appropriate forms and forwarding them on immediately

### **Risk Assessments**

Pool risk assessments are in place and regularly reviewed.

The Swimming Teacher should do a risk assessment at the beginning of every lesson of the amount of people who will be in the pool at any one time.

Please refer to appendix one for the latest Covid-19 Risk Assessment for Pool Re-opening.

### **Pool not in use**

When the pool is not in use, all pool doors must be locked to prevent unauthorised entry. No students, or hirer should be in the pool area, and access to the pool can only be gained using the keys to the main foyer. Access to the changing rooms can only be gained by entering through the main foyer.



## **Emergency Action Plan**

A key role for poolside staff (lifeguards, swimming teachers and assistants) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

Throughout all eventualities the following signals apply:

**Single short whistle blast – silence**

**Single long whistle blast – end of session, clear the pool**

**Three long whistle blasts – emergency, clear the pool immediately**

### Action to be taken in the event of Swimmer In Difficulty

#### Action by the swimming teacher / lifeguard

This action must be carried out immediately. It has been observed that a swimmer is in difficulty, whether the lifeguard is required to enter the pool or not.

1. Alert others of an incident occurring using three whistle blasts. This warns staff immediately that there is a problem and you may need assistance
2. Carry out the rescue procedures as per your training, getting the student to the side of the pool as quickly and as safely as possible.
3. Another adult in the building should use the poolside phone to call for assistance
4. Carry out First Aid procedures and assess whether emergency services are required.
5. If an ambulance is required it will be requested by admin staff on instructions over the poolside telephone
6. As soon as incident is over, complete appropriate report forms and take to senior management immediately

#### Action by other staff

1. Assess the situation. If the lifeguard / swimming teacher requires immediate assistance then this should take priority.
2. Clear the pool and bring all students to the side of the pool depending on the severity of the incident
3. While the pool is being cleared, use the poolside telephone to alert the front office to an incident and assess whether the emergency services may also be required
4. Assist in lifting the swimmer out of the pool and giving first aid. Assess again and call the emergency services if required
5. Continue to supervise the other students on poolside and remove them to the changing rooms if required
6. As soon as incident is over, assist completion of the appropriate report forms and take to senior management immediately

#### Action to be taken in the event of a lighting failure

The following action is to be taken by all staff:

1. Clear the pool immediately, instructing swimmers to leave the poolside and enter the changing rooms
2. Instruct all spectators' to leave the poolside through the normal exits.
3. Proceed into changing areas and stay there until all students/staff are out.
4. Make way outside and head count.
5. Call for site manager/senior management.

#### Action to be taken in the event of a Serious Injury in the Pool – by Staff

1. Verbally inform staff of incident.
2. Assess the situation as per your training - call 999 if needed
3. Activate emergency alarm button.
4. Get student to the side as soon as possible and administer appropriate treatment and first aid.
5. Continue with first aid until school nurse/first aider or emergency services arrive.
6. When incident is over, it is the responsibility of the swimming teacher to write a report of the incident and forward onto senior management.

NB: Prestfelde has a spinal board on site. Staff must be trained in the use of the board before attempting to use it.

#### Action to be taken in the event of a Casualty being discovered on the pool floor

1. On discovering the casualty the pool alarm must be raised immediately.

2. Emergency services should be contacted immediately; explaining the situation.
3. A qualified life saver should enter the pool and attempt to rescue the casualty.
4. Once casualty has been removed from the water, commence CPR as trained.
5. Report the incident to LA health & safety unit.

### Total Evacuation

ALL STAFF should be familiarised with all means of escape from the building and the appropriate procedures. The fire alarm will be activated for any emergency except for a pool incident. If the fire alarm sounds then there is a fire. The location and sound of the fire alarm can be found and heard in the vicinity of the poolside. The fire evacuation procedures plan can be found at various points within the swimming pool environment i.e. one in each male and female changing areas and on the wall next to the phone by the main pool.

### Assembly Point

Location of the assembly point will be identified in the fire evacuation procedure plans which are also placed at the points above.

### Emergency Bag for Evacuation

The emergency bag containing foil blankets. This must be taken out on evacuation by a member of staff in the pool area.

### Action in the event of a fire

#### From Pool

1. On hearing the fire alarm the swimming teacher and assistants will clear the pool of all swimmers.
2. The swimming teacher will then collect the attendance register and emergency bag and evacuate the building.
3. Other adults will assist in clearing the students from the water in a calming reassuring manner
4. The teacher will open the fire exit doors.
5. The students will be evacuated through the designated emergency exits and the students will be escorted from the building by swimming teacher/staff etc.
6. The assistant will be situated at the end of the file to ensure that all students are evacuated from the pool area.

7. A head count will take place when all students/staff are assembled at the designated assembly point.

#### Changing Room

1. On hearing the fire alarm the class teacher will calm and reassure the students, and line them up in an orderly file.
2. Students will be evacuated through the designated emergency fire exit door and escorted from the building by a member of staff.
3. An assistant should be situated at the end of the file to ensure that all students are evacuated from the building.
4. A head count will take place when all students are assembled at the designated assembly point.

#### Action to be taken in the event of an escape of Toxic Gas

This procedure is written on the basis that relevant gases can be liberated by the handling or mixing of chemicals. Generally, these chemicals will be confined to the plant room or store room, but may leak onto the poolside.

#### Action to be taken by all staff

1. Upon discovering a release of toxic gas, clear the pool immediately and evacuate the building IMMEDIATELY.
2. Activate fire alarm.
3. Do not stop to pick up belongings, just leave.
4. The swimming teacher will make sure everyone is out of the pool and escort students to the assembly point
5. The assistant will make sure the male, female and disabled changing rooms are empty.
6. Assemble at assembly point.

#### NOTE:-

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services MUST be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.

Prevent anyone re-entering the building until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

#### Lack of water clarity

If the water is cloudy or has a milky appearance then the pool is to be closed and not opened until tests have taken place and the situation has been rectified – Site Team to be informed immediately.

#### Structural failure

If there is any sign of structural failure whilst the pool is in use, close immediately and follow procedure of emergency evacuation, also alerting management straight away

#### Window breakages

If there is a window that is broken or cracked, clear area of students and staff immediately and close pool until all glass has been cleared and the window has been mended

## Conditions of Hire to outside Organisations / Groups

1. The hirer must designate a representative who will be in charge of the group; this person must be present in the pool area at all times throughout the hire period.
2. The hirer must inform the school on numbers participating and their level of swimming skills.
3. At least 1 qualified lifesaver (dependant on participant numbers), arranged by the hirer, must be present at all times throughout the hire. The hirer will present the lifesavers qualifications to the school before hire will be approved.
4. The hirer will sign to state that they have read and understood the 'Swimming Pool Normal Operating procedures (NOP) and Emergency Action Plan (EAP) before the hire will be approved.
5. The responsible person should have access to a mobile phone so that they can contact the emergency services if needed.
6. In the event of
  - i) an emergency arising from activities for the group using the pool; the hirer is responsible for following the emergency procedures outlined in this document. The responsible person must ensure that they notify the member of school staff on-site of any incidents.
  - ii) other emergencies (e.g. power failure); the hirer must ensure that all users exit the pool to an area of safety, as per the Emergency procedures, and inform the member of school staff on-site, who will deal with the issue and keep the hirer updated.
7. The hirer must ensure that they have briefed their staff, volunteers, users, etc. on the content of the NOP, as appropriate, and ensure that the procedures outlined in this document are being followed at all times. The school may carry out periodic checks to ensure that the procedures are being followed; these will be without notice to the hirer.
8. The hirer must ensure that they have carried out specific risk assessments with regards to the needs of their swimmers.
9. The hirer must ensure that the following behaviour is enforced at all times during the session:
  - Swimmers should not consume any alcohol and food immediately before swimming.
  - Swimmers must shower before entering and when exiting the pool.
  - No outdoor footwear is allowed poolside; if parents/carers assist with changing, they must then exit back out of the swimming pool and enter the spectator area through the outside door.

- No smoking anywhere on site
  - No eating, chewing gum or sweets on poolside, including the spectator area
  - No running.
  - No diving.
  - No plasters to be worn in the pool.
  - To prevent any water contamination, swimmers who have contagious infections will not enter the water.
  - Jewellery should be removed before any swimmer enters the water.
10. The hirer must ensure that the pool area remains clear of obstructions and equipment.
11. Any spectators must be seated on the seats provided
12. At a weekend or evening hire, the hirer must ensure that pool covers are closed after use of the pool. If there are any concerns or issues regarding the pool covers, these must be reported immediately to the site staff. Under no circumstance must the hirer attempt to resolve any issues with the covers.
13. The hirer must ensure that they notify the school as soon as possible of any concerns regarding the swimming pool and the pool areas.
14. Hirers must provide their risk assessment for review with the Bursar or Lettings Manager prior to hiring to ensure all necessary steps have been taken to mitigate the spread and risk of infection from Covid-19.

