



WILDRIDINGS PRIMARY SCHOOL

Pool Safety Operating Procedure

		Signature	Date
Headteacher	Mr Simon Cope		
On behalf of the Governing Body	Mrs Sarah Hey		

Reviewed by SLT	March 2017
Approved by FGB	May 2017
Next Review	Summer 2018

WILDRIDINGS PRIMARY SCHOOL

BRACKNELL

Swimming Pool

Pool Safety Operating Procedures

Normal Operating Procedure

Emergency Action Plan

&

Appendices

March 2017

Review Date March 2018

All previous documents and policies relating to the school pool complex area are void.

This document must be adhered to in its entirety and forms part of the conditions of use and hire of the facility.

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ATTACHMENTS

Pool Safety Operating Procedure ***(P.S.O.P.)***

Statement

A written Pool Safety Operating Procedure (PSOP) consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant equipment. The plans can be kept as written documents or stored electronically, provided that the staff have access to them and that they are available for inspection by the enforcing authority, if required.

The NOP sets out the way the pool operates on a daily basis, the EAP gives specific Instructions on the action to be taken in the event of any emergency.

Staff must not only be aware of the PSOP, the NOP and the EAP but should be instructed and trained to work in accordance with the provisions therein.

Where a pool is hired by organisations, such as swimming clubs, the relevant sections of the plan must be made known to the organisation and where necessary, training given and regular checks made to ensure compliance.

Details of documentation, training provided and checks should be recorded.

The above are extracts from "Managing Health & Safety In Swimming Pools"
HSG Guidelines 179

Third edition published in 2003. Relevant aspects of the document are summarised in Appendix Eight of this PSOP.

Wildridings Primary School, Bracknell

SWIMMING POOL

Pool Safety Operating Procedure (P.S.O.P.)

Normal Operating Procedure (N.O.P.)

1. DETAILS OF THE POOL

- (a) The facility comprises of one pool, 10 metres by 5 metres. Depths are marked 1.0m.
- (b) NO DIVING is permitted in the pool. Notices are there to remind swimmers.

[A diagram of the pool is provided in Appendix One.]

2. WHISTLE DRILLS

- | | |
|----------------------|--|
| One whistle blast | pay attention |
| Two whistle blasts | Stop and listen for further instructions |
| Three whistle blasts | CLEAR THE POOL. Everyone gets out. |

3. POTENTIAL HAZARDS & RISK AREAS

All those in charge of swimming activities must be aware of potential risks to pupils and other users when swimming. These might include :

- (i) The steps of the ladders may be difficult for young children / disabled or older persons.
- (ii) The floor may be unusually slippery.
- (iii) The sump drainage cover is located in the deep end.
- (iv) No running on the pool deck.
- (v) No 'bombing', jumping in, etc.
- (vi) No interfering with poolside safety equipment.

4. DEALING WITH BATHERS

- (a) Lifeguards/Lifesavers/Teachers/Coaches/Instructors should be easily identifiable by uniform or badge. They should set an example and encourage the safe use of the facility.
- (b) Be aware of the safety notices displayed around the pool.
- (c) If a reprimand is necessary, point out the possible danger that could have resulted from it either to themselves or to other persons.

5. SAFETY AWARENESS

- (a) Bathers should wear the correct swimming attire for their activity and must not wear anything that could present a danger to themselves or others. i.e. Jewellery, masks, flippers etc. Goggles may be worn at the bathers own risk but ONLY with the permission of the person in charge of the session.
- (b) Recommended swimwear is swim trunks or slips for males. Bermuda or beach shorts

can present a hazard for the weak swimmer, for Females, current style regulation costume is usually suitable. Swim hats should be worn by ANYONE with long hair.

6. **HYGIENE**

Bathers must :

- (a) be aware of regulations appertaining to personal hygiene and safety.
- (b) know where the toilets are situated
- (c) must be discouraged from swimming if suffering from any illness or an injury

7. **NON BATHERS**

- (a) Non bathers shall remain seated in the spectator area at the side of the pool.
- (b) NO ONE shall move around the pool wearing outdoor shoes.
- (c) "Visitors" accompanying groups are responsible for their behaviour and to assist with general supervision.
- (d) Food and drink is not to be consumed in the pool area

8. **MAXIMUM BATHER LOADS**

- (a) Maximum bather loading of the pool has been calculated at 10 according to HSG figure of 3m squared per bather as a guide. This is not an inflexible figure as certain activities and types of user groups will require these to be modified. [See para 203 of Managing Health & Safety in Swimming Pools & Appendix 4 on PSOP]

Also Swimming Pool Water Treatment & Quality Standards, page 19.

9. **FIRST AID & TRAINING SUPERVISION.**

- (a) All teachers should have the **NRASTC award (National Rescue Award for Swimming Teachers & Coaches)** or equivalent. These can only be gained from the Royal Life Saving Society UK., and are Nationally recognised awards.

ALL Lifesaving & Lifeguarding awards MUST be updated every 24 months

- (b) Any other Lifesaver should have as the minimum award, the Bronze Medallion of the RLSS.UK valid for 24 months. Life Support One is the minimum prerequisite for this purpose & is valid for 24 months.
- (c) Rescue aids are situated around the pool and must not be used for any other purpose, they are clearly visible.
- (d) First Aid equipment is poolside.
- (e) All lifesavers/teachers/instructors/coaches working with children are required to have DBS disclosure at an appropriate level (as defined by the Criminal Records Bureau) for those individuals working in school premises on behalf of the hirer.

10. **POOLSIDE DUTIES**

Only qualified persons as stipulated above in [9. (a)] or members of staff are to open the pool to bathers. Pool checks must be carried out prior to the commencement of each session. ANY problems must be reported to the Site Manager or designated person without delay.

- (a) Lifesaver/Teacher/Instructor/Coach, should maintain an active vigilance throughout the lesson. Communications with bathers should not interfere with general supervision.
- (b) There must always be at least ONE adult and Lifesaver or Lifeguard on the poolside when the pool is in use.
- (c) Equipment may be used from that available at poolside but MUST be returned to safe storage at the end of each session. Any broken or damaged equipment is NOT to be used.
- (d) Upon completion of a session, check the pool, changing rooms and toilets, making certain that they are empty. Turn out the lights and lock the external doors.

11. **EMERGENCY PROCEDURE**

- (a) Staff on poolside duty shall not leave bathers unattended to administer first aid.
- (b) Refer to Emergency Action Plan.
- (c) CLEAR THE POOL FIRST.
Having assessed the situation, assistance should be sought either from other staff within the pool complex or by operating the main alarm or other recognised emergency call system.
- (d) Know the location of the nearest telephone.
- (e) There must always be at least one qualified Lifesaver/Lifeguard present when the pool is in use.

NOTE. A written report MUST be completed whenever an accident has occurred and first aid has been administered.

Wildridings Primary School, Bracknell

SWIMMING POOL

EMERGENCY ACTION PLAN (E.A.P.)

This Emergency Action Plan outlines the procedures to be followed by the staff, hirers of the facility and the users in the event of a foreseeable emergency. The plan should, as a matter of routine be regularly practised, revised and where necessary, updated.

1. EMERGENCY ACTION

In all of the following situations if possible use the Walkie Talkies to summon help, but in case of a power failure this may become inoperative. In such a case IMMEDIATELY send a reliable person, preferably an adult, to summon assistance.

2. WINTER MONTHS

During times of extreme weather conditions it is advisable that all bathers take with them to the poolside their towels. These would present some form of protection whilst making their way to the assembly point. Ideally THERMAL blankets should be available in a suitable container adjacent to the emergency exit doors.

3. LACK OF WATER CLARITY

A reduction in the clarity of the pool water is a risk to pool users. It is essential that bathers are able to assess the depth of the water and for Lifesavers and others to be able to see a casualty below the surface. The pool must be evacuated and the Site Manager informed on **01344 425483** during school hours.

4. OUTBREAK OF FIRE

Should the fire alarm be activated the senior member of staff or person present, should ascertain if the fire is within the school grounds or specifically in the Pool complex. The pool should be cleared with 3 blows on the whistle and bathers asked to clear the pool.

- (a) If the alarm is in the school, then bathers shall leave the water and remain on poolside until registration is completed or the all clear is given.
- (b) If the alarm is specific to the pool complex, bathers and other users must leave by the nearest available exit and assemble on the assembly point in front of the school hut in the main playground until the all clear is given. (Fire Procedure Appendices 7 of PSOP)

5. BOMB THREAT

- (a) In the event of a bomb threat by any means, the pool and complex must be evacuated immediately.
 - (b) The means of evacuating the area should be known to the staff, who must ensure that the evacuation is orderly and calm. All available exits should be used.
- (i) Action. Evacuate the pool and building and assemble on the assembly point in front of the school hut in the main playground until the all clear is given.

Telephone the Police and say that you have received a bomb threat and give as much information as possible

6. **STRUCTURAL FAILURE**

Three blows on the whistle announce "Clear the pool". Then instruct bathers and others to line up by the nearest exit doors pending further instruction. Ascertain the cause or possible reason for the failure, then EVACUATE the building if necessary upon instruction from a senior member of staff and assemble on the on the assembly point in front of the school hut in the main playground until the all clear is given.

Inform the Site Manager/Bursar on **01344 425483**.

7. **TOXIC GASES**

If you should detect an unknown odour, feel the effects of an unknown substance, or see the evidence, or have it reported to you, you must evacuate the pool immediately, assemble in the designated area and inform the Site Manager/Bursar immediately on **01344 425483**.

8. **INJURY TO A PERSON**

Teacher/Lifesaver/Coach/Instructor should assess the injury and apply appropriate first aid. If necessary, medical assistance should be summoned from the Medical Centre on 01344 425483. **If emergency services are needed phone 9-999 or "9-112"**. The first aider should remain with the casualty throughout until the Paramedics or Technicians take over.

9. **EVACUATION**

When the emergency services are on site under NO circumstances will any person be allowed to re-enter the building until the Senior Fire Officer gives authorisation to do so.

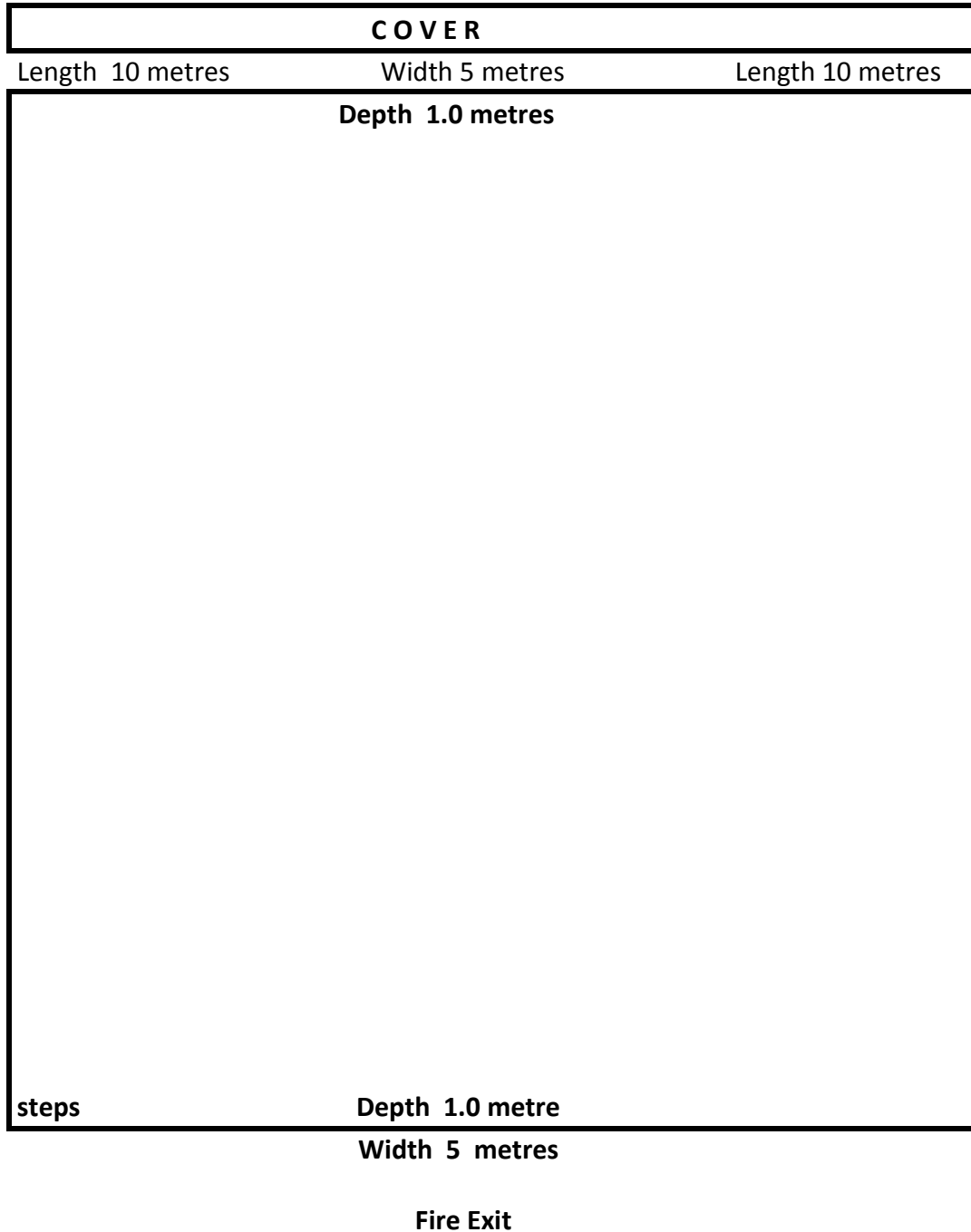
In all cases of evacuation to approved assembly areas, a member of staff or other adult must remain with those evacuated until instructed otherwise.

In all of the above situations when it is necessary to carry out an evacuation of the premises CHECK NUMBER OF PERSONS EVACUATED, against numbers on registers or counted in to the pool area. Bathers may be allowed to return to the changing rooms to collect their clothing but **ONLY IF TIME AND CONDITIONS PERMIT**,

Appendix One

Plan of Pool Complex

First Aid Box



Appendix Two

Swimming Pool Conditions of Hire

- 1 All hirers of the pool must read and sign the P.S.O.P. containing the E.A.P., N.O.P. & Appendices statement, outlining the rules and regulations of the swimming facility. Any breach of this documentation could result in the hirers booking being terminated.
- 2 ALL bookings are subject to the correct completion of application forms.
- 3 The school will require a copy or sight of the hirer's public liability insurance, before hire is agreed.
- 4 The school's basic requirements for the instructor's qualification are the 'National Rescue Award for Swimming Teachers & Coaches' and an up to date suitable DBS check. The school will require a copy or sight of the certificates for ALL staff instructing/lifesaving at the pool.
- 5 The times stated on the hire forms must be the exact times of use including setting up and clearing away.
- 6 Entry on to the site, other than at set letting times must be with the permission of the Site Manager, the Head teacher, or other designated person in their absence.
- 7 As the organiser, you are solely responsible for your clients whilst on site. Hiring the pool does not in any way include the grounds or the equipment on the site apart from the designated route.
This includes:-
 - 7.1 The floats and swimming aids owned by the school
 - 7.2 Informing their clients and instructors to park in the designated car park at all times. (except in exceptional circumstances which you will be informed)
 - 7.3 Their behaviour and that of their children/siblings/foster or others in their charge.
- 8 ALL children or others not involved with the swimming sessions must be supervised at all times.
- 9 At no time must there be any members of the public e.g. parents at poolside, nor must there be any obstructions around the pool area. All notices MUST be adhered to at all times
- 10 Wildridings Primary School is an environmentally friendly site and this must be Adhered to at all times.
- 11 Any child under the age of 13 must be accompanied into the pool area by a Parent/Guardian or other Custodian. (Ratio 2 children to 1 adult recommended by the

ISLM – Institute of Sport and Leisure Management). The parent of the child is not required to be over 18. If a guardian, they will need to be over the age of 18 and comply with the Child Protection Act.

- 12 The pool and adjacent area must be left in a clean respectable condition:-
 - 12.1 ALL clothing and personal possessions must be removed from the vicinity
 - 12.2 All rubbish from the pool area and the changing rooms must be removed
 - 12.3 NO nappies must be left on site.

- 13 No additional equipment other than medical or that needed for swimming Instruction may be brought on to the site without permission from the appointed person. No equipment belonging to any hiring organisation may be left on the premises under any circumstances.

- 14 Any damage structural or otherwise, or damage to any equipment belonging to the school must be paid for in full.

In return we undertake that the letting is subject to:

- The pool being maintained by The Site Manager in accordance with health and safety regulations which apply to pools.

- The water is maintained in accordance with guidelines.

- The water temperature will be a set 88 degrees Fahrenheit or above.

- The Site Manager will inform you if the pool is unfit for use during a letting period or if the temperature is lower than the minimum agreed. We will refund any sessions where you are unable to use the pool due to it being in an unfit state.

On behalf of the Organisers hiring the facilities I agree and accept the terms & conditions above.

Signed:Name:

Organisation.....Date:

Appendix Three

Contract

**P.S.O.P. containing the Normal Operations Procedure Emergency
Action Plan & Appendices Agreement**

Name of organisation:.....

Contact Name:

Position in organisation:.....

Address:.....
.....
.....

Contact Number:.....

All staff have read and hereby agree to follow and comply with the regulations
stated in this documentation.

Signed:.....Print Name.....

Signed:.....Print Name.....

Signed:.....Print Name

Signed:.....Print Name :.....

Signed:.....Print Name :.....

Signed:.....Print Name :.....

Signed:.....Print Name :.....

Signed:.....Print Name :.....

Signed:.....Print Name :.....

Signed:.....Print Name:.....

Date:.....

Please note this documentation will be reviewed annually and will be subject to change.
Please will you return this form to the Headmaster at Wildridings Primary School.

Appendix Four

School Rules

- All children with hair at mouth level will be asked to wear a swimming hat or have their hair tied back.
- Anyone with hair at mouth level without a swimming hat or without an appropriate hair tie will not be allowed to swim.
- Boys can wear either swimming shorts or swimming trunks.
- Swimming shorts must be no longer than knee length and must have air holes in the pockets.
- Girls must wear an all in one swimming costume NO bikinis
- Under no circumstances must jewellery be worn in the swimming pool
- Children enter the pool through the side entrance only.
- They must not enter poolside or changing rooms without supervision
- All outdoor shoes are removed in the entrance to the pool

Whistles

1 short whistle – get their attention

2 whistles – move to the side of the pool – problem

3 whistles – emergency all children to exit the pool and to assemble in pool entrance to wait for further instructions.

No plasters are allowed to be worn in the pool

If children have a verruca they must wear a sock

If any child wears goggles, permission is asked for from parents

Wildridings Primary School

IN CASE OF AN OUTBREAK OF FIRE:

1. Blow whistle 3 times to evacuate the pool
2. Telephone for the FIRE BRIGADE
9-999 or 9-112
3. Inform the Emergency Services that there are chemicals present

DO NOT ATTEMPT TO PUT THE FIRE OUT YOURSELF!

1. Leave building and make your way to the assembly point via the nearest fire exit
2. **DO NOT** stop to collect personal belongings
3. **DO NOT** re enter the building

ORGANISERS

1. Ensure you have your mobile phone with you poolside and a walkie talkie.
2. Take a register
3. Take a roll call at the assembly point
4. If during school time, inform the school office

THE ASSEMBLY POINT IS: On the school field

All previous documents and policies relating to the school pool complex area are void.

This document must be adhered to in its entirety and forms part of the conditions of use and hire of the facility.

Appendix Six

Managing Health and Safety in Swimming Pools HSG. 179/99

Page	1	p1 Health & Safety LAW, p2, 3 & 4 are very relevant to all schools.
	6	p18 MHSWR 'must' carry out assessment
	3	p10 'must' is LEGAL , should is not
	8	p33 COSHH P34 RIDDOR
	11	P42 Risk Assessment
	14	p47 Pool Safety Operating Procedure, p48, 49,50, 51,52, & 53
	16	p59 (Suitably qualified staff). <i>p63 mechanical resuscitation equipment ?</i>
	21	p75 Pool tank edge or surrounds <i>p78 Hand rails at the ends of the pool can be hazardous at times, e.g. lifting out a casualty.</i>
	47	6.9 to 6.13 (Give attention to)
	56	p134 children
	57	p140 The Pool Lifeguard through to p144
	59	p150 Swimming Ability (FITT) p154 to hold a current qualification
	60	p157 (Reasons for regular training) See Appendix 7 page 114
	61	p165 NRASTC and RTSSD, or BM and higher awards are suitable p166 refers to teachers
	63	p176 Chart for minimum numbers
	64	<i>p183 Pool hired out</i>
	65	<i>p187 criteria for constant supervision</i> <i>p188 children under 15</i>
	68	<i>p203 Maximum Bather loads (3m 2)</i> <i>p205 lettings involving young children</i>
	69	<i>p212 Child Protection Act</i> p221 - 224 Programmed activities, life guarding skills, PSOP
	111	Appendix 4 Covers PSOP
	112	<i>Appendix 5 Hire of Pool</i> Items highlighted and in italics are not referred to in the current PSOP