

Appendix 1

LONG SUTTON C OF E (VA) PRIMARY SCHOOL



NORMAL OPERATING PROCEDURE

June 2014

Normal Operating Procedure For Long Sutton C of E Primary School Swimming Pool

Name of School Long Sutton C of E Primary School	Issue Date June 2014
Approved by Governing Body Date:	

1. Changes from Last Issue

Issue Number 2



2. Objective and Scope

This 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

- Normal Operating Procedure
- Emergency Action Plan
- County Policy on Swimming
- Conditions of Swimming Pool Hire
- Staff Training Register for School Staff (life guarding, teaching and plant maintenance).

4. Details of the Pool

Pool Details	
Length	12m
Width	6m
Maximum depth	1.2 m
Minimum depth	0.8m
Number of lanes	n/a
Total surface area	72m ²
Maximum capacity (people)	24 (3 per m ²)

The pool is used for swimming lessons for Reception, KS1 and KS2. It is also used for ‘splash sessions during schools hours, at lunchtime and after school hours (these are run by school staff, PTFA or parents on the swimming pool committee), a swimming club run by school staff. During non school hours the pool maybe hired.

Plans of the Building and Layout

A plan of the school building and pool area showing emergency exits and evacuation routes can be found in Appendix A. This should also include the location of alarms and safety equipment, and entry and exit points to the pool.

5. Potential Areas of Risk

Risk Assessment

- A separate documented assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety
- This assessment covers
 - Pool environment
 - Pool supervision
 - Pool plant
 - Sessions users
- All leaders of groups using the pool must have had sight of or access to the Risk Assessments and must be aware of the risks identified at this pool and the actions necessary to control them.

Known Hazards

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- d) Recreational swimming
- e) Prior health problems
- f) Absence of, or inadequate response, from pool staff in an emergency

Standard Procedures for school lessons

- To prevent unauthorised access the pool must be locked when not in use
- Swimming will not take place until one hour after a meal
- All children must be toileted before entry to the pool.
- Before a lesson commences all emergency equipment will be in place – pole, phone
- The person in charge of swimming will keep a register of all those participating in swimming lessons.
- A headcount will be taken of those entering the pool and this will be recorded in the pool record book kept in the pool room.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, and epilepsy. Ventilators should be within easy access to swimmers who may need them. Where epilepsy is totally controlled by medication no special precautions are necessary

- All supervisors should carry a whistle and use agreed signals. See below.
- Swimmers must practice a simple whistle drill at the beginning of a new swimming programme – one blast stop means stay still, continuous blasts mean go to the side of the pool and exit
- Diving is prohibited and swimmers must enter and exit from the pool steps or ladder or through a controlled methods e.g. swivel method
- “Jumping in” to only take place during a controlled teaching session not in free sessions or splash sessions.
- If the pool water becomes unclear and swimmers’ feet cannot be seen on the bottom of the pool all swimming activity must stop. This may be caused by the condition of the water or wind or heavy rain creating surface distortion
- Swimmers must not be allowed to go back into the pool area without correct supervision.
- Swimmers must be toileted before the start of a pool session.
- 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 both supervisors are able to resume their normal roles
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms
- All swimmers should be counted out of the pool at the end of the session, sign register noting any concerns in this.
- A supervisor should be the last to leave the pool area and must lock the door behind them.
- No swimmer should cross the yellow line until the teachers/adult in charge tells them too.

6. Pool Rules

- Walking only in the pool area
- Enter and exit the water by a controlled manner
- Only enter the pool when instructed to do so
- Quiet voices at all time
- No acrobatics
- No physical contact with other swimmers
- No diving from the side into the pool
- No jumping during free sessions

7. Supervision of Swimming

There must be a **minimum** of two qualified pool supervisors present at all times; one person must be nominated as the lead supervisor. Supervisors must be on the poolside; staff in the water do not count in the pool supervision ratios. If the pool is used to capacity (24 Children) then 3 supervisors are essential)

When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should evacuate the water and remain at the poolside until full supervision levels are resumed.

Pool supervisors must carry a whistle with them at all times.

Pool supervisors must be in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors must remain on the poolside at the end of a session until all swimmers have left the area and the pool is secured.

Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.

Supervisors must work together to ensure that they monitor all areas of the pool and all pool users. They should be located on poolside so that they can achieve this and have responsibility for an area of the pool and group of children.

Supervisors to have a charged mobile phone with them at all times in case of emergencies.

Emergency Numbers: 999

School Office: 01458 241434

8. Private Hire

The members of staff responsible for swimming shall ensure that private organisations are aware of the requirements and rules when confirming the booking. A formal application and agreement must be issued to confirm the arrangements to be in place. The organisation shall be issued with a copy of this procedure and given a copy of the Emergency Action Plan (EAP) and sign that they have read these and agree to abide by them.

The Representative of the Pool Committee shall ensure that all supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. This training and their First Aid Certificate must be signed off on the hire agreement form.

The Representative of the Pool Committee shall monitor private hire use to ensure the requirements and rules are being adhered to.

No food, alcohol or glass to be taken in to the pool area.

9. Equipment

Safety equipment must be checked prior to the pool being used.

Problems/shortfalls must be reported to the member of staff responsible for school swimming (in term time) and the Representative of the Pool Committee during the Holidays.

Records of checks and problems raised are to be recorded in the Pool Record book and reported to the person in charge of the swimming pool.

Teaching equipment: floats, kick boards, sinkers – all kept in locked pumphouse and controlled by the teacher.

10. Cleaning

Cleaning to be carried out by a rota but overseen by the member of staff running the Pool Committee.

Toilet inspection to be carried out after each session.

Pool to be hovered weekly or when necessary

Debris scooped out with net prior to swimming

All chemicals used for cleaning pool surrounds and changing rooms are listed and a risk assessment completed against the Material Safety Data Sheets and kept with the chemicals to advise users of safe methods and dilutions rates, dealing with accidents, storage etc.

Staff using cleaning material should be trained in their safe use and wear safety equipment provided, Personal Protective Equipment (PPE)

11. Pool water treatment

Chlorine tablets – when needed

Chlorine - Test 3 times a day - add when below 3

pH – test 2 times daily – add pH+ or – when pH is below 7.2 or above 7.8

Cyanuric acid – test weekly – if over 65 dump water

Combined Chlorine – test weekly – if over 1.5 dump water

Scooping out debris daily

12. Reporting of accidents , incidents, near misses or damage

- First Aid forms to be completed for all accidents and for any accident needing more than basic in school First Aid a further RIDOR form to be completed by school staff. All First Aid to be record in incident book in pool room.
- All accidents to be reported to pool Supervisor and head Teacher or Representative of the Pool Committee as soon as possible after the incident.
- Any near misses to be noted down in pool record book and reported to head Teacher or Representative of the Pool Committee
- Any damage or hazards e.g. sharp edges to be noted in pool record and reported to head Teacher or Representative of the Pool Committee.
- It is every users responsibility to notify the authorities of any concerns, near misses or damage seen.