



SWIMMING POOL NORMAL OPERATING PROCEDURE

DEANSWAY SITE

1 Changes from Last Issue

- 1- New issue for New, Evergreen School – Deansway Site

2 Objectives and Scope

Evergreen School recognises that, although relatively rare in relation to the number of visits to a swimming pool, the risk of drowning or serious injury is a real one that can happen very quickly.

It is the objective of Evergreen School to operate and maintain a safe swimming pool and ensure that the pool activities are controlled to maintain a safe, enjoyable and beneficial practice.

It is used in conjunction with the other operational procedures to satisfy the relevant requirements of the HSE publication (HSG 179) “Managing Health and Safety in Swimming Pools” and the “Safe Practice in Physical Education” (AfPE).

Evergreen School recognises its duties to users of its swimming pool under the requirements of the Health & Safety at Work etc Act 1974, and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, the Health and Safety (Safety Signs and Signals) Regulations 1996 and following the guidance laid down in HSG179 and Safe Practice in Physical Education (AfPE), ensure the school undertakes suitable and sufficient risk assessments covering all uses of their swimming pools.

The procedure identifies the processes designed to control pool

- supervision
- safety
- teaching
- hiring to external users.

3 Reference Documents

The following reference documents should be readily available to anyone using the pool:

Internal

- Normal Operating Procedure
- Emergency Action Plan
- Notices displaying Rules of Use
- Staff Training Register (life guarding, teaching and plant maintenance).
- Plans of the Building

External

- Managing Health and Safety in Swimming Pools (HSG179)
- Safe Practice in Physical Education (AfPE)

4 Plans of the Building and Layout

Information about the swimming pool area can be found in the plant room and can be seen upon request, this contains dimensions and depths as well as turnover rates and other general information. Plans of the building showing emergency exits and evacuation routes can be found

in the School Reception. The plans should be consulted to ensure adequate awareness of the entire building. All staff shall be completely familiar with all of the details in order that they can carry out their duties safely and efficiently

5 Details of the Pool

| Pool Details | Indoor |
|---------------------------|-------------------|
| Length | 10m |
| Width | 4.3m |
| Maximum depth | 1.2 |
| Minimum depth | 1.2 |
| Total surface area | 43 m ² |
| Maximum capacity (people) | 15 bathers |
| Maximum Water Temp | 35 |

The swimming pool is used by the majority of school pupils for a mixture of hydrotherapy, sensory sessions and swimming lessons. The school hires the swimming pool out to external users outside of pupil contact time.

Access to the Pool

Entry to the poolside from the corridor is via an electronically fobbed security door to prevent access by unauthorised persons. Pupils are not permitted into the swimming pool area unless supervised. The Pool Cover will always be used to cover the pool when swimmers have finished for the day.

6 Pool Operators

The School has 7 qualified pool operators. When the pool is open a qualified pool operator will be on site at all times. The pool Operators hold the National Pool Plant Operators Certificate.

The Pool Operators are:

| Name | Qualification | Expiry Date |
|----------------|---------------------------------------|--------------|
| Jane Hatwell | PALM Small Pool Operators Certificate | July 2022 |
| Kray Dhillon | PALM Small Pool Operators Certificate | January 2021 |
| Steve Bartlett | PALM Small Pool Operators Certificate | June 2021 |
| Natalie Powers | PALM Small Pool Operators Certificate | July 2022 |
| Paul Giles | PALM Small Pool Operators Certificate | January 2021 |
| John Tranter | PALM Small Pool Operators Certificate | July 2021 |

7 Maximum Bather Levels

The maximum numbers in the pool are:-

Bather load: 15
 Bather capacity: 45 (this is a low percentage and can be increased)

8 Cleaning

Attached at Appendix 1 is a schedule of cleaning that takes place in the swimming pool.

9 Potential Areas of Risk

9.1 Risk Assessment

A separate documented assessment of the significant risks is undertaken annually by the School Business Manager as part of the school's annual review of Health and Safety. This assessment covers:

- pool environment
- pool supervision
- pool plant

The Normal Operating Procedures (NOP)/Emergency Action Plan (EAP) is reviewed and amended as necessary on an annual basis.

All staff should be responsible for contributing to ensure that procedures and training for safe pool operation continue to be relevant

All staff using the pool must have had sight of or access to the Risk Assessments, available upon request or before beginning work within the school, and must sign to state they are aware of the risks identified at this pool and the actions necessary to control them.

9.2 Known Hazards

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and should therefore be considered as possibilities:-

- Prior health problems e.g. heart trouble, asthma, epilepsy, etc.
- Children accessing the pool when it is not in use and not supervised
- Children who cannot swim getting out of their depth
- Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- Unruly behaviour – running on poolside and misuse of equipment
- Alcohol, drugs or food before swimming
- Absence of, or inadequate response, from pool staff in an emergency
- Direct access from changing rooms especially to deep water
- Possible breakage of large glass windows on either side of pool
- Reduced visibility due to reflection from windows/glare factor
- Pool users returning to the pool from the changing rooms after supervised session has ended and the pool is unguarded.
- Unauthorised access to pools intended to be out of use.
- Missing pupils
- Swimming aids and other objects in the water can obscure the supervisor's view
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool staff in an emergency

9.3 Users at Risk

The pool supervisor on duty is best placed to observe users, who may be considered to be at particular risk, before they enter the water area. Some users may be excluded from entering the pool.

Users at risk include

- Weak and non- swimmers
- Children under the age of 16

- Persons with disabilities /special needs
- The boisterous and show-offs
- Those wearing arm-bands or other forms of buoyancy aid
- Swimmers using inflatables and other fun flotation aids
- Swimmers inadequately/inappropriately supervised

10 Reducing the Risks

10.1 – Ratios

Evergreen school policy states that child to adult ratios are 3:1 unless in cases where the child is epileptic in which case the child is 1:1. A maximum of 2 children requiring hoisting to be in the pool at any one time.

10.1.1 Qualifications and Training

The school has trained a number of staff in the National Aquatic Therapy Shallow Pool Award, which lasts for two years, and in this document these staff are referred to as the 'pool supervisor'. A swimming session will not go ahead without a pool supervisor in attendance. Individual records of attendance at training shall be maintained through copies of the certificate and held on the school's training tracker.

10.1.2 Pool Supervisor duties and responsibilities

Key Tasks for Pool Supervisor

The key tasks of the Pool Supervisor when working in the pool areas are to:-

- Maintain concentrated observation of the pool and pool users in order to anticipate problems, e.g. rowdy behaviour, diving into shallow water etc. and to identify any emergency quickly. Some swimmers in difficulty may shout and splash; others may give little indication of a problem, but simply sink below the water. Both types of behaviour may be found during normal activity, concentrated vigilance is needed to detect the genuine emergency.
- Supervise pool equipment use.
- Carry out rescues and initiate other emergency action as and when necessary.
- Give immediate first aid, or call an appropriate first aider to give immediate first aid in the event of an injury to a bather, or other emergency.
- Communicate with swimmers to fulfil the above tasks.
- Encourage responsible behaviour by the swimmers – polite and firm reminders should be given to swimmers who are in breach of rules.
- Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly – take any defective equipment out of action immediately and report issues to the school business manager.
- Maintain safe, clean and hygienic conditions on the pool sides and changing rooms
- Continuously inspect the areas and initiate action to ensure the required environment is maintained.

10.2 Arrangements for lessons; Staffing levels and qualifications;

- 3:1 ratio of children to adults in the pool
- 1:1 for children with epilepsy
- A qualified pool supervisor should be in the pool area at all times when bathers are using the pool

10.3 Arrangements for pupils with particular needs (SEN or medical condition)

Where there is any other condition that may require emergency medication e.g. allergic reactions requiring an epi-pen or asthma requiring an inhaler the medication is again taken into the pool area and kept in a medication basket out of children's reach for ease of access.

Pupil's gastrostomy sites must be covered before entering the pool according to parental choice (generally with a swimsuit).

Swimmers with Epilepsy: In accordance with guidance received from the C.I.M.S.P.A the following guidelines should be followed:

- Parents with children with epilepsy should seek their GP's approval of swimming.
- Participation will depend on type, severity and frequency of seizures.
- It is recommended that swimming should only take place when accompanied by a companion who is able to act in the event of an attack. 1:1 support for children with epilepsy with emergency medication bought to the pool area which is then kept in the pool plant room for ease of access.
- People with epilepsy should not swim in any water less than 24C
- Swimming should not take place if a person with epilepsy feels unwell.
- It is recommended that swimming in crowded conditions should be avoided

10.4 Pool Users

All pool users must: -

- Be aware of the pool rules and reminded of these termly in order to refresh their memory as well as introducing new pupils to the school.
- All pool supervisors must ensure that everyone is out of the pool area at the end of each session and that the electronic fobbed security doors are firmly shut

10.5 Pool Staff

Pool Supervisors/teachers must:-

- observe safeguarding principles in accordance with the School's Child Protection and Safeguarding policies
- Report any safeguarding or child protection concerns immediately through the use of IRIS Adapt to the Designated Safeguarding Person who is responsible for Safeguarding and Child Protection issues.

10.6 Fire Safety

- Fire risks and risks under the COSHH Regulations 2002 are regularly assessed and fire drills undertaken.

10.7 Maintenance/Damage and Defects Instructions

- As part of standard risk assessment processes, staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the school business manager as soon as reasonably practical.
- Equipment is regularly checked by the responsible adults to ensure safety and that it is in good condition, any equipment that is not is taken out of use immediately.

10.8. Decision – making

- Authority to act as the situation demands is given to the pool supervisor on duty.

10.9 Staff swimming

- The pool is currently not being used by staff for personal swimming sessions.

11 Swimming Pool Code of Conduct

11.1 Pool Rules for Users

- Do not enter poolside unless a member of staff is present
- Do not enter the water without permission
- No running is permitted on the poolside
- No bullying, fighting, pushing, bombing, throwing in or ducking is permitted
- No excessive splashing
- No diving may take place
- No jumping off of floats
- No standing on floats
- No throwing
- No outdoor shoes may be worn on the poolside
- All children not toilet trained **MUST** wear appropriate swim nappies
- No shampoo, conditioner or other detergents are to be used in the poolside showers.
- Shampoo and conditioner may be used in the staff shower.
- Accompanying adults must not leave children unattended in the pool or poolside.
- Mats may be used at the pool supervisor's discretion. Mats should only be lifted from the water by an authorised member of staff who must undertake a routine check to ensure no one is trapped underneath mats or the pool cover.
- No jewellery to be worn
- Swimwear should be suitable for purpose
- Listen/watch for alarms:
 - Continuous ringing bell – fire alarm
 - Yellow Light flashing near plant room – chlorine alarm

11.2 Poolside Rules for Adults (Safety guidelines for staff)

- It is school policy to not allow members of the staff who have epilepsy to swim for health and safety reasons.
- Staff who are attending a swimming session should have read and signed (via Parago e-sign module) the swimming pool risk assessment, EAP and this document.
- Nobody should enter the pool until sufficient staff are present
- No swimming sessions can take place without there being a qualified pool supervisor present
- The electronically fobbed security door must remain locked and all staff must check this carefully when leaving the pool and ensure that the internal door to the pool is kept closed after entry in order to ensure constancy of air temperature and to ensure the safety of all pupils.
- Staff must not give the children or unauthorised adults access to a fob for the door to the pool
- When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity and remain at the poolside until staff are able continue the session with the standard supervision levels.
- The pool supervisor must be in position on the poolside before swimmers are permitted to enter the water. In addition, they must remain on the pool side at the end of a session until

all swimmers have left the area and the pool is secured. Where the pool supervisor is in the water there must be an adult on poolside monitoring the water, reporting any issues to the pool supervisor.

- Staff must never leave children in the pool unattended.
- Staff must work together to ensure that they monitor all areas of the pool and all pool users.
- It is the pool supervisor's responsibility to ensure the relevant bathing loads are adhered to
- The pool supervisor must be fully aware of the location of all the safety equipment and how to use it
- All staff must adhere to the swimming pool risk assessment and this document to ensure safety
- All staff must ensure that in the event of an emergency, the EAP is followed

12 - Standard Procedures for swimming pool

- To ensure there is no unauthorised access the pool must be locked when not in use
- Before swimming commences all emergency equipment will be in place
- A headcount will be taken of those entering the pool.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, epilepsy.
- Where epilepsy is controlled by medication the emergency medication should be brought to the pool with the child and placed in the medication basket out of children's reach.
- Swimmers must be reminded of the rules and regulations on returning from a school holiday break to refresh memories and introduce rules to new pupils
- Diving is prohibited at all times
- If the pool water becomes unclear and swimmers' feet cannot be seen or the bottom of the pool all swimming activity must stop. This may be caused by the condition of the water.
- Swimmers must not be allowed to go back into the pool area unattended
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until the injured party is dealt with.
- All swimmers should be counted out of the pool at the end of the session, and the pool supervisor should be the last to leave locking the door

12.1- Changing Room Supervision

- Pupils will not be left unattended in the changing rooms.
- The door to the swimming pool, hygiene change room must be **locked** at **all** times. Please do not prop the door open at any time.
- On entering the changing room:
 - i) Make sure the outer door is firmly closed,
 - ii) Check the door to the swimming pool is locked, (ii should be done before pupils enter changing rooms).
 - iii) If there is a power failure, ensure the turn lock to the main entry door is turned.
- The teacher in charge must be aware at all times of the group in the changing room. If both changing rooms are being used, another member of staff must take responsibility for the second group. This must be decided prior to the session.
- The teacher in charge must be the last person to leave the changing rooms and must do a full check of the area, to ensure that nobody is left behind.

12.2 – Personal Hygiene

- Teachers should check pupils' feet for infection/cleanliness before they are allowed to enter pool. Any child with a verruca MUST have a verruca sock covering their foot before entering the swimming pool area. Bathers suffering from other obvious infectious conditions, (e.g., intestinal disorders, sore throats, catarrh, septic skin lesions) should not use the swimming pool. It is important to note the real need however for thorough and regular cleaning of pool surrounds and changing rooms as this will help in reducing the spread of foot infections.
- Outdoor footwear should not be worn on the poolside.
- Pupils should be encouraged to shower after swimming where possible.
- Pupils should dry themselves thoroughly, with assistance where required. It is especially important to dry the feet, particularly between the toes.
- All clothing should be arranged tidily in the changing area, this will save time in the long run. The changing area should be left clean and tidy for the next class.

13 Club Use/Private Hire

- All external hirers of the swimming pool are required to abide by the School's Normal Operating Procedures and Emergency Action Plan for the Pool. Regular hirers are required to carry out their own risk assessments which must be made available to the School prior to the first use. All hirers are required to have adequate insurance in place and to provide details of this prior to hiring.
- All hirers are taken through the evacuation plans and shown evacuation points. In the event of an evacuation the caretaker or senior member of staff on site will take the lead.

14 First Aid

- The First Aid box is located on the wall close to the plant room
- A telephone is available on the poolside.
- A walkie talkie is available on poolside to summon immediate assistance to the pool.
- First Aid equipment is checked termly

- **The First Aiders are:**

| | | |
|--------------------|----------------------|------------|
| Annie Embley | Paediatric First Aid | 28/8/2022 |
| Charlotte Davis | Paediatric First Aid | 10/12/2022 |
| Chloe Janes | Paediatric First Aid | 29/08/2022 |
| Danielle Humphries | Paediatric First Aid | 29/08/2022 |
| Katie Farrell | Paediatric First Aid | 24/10/2022 |
| Linda Myton | Paediatric First Aid | 29/08/2022 |
| Lisa James | Paediatric First Aid | 13/10/2021 |
| Susan Jennings | Paediatric First Aid | 29/08/2022 |
| Anza Cronin | Paediatric First Aid | 29/08/2022 |
| Drina Butler | Emergency First Aid | 12/08/2022 |
| Amy Gentry | Emergency First Aid | 12/08/2022 |
| Emma Williams | Emergency First Aid | 12/08/2022 |
| Isabella Robertson | Emergency First Aid | 12/08/2022 |
| James Morris | Emergency First Aid | 12/08/2022 |

| | | |
|-------------------------|---------------------|------------|
| Megan Whittle | Emergency First Aid | 12/08/2022 |
| Michelle Baylis-Stranks | Emergency First Aid | 12/08/2022 |

15 Reporting of Accidents, Near Misses

- All behaviour incidents, near misses and accidents must be reported via IRIS Adapt.
- For all major accidents, a member of SLT must also complete a Local Authority Report form using the details entered on to IRIS. It may be that further information is required at this stage.

16 Rescue and Safety Equipment

16.1 Rescue Equipment

On the poolside:

- Buoy
- Reach pole
- In the event of an incident and rescue equipment is used, please record this on IRIS Adapt.

16.2 Safety Equipment

- Safety equipment, must be checked daily by a pool operator prior to pool opening and records of these checks must be kept.
- Records of checks and problems raised are reported to and kept by the pool operator

17 Teaching Equipment

Teaching Equipment:

- Armbands and foam disc bands
- Buoyancy jackets
- Kick boards
- Various toys
- All of the above are stored in the cupboard located on poolside
- Woggles are stored in the bin on poolside
- All equipment should be used under supervision to ensure safety and that the equipment is not misused.
- Equipment should be visually checked before being used and when put away to check for damage and deterioration.
- If equipment has obvious damage and is no longer fit for purpose it should be taken out of use immediately.

APPENDIX 1:

CLEANING SCHEDULE

| Daily Task Checklist | Week Commencing | | | | |
|--|-----------------|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Complete Daily checklist | | | | | |
| Clean, empty and refill mop and bucket with cleaning chemicals | | | | | |
| Put bags in bins, in both changing rooms | | | | | |
| Wash down and squeegee poolside. (Mop if needed) | | | | | |
| Mop and squeegee both changing rooms and toilet area | | | | | |
| Clean behind pool cover | | | | | |
| Suction Clean Pool Floor | | | | | |
| | | | | | |
| Weekly Checklist | | | | | |
| | | | | | |
| Clean UV skimmer basket | | | | | |
| Clean chlorine injector | | | | | |
| Clean pump skimmer baskets | | | | | |
| Back wash x 2 | | | | | |
| Input Ficlор tablets in skimmer basket, after Backwash | | | | | |
| Clean swimming equipment – floats, toys and slings | | | | | |
| | | | | | |
| Monthly Checklist | | | | | |
| Lifting and cleaning grills and channels on poolside | | | | | |
| | | | | | |
| Termly Checklist | | | | | |
| Deep Clean of poolside and changing rooms | | | | | |