SWIMMING POOL NORMAL OPERATING PROCEDURES AND EMERGENCY ACTION PLAN

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SWIMMING POOL: NORMAL OPERATING PROCEDURES

1. A deck level pool with an extended shallow end which then shelves to a 2m deep end
   - Dimensions: 25m x 13m
   - Depths: 1.2m shallow end to 2m deep end
   - Six lanes are marked by a dark blue tile line along the centre of each lane, lanes are 2m wide
   - 3m x 5m removable platform located in the shallow end reducing the water depth to 0.74 metres for teaching purposes

2. Bather load
   - The maximum bather load for the pool is 60

3. Procedures for opening and securing the building
   - Prior to a swimming lesson/training session check that the changing room entrance doors are open
   - Unlock the pool office internal door to gain access to the pool hall
   - Once the Duty Member of Staff and their Assistant are on poolside, the changing room doors to the pool hall will be opened
   - When the lesson/training session has finished the Duty Member of Staff will ensure all pupils have left the pool and lock the changing room and pool office blue doors to prevent unauthorised access to the pool hall
   - Prior to leaving the swimming pool the Duty Member of staff will make the following checks:
     - That all pupils have left the building
     - That the following doors are locked: changing rooms to pool hall, pool office to pool hall and entrance lobby to pool hall
     - During the school day the following doors will remain unlocked: changing room entrance, pool office entrance, and main entrance

4. Emergency alarm and rescue equipment
   - Four red emergency alarm buttons are located on the walls near each corner of the pool
   - Six emergency grab bags are evenly located around the pool
   - Lifeguard poles are located at either end of the pool
   - Green storage bin containing foil blankets and 'flip flops' is situated on the grass area alongside the pool accessed by the large poolside fire exit doors. The keys for this container are located in the pool office and also in the box next to the poolside fire door
   - Spinal board is located on poolside. This is only to be used by a person trained in the use of such equipment
   - Please refer to site plan for detailed locations of emergency equipment
5. Fire alarms and extinguishers

- Fire alarms and extinguishers are located at the top and bottom of the stairs in both entrance lobbies, plus two further alarm call points in the pool hall located on the wall opposite the changing rooms.
- Fire alarm, CO₂, water and foam extinguishers are located in the plant room to the left of the main plant room entrance door.

6. Access and exit routes:

- Swimmers will enter and exit the pool hall via the changing rooms.
- Teaching staff may enter and exit the pool via the pool office.
- There are three other entrance/exit routes for the pool hall: two via the plant room, one next to the pool office.

7. Emergency exits

There are five emergency exit doors leading from the pool hall:

- Four separate glass doors along the wall opposite the changing rooms leading out to “the walled garden”.
- The door at the shallow end of the pool on the changing room side leading to the pool lobby and main exit door.

8. Public address

- The public address amplifier and microphone is located in the pool office.

9. First aid equipment

- First aid box is located in the pool office.

10. Emergency Telephone

- The emergency telephone is located in the pool office.

- The contact telephone numbers are shown in the pool office and in the Operating Rules or dial 999 to call the emergency services.

11. Pool office is located off the main entrance lobby with direct access to the pool hall.

12. Teachers Duties and Responsibilities

Teachers and other staff involved in swimming activities must read and understand all relevant pool instructions and be familiar with the locations of:

- emergency alarm buttons
- first aid equipment
- rescue equipment
- emergency telephone
- fire alarm points
- fire extinguishers

13. Teacher to pupil ratios, these are a maximum as per ASA recommendations:

- Non swimmers and beginners 12:1 those unable to swim 10m unaided
- Children under the age of seven 12:1 Irrespective of their swimming ability
- Improving swimmers seven years and over 20:1 providing all children can swim at least 10m competently on their back and front.
• Club/Squad training sessions **25:1, up to 45:2, up to 60:3** Training only with competent swimmers

• Minimum qualification for teaching staff is a current NRASTC qualification this will allow the teacher to "lifeguard" their class. This only applies to *programmed swimming* sessions

• During curriculum swimming lessons there must be at least two members of staff on duty whilst there is a group of pupils in the pool area, one of whom will be the Designated Duty Member of staff who must hold the minimum qualification for teaching staff and will take charge of the lesson

• During club and squad training sessions there must be one member of staff on duty on poolside subject who will be the Designated Duty Member of staff, subject to the swimmer to staff ratios stated above. In addition a second adult/ responsible person must be in attendance on poolside

• All club and squad swimmers must be instructed in the procedures required to assist the member of staff in the event of an incident or accident. This instruction should be given and recorded at the start of each term

  _A "programmed swimming session" is defined as:_

  • With formal structure
  • Disciplined
  • Supervised or controlled
  • Continuously monitored from the poolside

• In a recreational situation the maximum ratio is 1 lifeguard to **25** swimmers with a minimum of two members of staff on duty one of whom must be the qualified lifeguard. Lifeguards should hold a current NPLQ qualification which is applicable to a water depth of at least 2metres

14. Swimming Pool Equipment

• All poolside equipment should be checked by a member of staff prior to use. This might include:

  o Starting blocks, ensuring they are secure and in good condition
  o Lane ropes, ensuring they are properly tensioned and the cables are not damaged
  o Training aids such as kick boards, pull buoys, floats etc. ensuring they are in good condition. (these must be allowed to dry before being stored away)
  o Faulty or damaged equipment should not be used and reported to the Head of PE

15. Hire of Pool to Outside Organisations:

  **Checklist of points for inclusion in contract and operating rules:**

  • Information on numbers and age of those participating and their swimming abilities
  • Name of hirer’s representative who will be in charge of the group
  • Numbers and qualifications of swimming teachers/lifeguards to be present during swimming sessions. Copies of their current qualifications to be provided to Maltman’s Green School upon request
  • Hирer to be given copies of normal operating procedures and emergency action plan, and to sign to the effect that these have been read and understood
  • Rules of behavior to be enforced during the session
  • Safety advice to be given to each group of participants
Details of responsibility in the event of an emergency:

- Maltman’s Green School for building related problems
- The hirer for emergencies associated with the activities of the group

16. Review

- The policy will be reviewed annually in January
SWIMMING POOL: EMERGENCY ACTION PLAN

Introduction

The following procedures are set so that all staff and hirers are able to react to an emergency situation with confidence and efficiency. The object of these procedures is to ensure that all staff and hirers are familiar with their role and the role of other members of staff if an emergency evacuation of the Pool is required.

The evacuation procedure is used in situations such as fire, gas escape, and bomb scare. Other situations that may arise requiring evacuation may include power/lighting failure, structural failure etc. This decision will be made by the duty member of staff.

All staff who are involved in providing curriculum swimming lessons and club, squad, training sessions and hirers must ensure that they have read and understand the Normal Operating Procedures and Emergency Action Plan before using the Swimming Pool Facility, and must sign to that effect.

1. Disorderly Behavior

   - All swimmers must behave in an orderly manner and obey instructions given by their swimming teacher. Any pupil who fails to adhere to these instructions will be sent out of the pool area and disciplined accordingly.

2. Lack of Water Clarity

   - Swimming will not commence if the clarity of the water is poor. Teaching staff must be able to clearly see the bottom of the deep end of the pool.
   
   - Any problems with the clarity of the pool must be immediately reported to the Head of Maintenance and Services, or the duty Caretaker in their absence.

3. Bather in Serious Difficulty

   - Immediately sound the panic alarm, the swimming teacher will immediately affect a rescue whilst the second member of staff will quickly clear the pool.
   
   - The Duty member of staff will contact the school matron or dial 999 for the ambulance service, as necessary.
   
   - If a spinal injury is suspected the casualty must be supported in the water, maintaining the head in the same position relative to the body and await professional medical assistance.
   
   - An Incident Report must be completed as soon as possible after the event.

4. Discovery of an Unconscious Casualty in the Water

   - Immediately sound the panic alarm, the swimming teacher will immediately affect a rescue whilst the second member of staff will quickly clear the pool.
   
   - The duty member of staff will then dial 999 for the ambulance service

5. Reporting Procedure in the event of an accident / incident

   Statutory obligation

   - The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (commonly known as RIDDOR) makes it the School’s responsibility to report certain specified incidents to the Health and Safety Executive
- **Fatal Accidents** – The death of any person as a result of an accident.

- **Major Injury Accident** – defined as:
  1. Fracture – other than fingers or toes
  2. Dislocation of the shoulder, hip, knee or spine
  3. Loss of sight (temporary or permanent)
  4. Chemical or hot metal burn to an eye
  5. Any penetrating injury to the eye
  6. Injury from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admission to hospital for more than 24 hrs

- **Any other injury leading to**:
  1. Hypothermia, heat induced illness, unconsciousness, or requiring resuscitation.
  2. Or requiring admission to hospital for more than 24 hrs.
  3. Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.

- **Acute illness**:
  1. requiring medical treatment or loss of consciousness arising from absorption through the skin
  2. requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

- **Any member of the public, visitor pupil, etc., taken to hospital (direct from the site of an accident)**
Whilst there is a group of pupils in the pool area, there must be at least one member of staff who holds at least a current NRASTC (National Rescue Award for Swimming Teachers & Coaches) qualification in charge of the group. This person will be the designated Duty Member of Staff who will take control in the event of an emergency.

For curriculum swimming lessons there must be at least two members of staff on duty whilst there is a group of pupils in the pool area, one of whom must be the Duty Member of Staff.

In case of an emergency the Duty Member of Staff or an accompanying Member of Staff must:

- Think, assess the situation, and act quickly and calmly on your assessment. Do not panic
- In the event of an emergency the Duty Member of Staff will blow loudly three times on their whistle to raise the alarm. Pupils must STOP, LOOK and LISTEN to instructions given
- If necessary a member of staff will press one of the four PANIC BUTTONS situated on the wall near each corner of the pool, or give clear instructions to another person to do so
- The Duty Member of Staff will clear the pool and if necessary evacuate the class from the building. The second member of staff will deal with any casualties
- Pupils will either be directed to the seats at the side of the pool to await further instructions, or in the case of evacuation they will be directed in an orderly fashion to the nearest safe emergency exit, where a member of staff will issue a foil blanket and a pair of ‘flip flops’ from the green storage container
- Pupils should then report to the POOL ASSEMBLY POINT which is the grass area within the walled garden behind the pool building
- If the POOL ASSEMBLY POINT is considered unsafe then the Duty Member of Staff should use their discretion as to where to assemble
- Pupils are not allowed to stop to collect their belongings unless directed to do so by the Duty Member of Staff
- Staff will not allow the pupils back into the swimming pool until the building has been declared safe
- On activation of the Pool Panic Alarm between the hours of 08.00 – 18.00 the school office will contact a member of the Maintenance Team (Head of Maintenance & Services, Bursar, Maintenance Assistants, or Duty Caretaker) to attend the pool
- The member of the Maintenance Team will assess the situation with the Pool Duty Member of Staff and take one of the following courses of action:
  1. Silence the alarm.
  2. Call for further assistance if needed.
  3. Re-set the alarm panel when the incident is over.

They will then record the incident on the Pool Alarm Record Sheet.

For club and squad training sessions of Maltman’s Green School there must be one member of staff, who must hold the minimum qualification for teaching staff, on duty on poolside subject who will be the Designated Duty Member of staff, subject to the swimmer to staff ratios. In addition a second member of the School staff or an adult/ responsible person must be in attendance on poolside.
In case of an emergency the Duty Member of Staff or the assistant member of staff/ responsible person must:

- Think, assess the situation, and act quickly and calmly on your assessment. Do not panic.

- In the event of an emergency the Duty Member of Staff, or if he/she is incapacitated, the assistant member of staff or the additional adult, will blow loudly three times on their whistle to raise the alarm. Pupils must STOP, LOOK and LISTEN to instructions given.

- If necessary the Duty Member of Staff, or if he/she is incapacitated, the assistant member of staff or the additional adult, will press one of the four PANIC BUTTONS situated on the wall near each corner of the pool, or give clear instructions to another person to do so.

- The Duty Member of Staff will deal with any casualties while the assistant member of staff or the additional adult will clear the pool and await instructions, or evacuate the class from the building.

- Pupils will either be directed to the seats at the side of the pool to await further instructions, or in the case of evacuation they will be directed in an orderly fashion to the nearest safe emergency exit, where a member of staff will issue a foil blanket and a pair of ‘flip fops’ from the green storage container.

- Pupils should then report to the POOL ASSEMBLY POINT which is the grass area within the walled garden behind the pool building.

- If the POOL ASSEMBLY POINT is considered unsafe then the Duty Member of Staff should use their discretion as to where to assemble.

- Pupils are not allowed to stop to collect their belongings unless directed to do so by the Duty Member of Staff.

- Staff will not allow the pupils back into the swimming pool until the building has been declared safe.

- On activation of the Pool Panic Alarm between the hours of 08.00 – 18.00 the school office will contact a member of the Maintenance Team (Head of Maintenance & Services, Bursar, Maintenance Assistants, or Duty Caretaker) to attend the pool.

- If no assistance arrives within 3 minutes of pressing the panic alarm button, the Duty Member of Staff or the assistant member of staff or the additional adult will delegate another pupil to go to the School Office to ask for help.

- The member of the Maintenance Team will assess the situation with the Pool Duty Member of Staff and take one of the following courses of action:

  1. Silence the alarm.
  2. Call for further assistance if needed.
  3. Re-set the alarm panel when the incident is over.

They will then record the incident on the Pool Alarm Record Sheet.
APPENDIX 1:

Pool Diagram
SHALLOW END 1.2m DEEP

SWIMMING POOL 25m x 13m

DEEP END 2.0m DEEP

= Fire Call Point
= Emergency Button
= Lifeguard Grab Bag