



## **Pattishall School Pool Operating Procedures**

### Normal Operating Procedure

### Swimming Pool and Swimming Area

#### **Introduction**

These documents are compiled to give users and supervisors of the pool information on Operating Procedures, Emergency Plans and the rules and regulations involved when using the pool.

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.

#### **Responsibilities**

It is the responsibility of the Head teacher (or nominated Manager/Supervisor) to ensure that new staff are made fully aware of this procedure and how to implement it prior to commencing poolside duties.

It is the responsibility of the Head teacher to ensure that there are sufficient resources on shift to enable full compliance with this procedure.

It is the responsibility of all pool staff/teachers to supervise the operation of the pool in accordance with this procedure. Further responsibilities and key tasks are outlined below.

#### **Process - Pool Details**

WIDTH 5m x LENGTH 10m x DEPTH 0.9m

Pool Turnover: 3 Hours

There are no changes in depth; the depth is the same for the whole of the pool.

The pool is used for children of Pattishall School and parish within Pattishall Swimming Club after school hours and in the holidays during summer months.

Adults are not permitted in the pool unless it is an agreed training session, to support a child with disability, or an emergency. The pool is not hired out to a third party.

Diving and jumping is NOT permitted due to the depth of the pool.

The Pattishall Swimming Club also use the pool and operate under their own Pool Safety Operating Procedures.

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Any other associated key risks are detailed in the risk assessment. Further general details relating to pool features are included later in this procedure.

### **Poolside Rescue Equipment**

There is 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.

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 reach poles are located under the benches and attached to the fence above the benches. Throw ropes are located on the end of changing area and on the side wall of the toilet enclosure.

### **Poolside Panic Alarms**

Inside the pump shed, are the red lanyards which can be run inside in the case of an emergency. All staff will receive training on the use of the card system as part of their induction.

All staff will also take a walkie-talkie outside with them when on poolside to contact the office in case of an emergency.

### **First Aid Rooms and Supplies**

First Aid trained staff are available at all times. First Aid box is located in the pool play equipment cupboard, in the staff room and in the Reception/Year 1 shared area. Pool staff must be aware of these locations before undertaking poolside duties.

A defibrillator is located in the school car park and the code to access it is C1288X.

### **Qualifications of Pool Staff**

Teachers must hold a School Swimming qualification in order to deliver swimming lessons. In addition to this, there must be an additional member of staff who has received First aid, Resuscitation and Pool Rescue training on poolside. This training includes a four-man lift to carry over the side of the pool.

### **Staff – Responsibilities Whilst Poolside**

Key tasks of the teaching staff whilst using the pool 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

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- 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.
- carrying out rescues and initiating other emergency action as required
- carrying out initial first aid to a bather in the event of an injury or any other emergency
- ensuring that all bathers are behaving in an orderly manner.
- ensuring all poolside emergency equipment and first aid equipment is present and free from defects
- maintaining pool positions until relieved by a colleague. Positions must not be left unattended.
- maintaining personal water fitness and knowledge through regular training
- not standing with other staff talking on poolside unless it is absolutely necessary and is relevant to the job.
- drinking from plastic drinking bottles only.
- store Equipment after use e.g. inflatables, swimming lesson equipment, pool reach poles.

### **Communication on Poolside**

The method of communication using a whistle 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 instruction.

### **Potential Risk Factors**

A number of hazards exist in swimming pools and therefore pool staff will be alert and vigilant at all times when on duty. Hazards may generally be divided into 4 categories:

- People Hazards – those that are created by the bathers in the pool.
- Activity Hazards – those relating to the manner in which activities are undertaken.
- Lifeguard Hazards – those created by staff.
- Physical Hazards – those relating to the design and structure of the pool.

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Details of these, along with known key hazards surrounding pools are outlined below:

### **Known Hazards**

The following have been factors in serious injuries and fatalities in swimming pools in the UK:

- Prior health problems e.g. asthma, epilepsy, etc.
- Youth and inexperience (half of those who drown are 15 or under)
- Unauthorised access to pools intended to be out of use
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water (leading to concussion or injury to head, neck or spine)
- Unruly behaviour and misuse of equipment
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response, by pool staff in an emergency

### **People Hazards**

Staff should ensure they are aware of potential risks with the children they are teaching i.e.:

- Bathers in poor health
- Those who appear nervous
- Children with disabilities / special needs
- Non/weak swimmers
- Boisterous swimmers
- Handrail and lane rope crawlers

Particular users at risk: assessed annually before swimming commences.

### **Activity Hazards**

Pool staff must be aware that accidents can happen as a result of seemingly harmless pool games or high-spirited activity. In certain cases pool staff will use their skill and judgement to change the activity pattern, thus reducing the risk.

Certain activities however must be stopped: -

- Acrobatics • Bullying • Fighting • Misuse of equipment • Pushing • Running

### **Lifeguard Hazards**

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The positioning of the pool staff can seriously affect their capability to observe the water and may affect their ability to remain vigilant. Staff will therefore remain in close proximity to their designated position, should not, unless absolutely necessary, talk to other lifeguards supervising the pool, and will not leave their position unless cover is available.

### **Physical Pool Hazards**

The key hazards and risks identified are:

- Steps used for getting into the pool can get slippery when wet
- Glare: On sunny days, teachers must ensure they wear sun glasses to limit the glare from the surface of the water.

### **General Poolside Rules for Bathers**

It is essential that the behaviour of pupils does not detract from the enjoyment of others or represent a risk. During lessons, all activities are planned by teachers; 'free swim' activities are not allowed. Children not following the instructions given by staff will be asked to exit the pool, sit on the side and remain in their sight.

### **Maximum Bather Loads/Lifeguard Ratios**

Maximum bather load is 20 and the minimum lifeguard requirement is 2.

When a qualified swimming teacher and a lifeguard are on poolside (2 adults) the ratio is 1 qualified swimming teacher: 12 children.

### **Controlling Access onto Poolside**

Access to poolside when the pool is not in use will be prevented through the use of the fence, pool cover and padlocked door.

### **Pool Water Quality**

The pool water testing and maintenance is the responsibility of the Pattishall Swimming Club Manager. See the Swimming Club procedure document for details.

### **Accidents/Injuries**

Due to the nature of activities taking place within the school, accidents will happen, which will result in injuries to either public or staff. The majority of these will be minor accidents and may be treated on site without referring the person to hospital. For minor accidents treatment will be given at either the scene of the accident or in a first aid room.

### **Safeguarding**

Pattishall School is committed to the safeguarding and welfare of all pupils. All members of staff will have yearly safeguarding training and will be aware of their duty to report any concerns following the school procedures.

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## **Emergency Action Plan For**

### **The Swimming Pool and Swimming Pool Area at**

#### **Pattishall CE Primary**

### **EMERGENCY ACTION PLAN**

#### **1. INTRODUCTION**

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

The head teacher or the Sports Co-ordinator will ensure staff are aware of their responsibilities in respect of this procedure.

#### **2. RESPONSIBILITIES**

Responsibility for carrying out emergency action rests with class teachers and other support staff.

The class teacher is responsible for controlling the incident / accident and for taking the decision to evacuate the pool.

#### **3. PROCESS**

##### **3.1 Raising Alarms and Evacuation Process**

The method of communication using a whistle 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.

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### **3.2 Case of Emergencies**

An emergency is where an incident occurs resulting in a serious injury or life-threatening situation. In most cases, more than one member of staff will be involved and in extreme situations, all members of the team will be required to provide support. The process for dealing with major emergencies is as follows:

- The swimming teacher will raise the alarm by giving 1 long whistle blast.
- The nominated child will take a red pool emergency card to the nearest responsible adult which alerts them that there is an incident in the pool area or the walkie-talkie taken outside by the members of staff will be used to contact the office/head teacher
- The teacher will initiate rescue / first aid and remove casualty from the pool
- The teaching assistant will evacuate the pool area and take the children back to the classroom
- The nearest responsible adult will ensure an ambulance is requested if required
- The nearest member of staff will ensure a member of staff will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
- Responsibility is assigned to the ambulance crew once they start to treat the casualty
- The nearest responsible adult will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- The class teacher will ensure that all Accident / Incident Reports are completed and the necessary follow up action is taken.

Actions to be taken in the event of specific emergencies are detailed in 3.3 to 3.5 below.

### **3.3 Evacuation in Case of Fire**

If the fire alarm is heard the class teacher raises the alarm outlined in section 3.1 Everyone should be directed to the pool area exit and will be brought to the assembly point on the KS2 playground.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the register.

### **3.4 Serious Injury to a Bather**

#### ***Aquatic Spinal Injury***

All suspected spinal injuries will be treated as serious injuries and teachers will follow rescue / resuscitation protocols in accordance with their training. In addition to following the case of emergency process outlined in Section 3.2, the following action will be taken:



- All other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.
- A minimum of 4 trained staff is required to recover a casualty with a suspected spinal injury.
- A relative of the casualty will be informed of the incident.

### 3.5 Dealing with Blood, Vomit and Faeces

In the event that blood, vomit and faeces are discovered in the pool or on poolside, the following procedure will be applied:

#### Blood

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water.
- When clearing blood, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of blood on poolside will be contained, covered in paper towels to enable the towels to soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.

#### Vomit

- If substantial amounts of vomit are spilled into the pool the affected pool will be closed to bathers in order to allow for its removal.
- The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.
- A minimum of “three turnover periods” (9 hours) of the affected pool will elapse to ensure the removal of any bacteria. The PSC pool manager will be informed.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.
- When clearing vomit, the correct personal protective equipment, i.e. disposable gloves must be worn.

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- Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.
- Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away

#### Diarrhoea

- If diarrhoea is discovered in the pool, the affected pool will be closed immediately, in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of “six turnover periods” (18 hours) to the affected pool will elapse to ensure the removal of bacteria. The PSC manager will be informed.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.

#### Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed into a bucket and flushed down the toilet.
- The decision to close the pool for a short period, e.g. to maintain customer care standards, rests with the Duty Manager
- A careful visual check will be undertaken to ensure that no particles remain and a water test carried out to ensure that the quality of water is within defined parameters.
- Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

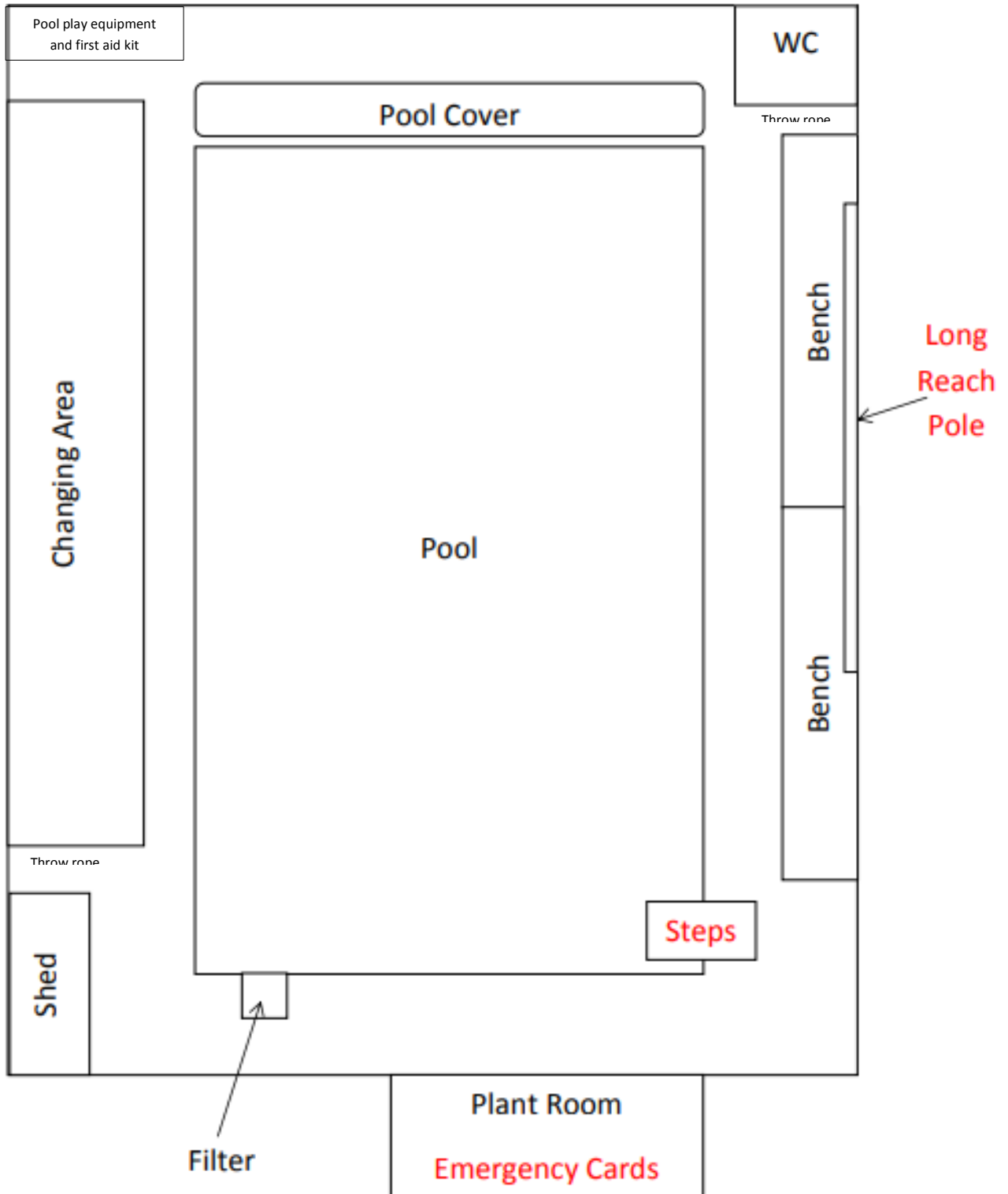


## APPENDIX 1

Dimensions: 10m x 5m x 0.9m; Depth: 0.7m - 0.8m

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### Plan of Pool Area





Appendix 2

**RISK ASSESSMENT**

**ESTABLISHMENT: Pattishall CE Primary**

**SUBJECT OF ASSESSMENT: School Swimming**

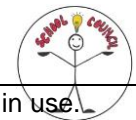
Source of Hazard	Control measures in place	High Risk	Medium Risk	Low Risk
Drowning	<p>2 supervisors on duty at all times the pool is open who are trained every 2 years.</p> <p>Supervisors hold the 'STA safety award for teachers' or equivalent. (Includes rescue procedures and CPR)</p> <ul style="list-style-type: none"> <li>• Non swimmers and children of KS1 age in the pool, must have a parent / carer in the enclosure at all times for additional supervision</li> <li>• The water must be clear at all times and the bottom of the pool must be visible, assessed by the supervisors at the start of the session.</li> <li>• Regular checking/ counting of the number of children in the pool by the supervisors during the session.</li> </ul> <p>Wristband system in operation, see the normal operating procedures (NOP) for more information. No more than 20 children in the pool at any time.</p> <ul style="list-style-type: none"> <li>• Rescue poles (2) in pool enclosure - on fence and under bench.</li> <li>• Unauthorised access to be prevented by padlocks to the gate/ notice on outside of gate when pool is in operation, unsupervised swimming is not permitted.</li> </ul>			Low
COSHH	<ul style="list-style-type: none"> <li>• Chemicals are held separately in separate locked shed. See separate data sheets and COSHH risk assessment.</li> <li>• Only trained persons to use chemicals, following safety guidance on data sheets held with the COSHH risk assessment</li> </ul>			

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<p>Slip, trip or fall Peterborough</p>	<ul style="list-style-type: none"> <li>• Pool enclosure checked for obvious hazards at start of session by supervisors</li> <li>• Any obvious flooring / trip hazards to be reported to Swimming Club Manager, any identified problem areas should be highlighted with cones or hazard tape until rectified</li> <li>• Children who are sitting at the top on the benches should be supervised</li> </ul>			Low
<p>Fire</p>	<p>EAP in place and should be implemented as necessary</p> <ul style="list-style-type: none"> <li>• If the school is occupied, the swim club will take action as directed from the headteacher upon safe evacuation</li> <li>• Electrical safety - school ensure statutory periodic testing of equipment to ensure compliant</li> <li>• Pool area is checked for visible safety before opening to users</li> </ul>			
<p>Pool Design i.e. Blind spots, glare</p>	<ul style="list-style-type: none"> <li>• Competent &amp; trained staff.</li> <li>• Qualification renewed every 2 years.</li> <li>• Ongoing staff training.</li> <li>• Lifeguard positions defined in NOP and actions to take in the event of glare.</li> <li>• Staff wear sunglasses.</li> </ul>			
<p>Pool Surround</p>	<ul style="list-style-type: none"> <li>• Non slip floor surfaces.</li> <li>• Effective cleaning schedules &amp; inspections.</li> <li>• Checked on a weekly basis by caretaker.</li> </ul>			
<p>Pool inlets and Outlets</p>	<ul style="list-style-type: none"> <li>• Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped.</li> <li>• Undue suction should not be created which could result in a body being held against a grille.</li> <li>• There should be no exposed sharp edges.</li> </ul>			
<p>Pool Access ladders</p>	<ul style="list-style-type: none"> <li>• Regular inspections of the steps to ensure that there are no sharp edges or damaged steps.</li> </ul>			

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Unauthorised access Peterborough	<ul style="list-style-type: none"> <li>Pool secures when not in use.</li> <li>Fencing is in good condition and locks are fit for purpose.</li> <li>NOP and EAP in operation.</li> </ul>			
Water Quality	<ul style="list-style-type: none"> <li>Competent / trained staff.</li> <li>Effective water quality control in place.</li> <li>Pool water tests including chemical levels, clarity and temperature are performed every day</li> <li>Specialist contractors brought in for regular service of pool water treatment plant and equipment. NOP and EAP in place.</li> </ul>			
Level and Quality of Supervision for <b>programmed</b> sessions i.e. Risk of drowning	<ul style="list-style-type: none"> <li>Competent / trained staff.</li> <li>Induction &amp; ongoing staff training.</li> <li>Staffing ratios in accordance with ASA and Managing H&amp;S in swimming pools guidance.</li> <li>Defined in the Normal Pool operating (NOP) procedure.</li> <li>Emergency action plan (EAP) in place.</li> </ul>			
Swimmers with disabilities or known medical needs	<ul style="list-style-type: none"> <li>Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision.</li> </ul>			
CRB Checks / child protection	<ul style="list-style-type: none"> <li>All teachers have enhanced CRB checks.</li> <li>Any coaches or teachers being employed from outside of the school should be subject to the CRB checks before commencing work.</li> <li>Volunteers that help out swimming session's maybe required by the school to have a CRB check.</li> </ul>			
First aid Provision	<ul style="list-style-type: none"> <li>Adequate levels of trained first aiders on site.</li> <li>A fully stocked 1<sup>st</sup> aid kit is easily accessible.</li> <li>Face shields should be available on request from staff for resuscitation.</li> <li>Communication network in place.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• NOP and EAP in operation.</li> </ul>			
Rescue Equipment	<p><i>In God's Suit</i></p> <ul style="list-style-type: none"> <li>• Suitable and sufficient rescue equipment.</li> <li>• This includes reach pole, first aid kit, blankets etc.</li> <li>• Staffs are trained and competent in its use.</li> </ul>			
Pool Equipment	<ul style="list-style-type: none"> <li>• Woggles, floats and other equipment should be in a good condition.</li> <li>• Equipment needs to be checked prior to lessons. Children misusing equipment to be disciplined accordingly.</li> <li>• The equipment should be stored in a safe and dry location.</li> </ul>			
Pool Covers	<ul style="list-style-type: none"> <li>• Minimum of 2 person operation.</li> <li>• Ensure the pool cover is pulled tight allowing no water to get on top to reduce the chance of it sinking and ensure it covers the whole pool.</li> </ul>			
Goggles	<ul style="list-style-type: none"> <li>• These should not be worn unless in exceptional circumstances.</li> <li>• Any goggles used should be made of unbreakable plastic or rubber.</li> </ul>			

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