



Policy Document

Swimming Pool - Normal Operating Procedures & Emergency Action Procedures

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Swimming Pool - Normal Operating Procedures

1. Introduction

- 1.1 The purpose of this document is to establish the normal procedures for the safe operation of the swimming pool located at Longfield Academy of Sport.
- 1.2 The safety of pupils and other pool users is paramount and the overriding consideration in the operation of the pool.
- 1.3 It is therefore essential that all staff must be fully aware of the normal operating procedures (NOP) and emergency action procedures (EAP) before they lead or assist in any activities in the pool area.
- 1.4 All community users must be provided with a copy of the NOP and EAP and must confirm receipt and understanding of these in writing. In addition, community users must provide details of designated Lifeguards, including copies of current Lifeguarding qualifications, to the School when requested.

2. Responsibilities

- 2.1 Those individuals who have responsibility for the safe operation of the pool infrastructure, and a summary of their roles, are detailed in the table below.

Title	Job Title	Responsibility
Head of Establishment	Headteacher	overall responsibility for the safe operation of the pool
Pool Manager / Operators	Trust Health & Safety Manager and Maintenance and Site Managers	responsibility for the day-to-day management and maintenance of the pool.

- 2.2 When the pool is being used for curriculum, recreational or community use purposes the designated teacher, coach or community group leader has responsibility for supervision of all pool users.

3. Plan of Pool

3.1 A plan of the pool showing the pool itself, the position of Lifesaving Aids, maximum and minimum depth of water, location of Fire Exits, and location of plant room is attached at appendix 1.

4. Dimensions and Depth of Pool

length	20 Metres
width	7.5 Metres
total swimming surface area	150 m ²
maximum depth	2.0 Metres
minimum depth	0.9 Metres
Pool Capacity	50 Bathers

5. Supervision Arrangements

5.1 During curriculum and recreational swimming sessions run by the School there would usually be a minimum of two adults poolside at all times. Of these, at least one must be an adult holding a current certificate in one of the following qualifications:

- RLSS National Pool Lifeguard Qualification
- STA NARS Pool Lifeguard

All of the above qualifications are valid for 2 years from the date of attendance.

5.2 Sessions with one member of staff will only be permitted in the following circumstances:

- The one member of staff is a qualified Lifeguard
- The session is for a small group of pupils
- A specific risk assessment has been undertaken for each group, taking into account the swimming ability and health of each pupil, and the session may only go ahead if the residual risks are considered to be within acceptable parameters.

5.3 When in use by community groups the same minimum staffing levels must be observed.

5.4 Where, groups of people with disabilities are using the pool, higher levels of supervision may be required.

5.5 Due to the physical layout of the pool and changing rooms it is not possible to prevent swimmers returning to the poolside from the changing areas. It is therefore essential that at least one member of staff remains on the poolside until swimmers have left the changing rooms and these areas have been locked.

5.6 In the event of an emergency, additional assistance must be summoned immediately to the pool area using the phone located by the emergency exit. This is because the recovery of a casualty from the water often requires at least two people and the remaining swimmers are no longer supervised until assistance arrives.

6. Role of the Second Adult

6.1 Of the two members of staff present during curriculum sessions one will be in charge of teaching the session and the second will be responsible for watching pupils in the water.

The second person may or may not be the qualified Lifeguard, however, they will be required to undertake the following:

- to be aware of all the swimmers, what they are doing and where they are
- to scan the pool area on a regular and frequent basis, even while their attention may be focused on one swimmer or a small group of swimmers
- to not have their attention drawn to one swimmer or a small group of swimmers any more than is necessary
- to place themselves where they are able to see as many swimmers as possible, and be seen by as many swimmers as possible
- to minimise discussion with swimmers
- to raise any concerns about swimmers immediately with the teacher-in-charge.
- to NEVER stop watching the pool

7. Lifeguard Awareness of Environment

- 7.1 The qualified Lifeguard must always check to make sure the life-saving aids are in their correct positions whenever they first go on to poolside and return to poolside.
- 7.2 The Pool Manager will ensure that life-saving aids are checked on a weekly basis to ensure they are in good working order and remain fit for purpose.

8. Maximum Length of Lifesaving Duties

- 8.1 The role of a Lifeguard requires constant and high levels of concentration. In order, therefore, that this concentration is maintained, it is essential that the Lifeguard feels alert.
- 8.2 During the school day lessons are a maximum of one hour in length. Between lessons, and whilst pupils are getting changed, the Lifeguard will have the opportunity to have a break from Lifeguarding duties.
- 8.3 During community use sessions or recreational sessions the maximum length of time a Lifeguard should normally be allowed to supervise the pool in one stretch is one hour. However, under exceptional circumstances this may be increased to an absolute maximum of two hours.
- 8.4 In the event that the Lifeguard experiences any health problems which may impair their concentration or judgment this must be reported to the teacher in charge or Community group leader who will assess the Lifeguard's ability to continue with their duties.

9. Lifesaving Aids (Emergency Equipment) Positions

- 9.1 A range of lifesaving aids are provided in the pool area for emergency use and must be kept in its designated place. The location of aids is shown on the Plan at appendix 1.
- 9.2 This equipment will be maintained in working order and will be inspected on a weekly basis.

If any pool user becomes aware of any faults or deficiencies in the emergency equipment this must be brought to the immediate attention of the Pool Manager.

10. Swimming Pool Rules

- 10.1 The swimming pool rules are detailed at appendix 2.
- 10.2 Pupils should be instructed in the pool rules when they first use the pool area and these should be reinforced as required.
- 10.3 Community group leaders should ensure that the pool rules are communicated to group members and observed at all times during community use sessions.

11. Diving

- 11.1 Diving is not permitted below a depth of 1.5 metres. Signs informing users of safe diving depths will be maintained on the pool side.
- 11.2 Pupils should be instructed in the principles and practice of safe diving and teachers and coaches should be appropriately qualified to undertake this activity.

12. Water Clarity

- 12.1 The bottom of the pool must always be visible, in particular, the grill and outlet covers in the deepest part of the pool. The clarity should be constantly monitored and, should it begin to deteriorate, the pool must be evacuated until a satisfactory standard once again exists. In addition, debris may on occasion be detected in the pool, e.g. faeces, etc.
- 12.2 Should the water clarity deteriorate in any way, the matter must be reported to the Pool Manager or Pool Operator immediately.

13. Water Quality

- 13.1 The standard of water quality is extremely important to reduce the risk of infection. Lack of clarity of water will indicate a problem with the standard of the water. This is in addition to the safety hazard presented by cloudy water, preventing persons from being seen at the bottom of the pool.
- 13.2 Various forms of pollution from swimmers themselves and also from other sources are introduced almost continuously into the water and environment of swimming pools. If left untreated, the pollutants build up with the risk of infection from increasing numbers of bacteria and other micro-organisms.

14. Hygiene Practices

- 14.1 Staff and community users should ensure swimmers observe good hygiene practices when entering and using the pool. Arrangements should be put in place by staff and community users to inform swimmers of the need to report any relevant medical conditions e.g. verrucae, sickness and diarrhoea. Further details are provided in appendix 3.
- 14.2 In order to minimise the dirt and harmful bacteria brought into the pool environment, all staff, community users and spectators must use disposable shoe covers when entering the pool area.

- 14.3 Staff who are frequently on the poolside may use clean shoes which are designated solely for internal use in the pool area.
- 14.4 Food and drink, including chewing gum, must not be consumed on the pool area. The exception to this is drinking water which is allowed due to the humid conditions.

15. Recording Use of Pool

- 15.1 Usage of the pool will be recorded in order to assist any risk management process, assess the usage in relation to the water treatment and plant, assist any accident investigation, etc.
- 15.2 During school hours the information below must be recorded for each lesson. During community use periods this information must be recorded for each session:
- Nature of the session
 - Number of swimmers during the session
 - Age profile/Year group of the swimmers

16. Communication

- 16.1 A telephone is available in the pool area and is located beside the emergency exit. Assistance can be summoned to the poolside by dialing '200' for the Reception desk. If necessary, the emergency services can be contacted directly from this phone by dialing '9999'.
- 16.2 A sign detailing these numbers will be displayed by the telephone.

17. Cleaning and Maintenance

- 17.1 The pool and surrounding areas will be regularly maintained and inspected to ensure they are kept free of obstructions, any substance likely to cause slipping or any sharp edges to avoid injury to bare feet.
- 17.2 Daily, weekly and monthly checks will be undertaken to ensure safe operation of the pool and its environment. These checks are detailed in appendix 4.

18. COSHH

- 18.1 The Control of Substances Hazardous to Health (COSHH) Regulations place requirements on the users of hazardous substances and the chemicals used within the pool plant area are included within the regulations.
- 18.2 COSHH assessments have been undertaken of all the chemicals used for disinfection of the pool water and appropriate control measures have been put in place. Further details are available from the Trust Health & Safety Manager.

19. Fire Precautions

- 19.1 The location of fire prevention equipment within the pool area is detailed on the map at appendix 1.
- 19.2 This equipment is regularly maintained by a competent person and further details of this are contained in the Fire Safety Policy.

20. First Aid

- 20.1 During normal school hours there is at least one first aider on site to provide support in case of an incident. Contact details for the available first aiders will be detailed on a sign beside the phone in the pool area.
- 20.2 Community use groups are required to ensure they make provision for first aid and record this within their risk assessments.
- 20.3 The first aid box is located in the swimming pool office.

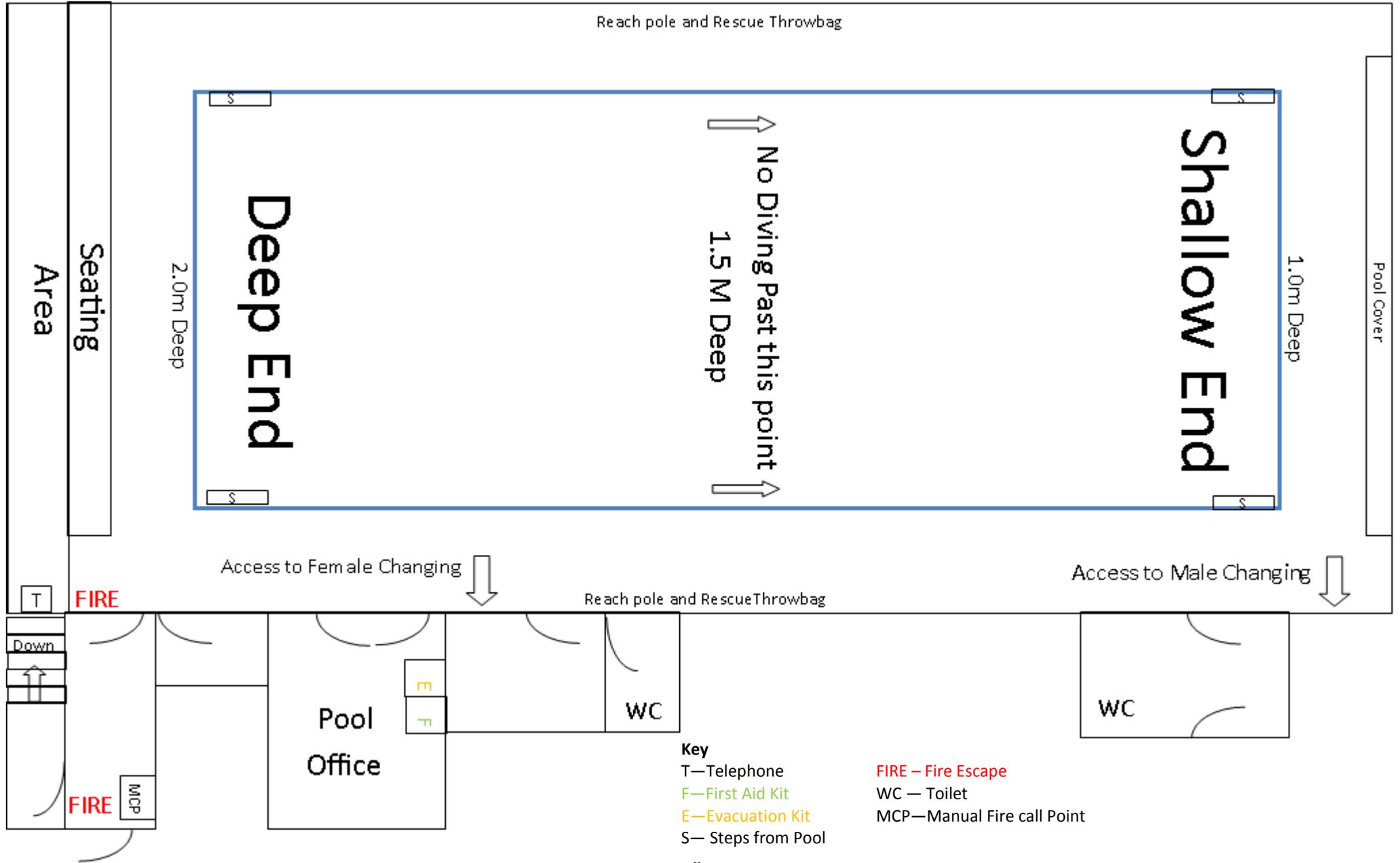
21. Accident reporting

- 21.1 Incidents occurring at the pool must be recorded and considered by the Trust Health & Safety Manager to ensure that safety arrangements remain relevant and pertinent. Accidents occurring in the pool area during school hours must be recorded on an accident form and will initially be investigated by the Curriculum Leader for PE. Completed accident forms must then be reported to the Trust Health & Safety Manager.
- 21.2 If the incident involves poor water quality the Pool Manager must be informed. Swimming must not resume until the causes have been determined and water quality is returned to acceptable levels.
- 21.3 If an accident happens during Community use of the pool then the group leader is required to ensure that an accident form is completed and returned to the Sports Hall Reception desk by the end of the session. Serious accidents that require emergency treatment must be reported to the Duty Manager immediately.

22. Additional Pool Equipment

- 22.1 The following guidance applies to the use of any additional pool equipment, for example, water polo nets, canoes, etc.
 - All equipment taken into the pool must be clean and free from foreign material.
 - Teachers, coaches or group leaders should hold additional qualifications, if relevant, when instructing pupils or community groups in activities involving additional pool equipment
 - Equipment should be regularly maintained and inspected and users should ensure that the equipment's use does not damage the pool or surrounding areas
 - Both when in use and being stored, additional pool equipment should be appropriately secured to minimize the risk of injury to pool users

Appendix 1 – Plan of pool area



Appendix 2 – Swimming Pool Rules

- No running. No pushing. No ducking. No fighting. No acrobatics. No spitting. No bombing. No jumping on to other swimmers.
- Only appropriate swimwear is to be worn: No cut-down jeans. T-shirts should be discouraged unless necessary due to medical condition etc. No footwear except swim socks.
- No eating/drinking/chewing gum when swimming.
- No wearing of heavy jewellery or any jewellery that may be a safety hazard or may injure the wearer or another swimmer.
- Do not eat before swimming.
- No faking injury or faking drowning.
- No behaviour considered dangerous or objectionable by any member of staff. Swimmers must show respect for each other and must not cause any inconvenience to other swimmers.

Appendix 3 - Hygiene Rules for Swimmers

- Use the footbath.
- Use the shower before entering the pool to remove dirt/dust/grime
- Use the toilets before entering the pool
- Blow noses before entering the pool
- Persons with severe athlete's foot should not be allowed in the swimming pool or surrounding areas unless their feet are suitably covered. Possible infections between the toes may only be soggy skin rather than active fungus infection
- Verrucae sufferers should only be allowed in the pool and area if treatment has been started or they are wearing a plastsox
- Persons suffering from any stomach upsets (diarrhoea or sickness) should not be allowed in the pool
- Persons with any infected skin lesion should not be allowed into the pool
- Persons with a discharging ear infection should not be allowed into the pool
- It is preferable in order to protect the filter that all bathers, especially those with long hair, wear bathing caps and refrain from wearing hairgrips

Appendix 4 – Schedule of maintenance, cleaning and safety checks

Daily Checks/Duties

- a) Check Emergency equipment and in position.
- b) Three times daily water checks to include disinfectant, PH and clarity of water.
- c) Remove debris floating on the surface of the swimming pool.
- d) Ensure that filters, pumps, etc are operating satisfactorily.
- e) Inspect and check emergency lighting.
- f) 3X daily clean changing areas with disinfectant and clean surrounds.
- g) Floor thoroughly cleansed, with pool water, by a combination of hosing, mopping and scrubbing.

Weekly Checks/Duties

- b) Thoroughly clean Pool surround and equipment.
- c) Clean strainer baskets of debris.
- d) Backwash pool filtration plant and ensure that the equipment is functioning effectively (or more regularly if required depending on pool usage)
- e) Clean the floor of the pool.
- f) Sample and test for Alkalinity, and total dissolved solids.

Monthly

- a) Take a sample of water and send to Laboratory for microbiological examination.



Longfield Academy of Sport

Swimming Pool - Emergency Action Procedures

1. Introduction

- 1.1 An emergency situation is one which requires an action or response that is not part of the normal operation of the swimming pool. In such circumstances it is essential that all personnel (employees, pupils, community users, parents etc) understand who is responsible for taking charge of an incident and the role of the rest of the team should an incident occur.
- 1.2 The NOP require that there are usually two people present when the pool is in use; the Lifeguard and the second adult. Where both adults are suitably qualified Lifeguards they must determine who will fulfil which role in the event of an emergency prior to the commencement of any pool session.
- 1.3 In addition this policy requires actions from the Receptionist in relation to summoning additional assistance and contacting the emergency services if required.
- 1.4 It is vital that all people are aware of their designation and responsibilities under these procedures and therefore what their role will be in an emergency. In addition they must be fully conversant with the contents of these procedures and written records will be kept of this.
- 1.5 There are a number of different events which would result in the EAPs being implemented. These events have been grouped into six different categories, each requiring a different response. These six categories are as follows:
 - Aquatic emergency - where a swimmer is injured or in trouble
 - Evacuation following sounding of the fire alarm
 - Power or serious equipment failure
 - Contamination of the pool
 - Swimmer behaviour - e.g. disorderly behaviour, overcrowding
 - Out of water emergency

- 1.6 These emergency action procedures set out the arrangements when the school is in operation and is based on the school's processes and the personnel available during the day. It will be necessary for community users to ensure they consider any adjustments they need to make to the operation of these procedures and document these through their own risk assessment process.
- 1.7 Where only one member of staff is working with small groups of pupils the emergency procedure will need to be adjusted in the risk assessment for the group.

2. Aquatic Emergency

- 2.1 In the event of a swimmer sustaining an injury or getting into trouble in the water the following actions will be taken in the sequence specified below:

Lifeguard

- 2.2 The Lifeguard will:
- 1) Affect a rescue in line with their professional training
 - 2) Provide first aid to the extent to their training

Second Adult

- 2.3 The second adult will:
- 1) Evacuate all other pool users to the seating end of the pool area
 - 2) Notify Reception by phone that there is an emergency in the pool area and whether the emergency services are required
 - 3) Assist the Lifeguard if necessary until assistance arrives

Receptionist

- 2.4 The Receptionist, when contacted by the second adult, will:
- 1) Notify the Duty Manager by radio that there is an emergency in the Swimming Pool and they must attend immediately
 - 2) Notify the first aider that there is an emergency in the Swimming Pool and they must attend immediately
 - 3) Contact the emergency services if required

Duty Manager

- 2.5 When the duty manager arrives in the pool area they must ensure that pupils on the poolside are supervised and take necessary actions to ensure their continued safety.

3. Evacuation following sounding of the fire alarm

- 3.1 In the event of the fire alarm sounding the following actions will be taken in the sequence specified below:
- 1) Evacuate all pool users to the seating end of the pool area
 - 2) Distribute emergency blankets and footwear to pool users
 - 3) Evacuate all persons in the pool area out of the emergency exit and assemble on the Sports Hall Car Park.
 - 4) Confirm that all pool users have been evacuated safely.
- 3.2 Priority will be given to ensuring those evacuated from the pool area are found alternative shelter if a quick return to the building is not possible.
- 3.3 In the event of a fire in or near the pool area where flames or smoke are visible the Lifeguard must get the pupils out of the pool, provide them with emergency blankets and shoes and evacuate them from the building. The Second Adult must raise the alarm using the closest manual call point and then assist with the evacuation.
- 3.4 Pupils **must not** be allowed to re-enter the pool until express permission has been given by a member of SLT **and** there are two adults present, at least one of whom is a Lifeguard.

4. Power or serious equipment failure

- 4.1 The following process must be followed in the event that there is a power or serious equipment failure, or a major defect with the building becomes apparent:
- 1) Evacuate pool users to the seating end of the pool area.
 - 2) Contact Reception for further information regarding the power failure or to summon assistance if there has been an equipment failure.
 - 3) Await attendance by the Pool Manager/Duty Manager/member of SLT.
- 4.2 Depending on the information given the lesson may resume or the pool users may be dismissed to get changed.
- 4.3 Pupils must not re-enter the water when the power is off for the following reasons:
- reduced light levels will make use of the pool hazardous
 - the swimming pool plant and filtration systems will not be in operation thereby compromising the quality of the water.
- 4.4 Pupils must not be allowed to re-enter the water until express permission has been given by the Head of PE or a member of SLT and there are two adults present, at least one of whom is a Lifeguard.

5. Contamination of the pool

- 5.1 The pool can become contaminated in a number of ways and will be detectable through a number of means. Poor water clarity and quality present risk to the health and safety of pool users and action must always be taken in the event they arise.

Water Clarity

- 5.2. As stated in the NOP, unclear water is a safety hazard because it restricts the visibility of casualties in the water and indicates that the water treatment is inadequate.
- 5.3. Should water clarity fall below an acceptable level, the responsible adult must clear either the whole pool of swimmers or the relevant area of the pool (e.g. clarity in shallow water may be better than in deep water).
- 5.4. In the event that poor water clarity is related to concerns over water quality (e.g. the level of disinfection), the pool must be cleared of swimmers as detailed below under water quality.
- 5.5. The indicator as to whether water clarity has fallen below an acceptable level is when a distinct edge of the coloured tiles on the bottom of the pool is not visible at the deep end when viewed from a standing position from the side of the pool at the deep end.

Water Quality

Disinfection

- 5.6. In the event that the chemical dosing of the water falls outside the set parameters, action will need to be taken to minimise or eliminate the risk to swimmers of swimming in unsafe water.
- 5.7. The pool must be cleared of swimmers if:
 - The free chlorine level rises above: 10ppm/mgl
 - The pH level falls below: 6.5
 - The pH level rises above: 8.5
- 5.8. Swimmers will not be able to return to the water until acceptable readings have been taken.

Faecal Release into Water

- 5.9. When there is a release of faeces into the water, an appropriate course of action must be decided very quickly. If there is a delay in the decision or the decision is wrong, there is the risk of swimmers becoming ill.
- 5.10. In the event of faecal release the pool must be evacuated to the seating end and the Pool Manager must be called immediately. Details of the actions to be taken by the Pool Manager are contained in appendix 1.

6. Swimmer Behaviour

Overcrowding

- 6.1. The normal operating procedures state that 50 swimmers is the maximum number that can be safely admitted into the pool. Should this number be exceeded, there is the potential for additional risks to be introduced that may not be adequately controlled.

6.2 In the event that the number of swimmers exceeds the maximum the person in charge of the session must reduce the numbers accordingly by asking the swimmer/s to leave the water. Further admission to the water must be stopped.

Disorderly Behaviour

6.3 There is an expectation of a reasonable level of behaviour by swimmers, but should behaviour become unreasonably disorderly or rules are being broken then there is the potential for additional risks to be introduced that may not be adequately controlled.

6.4 Both adults must take steps to control the behaviour of the swimmers by preventing the rules from being broken. Disorderly behaviour or rule breaking is dangerous for three clear reasons:

(i) If rules are being broken, the swimmers are putting themselves at risk

(ii) If rules are being broken the swimmers are putting others around them at risk

(iii) If a Lifeguard is forced to concentrate their attention on a small number of rule breakers it is inevitable that the rest of the swimmers are not being provided with an adequate level of supervision which in itself is dangerous

6.5 In the event that disorderly behaviour continues the Lifeguard must evacuate the pool to the seating area, segregating those causing the disturbance if necessary. The second adult should contact Reception and request the immediate assistance of the Duty Manager.

6.6 On arrival the Duty Manager will take necessary actions in line with the relevant school policy.

7. Out of Water Emergency

7.1 An out of water emergency would include situations such as someone becoming unwell or having an accident on poolside.

7.2 In such circumstances the Lifeguard will respond to the emergency utilising skills in accordance with, and not beyond, formal training and qualification. First Aid equipment is available within the pool office. Additional assistance must be summoned via Reception if required.

7.3 The second adult will supervise the pool users whilst the emergency is being dealt with. They must make the judgment about whether or not to evacuate pool users from the water. This will depend on the severity of the incident on pool side and how distracting and/or distressing this is to themselves and other pool users.

7.4 If it becomes necessary for the injured party to leave the pool area then assistance must be summoned to assist with this. There must always be two adults present, one of whom is a qualified Lifeguard, when there are pool users in the water.

8. Emergency Reference Information

First Aid Supplies

8.1 The first aid box is located in the pool office.

Methods of Communication

8.2 There is a telephone located in the pool area beside the emergency exit.

Reception (for Duty Manager/First Aider)	200
Emergency services	9999
Pupil Support (First Aider)	213/206

Emergency Services Access

8.3 The emergency services should access the pool area through the pool emergency/fire exit. In the event that access is required Reception must be alerted to ensure site staff unlock relevant gates to enable entry to the School site.

Appendix 1 – Actions to be taken by the Pool Manager in the event of Faecal release.

Solid Stool

1. If the release is a solid stool, it/they should be retrieved quickly using a scoop and the scoop disinfected thoroughly. As long as the water is being treated correctly the residual disinfection will deal with any impurities, although the teacher/coach should assess the situation to determine whether the immediate area should be cleared of swimmers for a period of time.

Runny Stool/Diarrhoea

2. If the stool is runny, it is very likely to be infected. While there is an immediate risk to health, the bugs should be inactivated within minutes by disinfection.
3. In the event of runny stool/diarrhea release into the water:
 - 1) The pool must be cleared of swimmers immediately
 - 2) Disinfectant levels are maintained at the top of the recommended range.
 - 3) The pool is vacuumed and swept.
 - 4) Using a coagulant, the water is filtered for 6 turnover cycles.
 - 5) The filter is back washed.
 - 6) The pool can then be reopened.

Cryptosporidium and Giardia

4. The diarrhea may, however, be infected with Cryptosporidium and Giardia – they are a problem for swimming pools because their infectious stages are resistant to chlorine disinfectants. In the event that the faecal release is infected in this way, the above procedure will not be adequate to combat the risks presented.
5. The procedure to be adopted is detailed below, but is drastic and is one that a Pool Manager will want to avoid if possible. It is important to establish, therefore, whether the level of risk of the faecal release being infected in this way warrants such action, and an indicator will be whether the swimmer concerned has had diarrhea for some days.
6. Should there be sufficient evidence that the faecal release may be infected with Cryptosporidium and Giardia, the following procedure must be adopted:
 - 1) The pool must be cleared of swimmers immediately
 - 2) Chlorine levels must be increased as quickly as possible at its maximum safe operating level
 - 3) The pool water must circulate for at least 6 turnovers with the chlorine at this elevated level
 - 4) A flocculant is used, this is added to maximize the ability of the filters to trap the coagulated particles
 - 5) The pool must be swept as a minimum on a regular basis, and ideally vacuumed
 - 6) The filters must be thoroughly backwashed
 - 7) Following a satisfactory water test, the pool can then re-open