

# **POOL SAFETY OPERATING PROCEDURE**

## **(Normal Operating Plan and Emergency Action Plan)**

### **NORMAL OPERATING PLAN**

<b>Name of premises:</b> <b>Bow Community Primary School</b>	<b>Date: 10th May 2024</b>
<b>Name of Senior Manager responsible for pool operation: Clare Wilmott</b>	
<i>Draw or attach details of the layout of the pool below. Include pool dimensions, depths, features and equipment of the pool. Include positions of pool alarms, fire alarms, steps, emergency exit routes and whether the pool is in or outdoors.</i>	
<p>The pool is an outdoor pool. Attached are the drawings of the pool. Dimensions – 14.69m x 6.07m Depth of shallow end – 0.9m Depth of deep end – 1.8m at deepest part over drains. There is a handrail around the inside the pool around 3 sides (excl deep end)</p>	
<i>Describe below potential risks of the pool area. The main hazards and users who may be particularly at risk. Look at circulation areas around pool, changes in floor level, abrasive walls, sharp corners, power sockets, low level radiators/heating pipes, glazing, signs (e.g. water depth), slippery floor, uneven, sharp or raised floors, excessive pool tank gradients, abrupt changes of water depth, grille openings, excessive suction, poor tile condition, poor definition at pool edge, design of access ladders.</i>	
<ul style="list-style-type: none"><li>● There is a large area surrounding the outside pool that is in excess of 2m on all four sides.</li><li>● Children walking too close to the edge may fall in</li><li>● Children misjudging the edge may fall in</li><li>● Within the pool there is a gradient - shallow to deep end – children may move out of their depth</li><li>● There is a sloped floor all around the inside edge of the pool, giving potential for swimmers to walk around the pool, and also to easily get out of their depth if they slip.</li><li>● Children who have additional needs may not understand instructions</li><li>● Signs are situated around the pool indicating the depths – shallow 0.9m and deep 1.8m (over drains). Note: sloped floor all around inside edge of pool.</li><li>● Ladders at deep and shallow end may pose risk if children play around them and get wedged behind them. Do not allow children to play with the steps.</li></ul>	

*Describe below lifeguard/spotter duties and responsibilities, the level of training and the number of lifeguards for particular activities.*

Please note: It is DCC policy that there must, as a minimum, be a 'spotter' whose sole role is to observe the pool whilst children are in it. The spotter **must not** get involved in other activities whilst pupils are in the pool and is **not** included in pupil:staff ratios.

- The school have volunteer lifeguards - Oscar Swift, Gemma Raymond and Molly Andrews who hold NPLQ qualifications.) Also First Aid at Work Certificate. 'Working lifeguard has IQL Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue' award ? (26/01/2022-25/01/2024) Beth Gutans holds Swimming Teachers' Association Level 2 Safety Award for Teachers (11/03/23-10/3/25). Beth will only supervise programmed activities and not 'free swim' sessions.
- This is a small school swimming pool.
- 15 pupils/swimmers maximum are able to be in the pool or pool area at any one time.
- The lifeguard's sole duty is to 'spot' the pool and prevent accidents and injuries occurring.
- Lifeguards will be either Emergency Response Pool (ER-Pool) ???? NPLQ or STA Level 2 Award trained with Teachers Rescue Test and have first aid with CPR training.
- There will ALWAYS be a lifeguard on duty for the when the pool is in use.
- Children will become familiar with water, and use the shallow end only if a non-swimmer, moving towards becoming confident swimmers as they move through school.
- Coloured hat system is in operation, so that the lifeguards can see at a glance who is a swimmer and who is a non-swimmer:
  - Red hat = beginners & nervous swimmers
  - Yellow hat = confident in deepest water, swim one length, tread water 30 secs, go under water, jump in at deep end.
  - Blue hat = able to complete 4 lengths or more, demonstrating 2 strokes.

*Describe below systems of work, e.g.: supervision responsibilities, 'call out' procedures, use of equipment such as hoists, cleaning of toys, equipment and changing areas as well as around the pool. Describe supervision responsibilities for pupils going to and from the pool, in the changing areas, as well as when they are in the pool.*

- The changing areas are located within the school building – outside of the swimming pool compound.
- Children will be supervised when getting changed by the class teacher.
- Children will be escorted to the entrance to the swimming pool
- Only the teacher will open the gate to allow pupils into the area
- Pupils will be in single file and will walk around the side of the pool to gain access
- There are two sets of steps, one in the shallow end and one in the deep end
- The deep end and sides of the pool have a lip around the outer edges which will allow a child to stand on it and rest. Lifeguard to be aware of weak swimmers potentially going out of their depth and getting into difficulty.

- Teachers are responsible for the pool side activities of all of the pupils that are in the pool
- Lessons are instructive to start with and are often concluded with 5 or 10 minutes of play time, during which a range of swimming pool 'toys' are introduced into the pool
- The toys are all retrieved by the end of the session and moved from the pool side.
- All lifesaving equipment is located on the side of the pool close to the lifeguard (pool house side, opposite the entrance gate)

*Describe below the operational systems. Control of access to the pool, who locks up and closes down the pool, who removes and replaces pool covers? Who puts out lane dividers/toys/life-saving equipment? If you hire the pool out, who is monitoring hirer activities?*

- The pool is always closed with a padlocked gate, accessible with a code
- It is the responsibility of the on-duty lifeguard to open up the pool area, check for any sharp debris or objects that could injure, prior to the start of a session.
- The lifeguard ensures that first aid equipment is pool side, prior to the start of a session
- The lifeguard removes the cover prior to the start of the session and ensures that the shallow end / deep end floating divider is in place.
- Lifeguard places steps in pool (and removes at end of session before putting pool cover on), fills foot bath, cleans pool with net and brush before session starts.
- The lifeguard monitors hirers activities within the pool during the session
- ***The lifeguard is responsible for asking the lead person, responsible for a group who has hired the pool, if there are any non-swimmers in the party, and to make themselves known to the lifeguard***  
***(Under 8s who are non-swimmers to wear floatation aids are accessible , or have an adult with them in the water?)***
- At the end of the session, the lifeguard tidies away any equipment of the pool that has been hired and replaces the cover on the pool
- The lifeguard is the last person to leave the pool side and locks the pool via the gate using the padlock.

*Detail below the working instructions. Pool cleaning procedures, safe setting up and checking of equipment, bathing load, cleaning of equipment. Include all water treatment processes and the person responsible for them. Detail what happens in the event of staff absence.*

- The pool is looked after by the Bow Swimming Pool Management Committee (BSPMC)
- A number of members are trained to ensure that the water quality is appropriate
  - tested every morning throughout the summer, on a rota basis
  - monitored weekly by the committee.
  - All tests results are logged – paperwork is kept in the pool house.
- All equipment is checked over prior to the start of the season (June – end of August) and any faulty equipment is replaced.

- All cleaning takes place in April / May, prior to the opening of the pool.
- Pool 'n' Spa come in to open the pool and get it ready for use in May.
- Pool 'n' Spa come and close it down in September.
- In the event of staff absence, another member from the committee would perform those duties.
- If the member who is absent is on duty as a lifeguard, all efforts will be made for someone to cover that duty.
  - In the event that this is not possible, the swimming session will be cancelled, whether in school or private hire.

*Detail first aid provision: e.g.: first aid training, equipment and its location; how do you call for assistance?*

- All lifeguards have had first aid training.
- First aid equipment is located in the pool house; it is moved to the pool side prior to the commencement of each session.
- 3 blasts given on a whistle, indicate immediate evacuation of the pool.
- Lifesaving equipment is located on the far side of the pool, next to where the lifeguard sits and comprises: lifebuoy, hook on pole, rocket floats, floats
- Call for assistance is sited within the school building inside the doors is a landline telephone, which can be used to summon emergency services.
  - The lifeguard will ask another adult to make this phone call in case of emergency
  - The details of the location of the school, postcode and telephone number are located near the phone on the wall.

*Detail alarm systems and emergency equipment and their maintenance arrangement, e.g.: fire alarm. Include, in detail, the procedure for emergency evacuation of the pool.*

There is a fire alarm point located on the left-hand wall as you move into the school building from the outside.

Each year, prior to the start of the season, the lifesaving equipment will be checked by members of the BSPMC – any replacements will be ordered prior to the start of the season: lifebuoy, hook on pole, rocket floats, floats

On the first day that the pupils go into the pool, they will practice an emergency evacuation with the class teacher – 3 blasts on a whistle – with everyone getting out of the pool immediately on hearing this.

*Detail below the arrangements for hire to outside organisations including the PTFA and/or governors. This should include information on numbers participating and their swimming skills, the name of the person who will be in charge of the group, numbers/skills of lifeguards, rules of behaviour. Hirers must be given this document and advice on local rules such as no alcohol or eating immediately before swimming. The level of lifeguarding/spotting should be the same or better than the school's minimum requirements. Describe your school's monitoring arrangements of hirers. Describe what agreement there is over emergencies arising from a) activities of the group using the pool and b) other emergencies such as structural or power failures.*

Please note: As a minimum, there **must** be at least one lifeguard/spotter on duty whose sole role is to observe people in the pool and not get involved in any other activity.

#### **6.4 Hirers' liability**

6.4.1 At the request of the **public authority** the **insurer** will indemnify any **hirer** as an **other insured party** in respect of liability arising out of or from:

- a) **personal injury** to any person (other than **personal injury** to an **employee** of the **hirer** arising out of and in the course of employment by the **hirer**);
- b) **damage** to the **premises** (including contents therein) hired from the **public authority**;
- c) **damage** to any other property not belonging to the **hirer** nor in the care, custody or control of the **hirer** or any person in the **hirer's** service;  
occurring during the **period of insurance** at the **premises** hired from the **public authority** arising out of the activities of the **hirer** for which such **premises** were hired  
provided that
- d) the **insurer** shall not be liable to pay any amount for which indemnity to the **hirer** is provided under any other insurance or in any other way;
- e) the **insurer** shall not be liable to pay any amount in excess of a **sub-limit of indemnity** stated in the **schedule** in respect of any one claim against the **hirer** or series of claims against the **hirer** arising out of one occurrence;
- f) liability for which indemnity to the principal is provided under any other insurance or in any other way is excluded;
- g) the **retention** applicable to such indemnity is as stated in the **schedule** and all of this **retention** shall be a non-ranking excess;
- h) any claim for **personal injury** or **damage** arising out of the use of the **premises** for any of the following activities or purposes is excluded:
  - i) for meetings organised by political parties;
  - ii) for professional entertainment purposes;
  - iii) for commercial or **business** functions which involve bringing into the **premises** equipment which operates by means of the application of heat;
  - iv) for martial arts activities; or
  - v) for any sporting activity but only in respect of **personal injury** or **damage** suffered by one participant that was caused by another participant.
- i) any claim for **personal injury** or **damage** arising out of the use of or caused by use of any aircraft or other aerial device or satellite or vehicle or any watercraft is excluded.

#### **Information to be given to 'Hirers of the Swimming Pool'**

- All lifeguard will ALWAYS be present when the pool has been opened / hired – with a minimum Pool Bronze NPLQ with First Aid with CPR

- Mobile phones are strictly banned and should not to be used at pool side and are not permitted in the changing areas. (Can the lifeguard have a phone for emergency use? Not to be taken out or used except in an emergency)
- If adults are required to help younger children get changed, there must be a minimum of two adults in the changing room at this time for safeguarding purposes.
- Prior to entering the pool, the hirers will declare any non-swimmers to the lifeguard on duty, making that person / child known
- 3 blasts on the whistle signifies immediate clearance of the pool
- There must be a designated, named person who has hired the pool, who is responsible for the party of people attending the swimming pool
- Maximum number of people in the pool or pool area (excl lifeguard) is 15 at any one time
- No alcohol or eating of food to have been consumed 30 minutes prior to entering the swimming pool

## EMERGENCY ACTION PLAN

<i>Detail below the specific instructions for the following:</i>
Overcrowding: <b>No more than 15 people in the pool / pool area at any one time. Spectators to remain OUTSIDE of the pool caged area.</b>
Disorderly behaviour: <b>People will be asked to come out of the pool. If the disorderly behaviour continues, they will be asked to leave the premises</b>
Lack of water clarity: <b>The pool will remain closed until such time as the water clears</b>
Outbreak of fire or fire alarm sounding: <b>The pool will be evacuated, and pupils will move to the outside of the school building, across the playing field and collect in the bottom right hand corner of the school field, near the 5-bar gate</b>
Lighting failure: Not applicable
Structural failure: Not applicable
Emission of toxic gases: <b>The pool will remain closed and the surrounding area will be taped off for pedestrians not to enter.</b>
Serious injury to a bather: <b>The emergency services will be summoned to attend the school; the bather will be removed from the pool</b>
Discovery of a casualty in the water: <b>The lifeguard on duty will assist the casualty after assessing the best way to help them, depending upon where in the pool they are sited</b>
Contamination by faeces/vomit or blood: <b>The pool will not be used until Pool n Spa have been to rectify the issue, chemically</b>
Procedure in the event of a cardiac arrest: <b>The lifeguard on duty will ensure that the emergency services have been summoned and begin CPR and make sure they ask someone to collect the DEFIB (outside the Village Hall)</b>
Procedure in the event of an epileptic fit: <b>The lifeguard on duty will assist the casualty and will administer the appropriate level of first aid, as soon as the casualty is sited on dry land. The casualty will need to go to HOSPITAL (risk will have inhaled water if fitted in water).</b>

The above document is based on the advice given in the HSE's HSG179 *Managing Health and Safety in Swimming Pools* (ISBN 0-7176-2686-5).