

Swimming Pool Normal Operating Procedure (NOP) Policy 2018

Statistics

There are two pools at Foxfield School which are referred to as the Learner pool (larger pool) and the hydro pool (smaller pool). This document should form part of good working practices and any hire agreement.

Learner Pool

* Pool length 10M metres
* Pool width 4M metres
* Pool depth 1.2M
* Temperature = Min: 32 Preferred: 33 Max: 34

Hydro Pool

* Pool length 5.5M metres
* Pool width 4.3M metres
* Pool depth 1.2M
* Temperature = Min: 34   
  Preferred: 35 Max: 36

N.B.  
Differences in temperatures allow for seasonal variations beyond the schools control e.g. extreme cold weather dropping the temperature or lack of use meaning covers have been on for a prolonged amount of time which will raise temperatures.

Potential Risks

Both Pools

* Wet pool surrounds and pooling of water.
* Wet change area
* Pool side slippery when wet.
* Pool side glazing (shimmering and glare.
* Slip way or steps into the pool and the main pool poolside on a split level.
* Entrance to the pool via an sets of steps
* Overhead hoists
* There is a plant room serving both pools which contains potentially dangerous chemicals and electrical power supply.
* The air temperature will be hot and those persons on the poolside must be suitably dressed for working in this environment.
* As the pools are too shallow, diving should not be permitted (refer to ASA Diving into Swimming Pools on www.britishswimming.org and ISRM.)

Customer Care

The pools are used for school use and private hire use.

A copy of the Normal Operations Procedure (NOP) and the Emergency Action Plan (EAP) must be posted on the entrance to the swimming pool and staff must be made aware of its existence. Likewise pool hirers should be made aware of the NOP and should be given time and advised to inspect the document before commencing with private use. A copy of this document will be held on the school intranet and will be discussed with all class based staff annually. A number of staff are qualified with the National Rescue Standard (NaRS) Pool Safety Award from the Swimming Teachers Association (STA) and are available for advice and help when needed.

Each pool must always have two responsible adults in the pool hall area; one must be in the water. One person on the pool side, a ‘spotter’, must be responsible for checking general safety to include the total head count at regular intervals. In the event that two or more people are working on a one to one with pupils in the pool, then a ‘spotter’ would not be required as long as there are other staff in the pool area (changing rooms etc.) available to help if the alarm is raised.

**If two spotters are available then they must stand or sit at either side of the pools as it is important that their attention is not impaired by talking to each other as they should be concentrating on looking at the pool.**

When in use there should always be a person qualified in the NaRS Pool Safety Award (or equivalent) in attendance at all times. People qualified with the NaRS Pool Safety Award will also hold a first aid qualification which enables them to meet the authority standard.

If the main qualified person is on the poolside, they should be appropriately dressed and be able to affect an immediate rescue in the water.

Maximum Bather Load

The bather loads are controlled by the Swimming Coach and can be dependent on the nature of its use, the number of weak/non swimmers, disabled and child swimmers. The school’s Head teacher is responsible for ensuring that the correct staffing level is maintained at all times during school lessons and in the case of private hire, the hire agreement clearly sets out bather loading responsibilities to the hirer.

Main Pool

* Normal session:   
  16 bathers max
* Teaching session:  
  14 bathers max
* High dependency use:  
  3 bathers max

When a person (s) with Profound and Multiple Learning Difficulty (PMLD) is (are) in the water, a risk assessment should be made as to the number and mix of bathers/staff to ensure that adequate safety and emergency evacuation measures are in place.

Hydro Pool

* Normal session:  
  6 bathers max
* Teaching session:  
  4 bathers max
* High disability use:  
  2 bathers max

Rights to Admission

**The Head teacher/pool operator has the right to refuse admission and may ask any person who is felt to be a safety hazard to him/herself or to other users to leave the premises.**

Alarm Systems

There are several ways of raising an alarm.

1. Use of a whistle

By blowing a whistle other pool users will be alerted to the signal.

* One blast to gain the attention of a pool user.
* Two blasts to gain the attention of another person responsible for pool safety.
* Three blasts to evacuate the pool.

This is a national standard and needs regular practice to maintain the effectiveness of whistle signals.

b) Use of the telephone

The telephone is situated in the office area outside the learner pool entrance.

Outside school time, it is the responsibility of the hire leader to make sure they have access to a mobile phone in case of emergency as access to the office phone may not be available.

c) Pool Assistance Alarms

There is a panic alarm, situated on each poolside (identified by a red button)

When pressed the panic alarm will sound in the pools area, the Foyer and the office area.

The sound of the alarm is different from the fire alarm and takes the form of an intermittent one tone siren. When the alarm is pressed it also links to the school’s general assistance alarm system so will set off the school pagers which will result in the duty team of staff arriving to give assistance

d) A mobile phone may also be used in an emergency to raise assistance. Please see the Foxfield School Lone Workers Policy.

The Provision of lifeguards or suitably trained persons during hire sessions

A lifeguard should supervise all hire sessions. NOP and EAP will be made available to the hirer by the Head teacher and arrangements made for testing alarms at regular intervals.

Lifeguard Duties

* Be aware of the alarm system and the approved method of summoning assistance.
* Ensure that rescue equipment is always in its proper place and is in

full working order (this includes the spinal board).

You should obey and carry out the following checks:

* Never turn your back on the pool
* Never leave the pool unattended whilst there is a bather in the water or if there are known to be potential bathers.
* If you need assistance ask for it by contacting the office staff outside the Learner Pool door or by using a mobile phone, assistance alarm or call buttons.
* **N.B. Consumption of food is not allowed on the poolside or in any other area of the school premises.**
* Keep jewellery to an absolute minimum
* Never talk to another member of staff without just cause whist on duty.

N.B.

If there is more than one ‘spotter’ available

they should each stand/ sit on opposite

sides of the pool.

If a bather is continuously distracting you,

briefly and politely explain that you are

unable to talk at the present time. If they

are complaining contact a senior manager.

Control dangerous behaviour by bathers.

Activities which should be discouraged

include:

Running in or out of water, wrestling, eating or drinking, petting, obscene language. Shouting without just cause, spitting or fouling the water, whistling, bombing, excessive splashing, inappropriate swimwear, use of

inflatable, The use of snorkels, masks, flippers, throwing objects, outdoor shoes worn on the poolside, long underwater swimming, arm bands worn on feet, sitting on shoulders etc.

Awareness of Risks

All staff must be aware of the main

hazards affecting safety and those bathers

most at risk. The following factors that

have been associated with fatalities or

serious injury:

* Poor health problems (heart trouble, asthma, fits)
* Alcohol or food before swimming.
* Youth and inexperience (half of those that have drowned are under 15)
* Weak or non-swimmers straying out of their depth.
* Unauthorised access to the pools intended to be out of use.
* Diving into insufficient depth of water (leading to head or spinal injury).
* A particular potential problem with both pools at Foxfield School, is the depth, forward distance

and positioning of steps.

* Unruly behaviour and misuse of equipment.
* Absence of or inadequate response by staff in an emergency.
* Loose equipment positioned near the edge of the pool, where a fall could lead to an injury.

Clearing the Pool at the end of a

session

* Pool operators/lifeguards should not leave the pool area until all swimmers have left the pool.
* Once the pool is closed, the last lifeguard should clear equipment from the poolside.

Use of equipment by non school users

Only items such as floats, balls, hoops etc

should be used by a competent person

and agreed by the contract of hire.

Specialist equipment such as hoists and

slings, special disability floating aids etc,

should not be used unless agreed

by the hirer in the contract of hire and

only then by persons who are competent

in their use.

General Hire

The session shall not commence until

there is a suitably qualified person on

the poolside. The minimum qualification

for this is the NaRS Pool Safety Award.

**N.B.**

**Any waste nappies/pads/swim pants should be taken away from school by the hirer or hirers patrons and suitably disposed of. Small yellow bags are available in toilet areas for this purpose. The large yellow waste bins or other waste bins should not be used for any waste nappies/pads/swim pants etc.**

Once all persons have left the pool area and changing rooms the doors must be locked and the swipe card returned to the premises manager.