

Appendix 1

Greenfylde Church of England First School



NORMAL OPERATING PROCEDURE

<p>Name of School</p> <p>Greenfylde C of E First School</p>	<p>Issue Date</p> <p>March 2022</p>
<p>Approved by Governing Body</p> <p>Date: 17th March 2022</p>	

March 2022

THIS DOCUMENT SHOULD BE ADAPTED AND AMENDED AS NECESSARY TO FIT THE REQUIREMENTS OF EACH SCHOOL POOL. IT SHOULD IDENTIFY WHAT NEEDS TO BE DONE BY WHOM TO ESTABLISH A SAFE WORKING ROUTINE AND ENVIRONMENT. IT IS A STAFF HANDBOOK FOR THE SAFE USE OF THE POOL AND THE PROCEDURES WILL ALSO APPLY TO THOSE WHO HIRE THE POOL.

ONCE AMENDED THE DOCUMENT SHOULD BE ADOPTED AS PART OF THE SCHOOL'S SWIMMING POLICY THROUGH THE GOVERNING BODY.

Normal Operating Procedure

1. Changes from Last Issue

10th issue of document.

No changes

Date: March 2022

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

4. Details of the Pool

Pool Details	
Length	18m
Width	6m
Maximum depth	1.2m
Minimum depth	0.3m
Number of lanes	n/a
Total surface area	108 sq m
Maximum capacity (people)	36

The pool is used for school swimming sessions and is also hired to private users.

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. *It would be useful to list key risks.*

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 ensure unauthorised access the pool must be locked when not in use
- Swimming will not take place until one hour after a meal
- Before a lesson commences all emergency equipment will be in place
- 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.
- 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

- 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 wait for instructions
- Diving is prohibited and swimmers must not be allowed to enter from the pool sides –all entry and exit must be from the pool steps
- 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 unattended
- 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, and a supervisor should be the last to leave locking the door behind them

6. Pool Rules

- No running on the pool side
- No diving or jumping from the side into the pool
- Enter and exit the water by the steps only
- No entry until instructed to do so
- No shouting
- No acrobatics
- No pushing or ducking other swimmers
- No outdoor shoes permitted on the poolside in indoor pools.

7. Supervision of Swimming Activities

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.

When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity 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 know who is looking out for which area or group of children.

8. Club Use/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).

The members of staff responsible for swimming shall ensure that all qualified Lifeguards and supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. This training and their qualifications must be signed off on the hire agreement form.

The members of staff responsible for swimming shall monitor club/private hire use to ensure the requirements and rules are being adhered to.

All clubs shall also provide evidence of DBS checks for their personnel.

9. Equipment

Safety equipment, including the pool alarm system, must be checked daily prior to pool opening and records of these checks must be kept.

Problems/shortfalls must be reported to the member of staff responsible for school swimming.

Records of checks and problems raised are reported to and kept by the person in charge of swimming.

Floats etc are stored in the cupboard in the swimming pool area. Equipment should be put away after every lesson.

10. Cleaning

Cleaning procedures need to be detailed, specifying frequency, what is cleaned and how and by whom.

All chemicals used for cleaning pool surrounds and changing rooms shall be 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.

Personal Protective Equipment (PPE) should be worn if required.

11. Pool water treatment

The pool is chemically maintained by a professional company, H2O, who also administer the maintenance of the associated plant. They make weekly visits and store/supply all chemicals.

- A guidance document entitled "Swimming pools – Basics of Chemical Treatment" has been prepared by Somerset Scientific Services
- Chemical treatment – the pool is dosed with chemicals from an automatic system. Maintenance of this is done weekly and other visits made if needed.
- Pool water testing, dosing with chemicals, day tanks, ordering, delivery and storage: all done by professional company.
- Backwashing - all done by professional company.
- Training is also provided by the professional company used to maintain the pool.

12. Reporting of accidents and incidents

The Accident Book and Accident Report forms are kept in the entrance porch to the pool.

An entry must be made in the accident book and an accident form completed for any accident resulting from the use of the pool.

Any incident necessitating the evacuation of the pool or use of the First Aid Kit must be reported to the Headteacher or member of senior staff or Vernon Higgins at the earliest opportunity.