



Normal Operating Procedure For The Learner Pool

At
Woodrow First School

Signed by:	
Reviewed by	Herve Mottet
Head Teacher	Richard Kieran
Chair of Governors	Andrew Jackman <i>Aly Jackman</i>
Date Adopted	29 th June 2017
Date of Review	June 2018

Normal Operating Procedure

	Date:
Original Issue	June 2009
1 st Review and Revision	Jan 2013
2 nd Review and Revision	March 2014
3 rd Review and Revision	June 2017

1. Objective and Scope

This procedure identifies the processes designed to control pool

- supervision
- safety
- teaching
- hiring to external users.

2. Reference Documents

The following documents should be readily available to anyone using the pool

- Normal Operating Procedure (this document) – **given to all pool users**
- Safe Operating Procedures – **given to all pool users**
- Emergency Action Plan – **given to all pool users**
- Safe Practice in School Swimming – Worcestershire County Council 2009 – **copy available in school office**
- Casual Lettings: The Hiring out of Facilities (Appendix 10 - Letting of School Swimming Pools) – Worcestershire County Council 2009 - **copy available in school office**
- Staff Training Register for School Staff (life guarding, teaching and plant maintenance) – **kept in school CPD file.**

School classes must follow the advice contained in "Safe Practice in School Swimming" (2009) issued by Worcestershire County Council

3. Normal Uses of the Pool – tick as appropriate

Swimming lessons or gala for own school ☐✓

Hydrotherapy ☐

Use by school PTA (letting) ☐

Swimming lessons or gala for other schools ☐✓

Hiring to private parties ☐✓

Other uses (specify): Woodrow staff

4. Details of the Pool

Length	(m)	14.7 m
Width	(m)	4.6 m
Maximum depth	(m)	0.9 m
Minimum depth	(m)	0.9 m
Number of lanes		N/a
Total surface area	(m ²)	68.20 m ²
Maximum capacity (people)*		$68.20/2.2 = 31$

Person(s) responsible for pool:

H Mottet - Site Manager

Address:

The School Bungalow,
Woodrow First School,
Longdon Close,
Woodrow South,
Redditch.
B98 7UZ

Telephone number:

07855 863688

Plans of the building and layout – see attached sheet

5. Key Hazards

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
- session users

All leaders of groups using the pool must have a copy of this NOP and must be aware of the risks identified at this pool and the actions necessary to control them. They may ask for assurances that risk assessments have been undertaken.

Known Hazards

Additionally, it is important to alert users to things they need to be aware of and known hazards to be avoided, e.g.

- a) Children who cannot swim getting out of their depth – (see pool signage)
- b) Diving into insufficient depth of water (leading to concussion or head, neck or spinal injury) – (see pool signage)

Standard Procedures for school lessons

- Swimmers must not be allowed into the pool area unattended
- To ensure unauthorised access the pool must be locked when not in use
- Before a lesson commences, check that all emergency equipment is in place
- The person in charge of each session will keep a register of all those participating in swimming lessons.
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms.
- A headcount will be taken of those entering the pool.

- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, epilepsy. Inhalers 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 must carry a whistle and be familiar with the standard signals:
 - one short blast** calls for attention of pool users
 - two short blasts** calls for the attention of a lifeguard or member of staff
 - three short blasts** indicates a lifeguard taking emergency action
 - one long blast** calls for the pool to be cleared
- As this is a shallow pool, diving is prohibited.
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop.
- 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
- 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. Communications Methods

Arrangements for passing on safety messages to any users -

- external hires should use the internal telephone numbers to / from school office
- all school staff should take a walkie-talkie when going to the pool and use it to seek any assistance required from the office team
- use of "runners" etc. (N.B. Supervision ratios may not be decreased below stated minimum by using supervisors to carry messages)

Rules for safety, including any policies, pool rules or access rules for controlling groups or individuals -

- when the pool is hired for use by a club/school, only club/school members shall enter the pool building or car park
- 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.

Procedures for the enforcement of the above safety rules:

- Clubs/schools must appoint an official/teacher who will be responsible for enforcing the above rules.
- The named member should visit the pool to familiarise themselves with health and safety requirements/equipment as well as emergency procedures, at least 14 days before the letting.
- No member of any club/school will be admitted into the pool building until that member mentioned above as being appointed as the person responsible for the safety and good conduct of participants during the hiring of the pool is in attendance at the pool.
- The named member must sign the WFS Visitor Book (located in School main reception) upon arrival at school site.

7. Rules for supervision

7.1 Ratios of staff to pupils, qualifications and arrangements for life guarding.

Class type and size	Total Number of Supervisors Required	Minimum Number of Rescue Qualifications
Programmed sessions (lessons) 30 non-swimming pupils	At least one class teacher, plus one or two others teaching a group. All watching for children in difficulties	1 @ First Aid at Work or above
Other	Schools and other users	
A group of pupils with disabilities (any size)	To be determined by risk assessment carried out by each individual school or club using the pool.	

7.2 Supervision of Children

- One member of staff must be in position on the poolside before swimmers are permitted to enter the water. In addition, a member of staff must remain on the pool side at the end of a session until all swimmers have left the area and the pool is secured.
- There must be a minimum of two staff present at all times; one person must be nominated as the lead. These must be on the pool side.
- Staff 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. Staff in the water do not count in the pool supervision ratios.
- Teaching to be done from poolside, where whole group can be seen.
- For mainstream schools a member of staff may exceptionally enter water to support individual children, following assessment of all factors (e.g. depth, ability, availability of aids, pool size, pupil numbers). A written risk assessment must be undertaken for this situation.
- Staff in charge of a group must ensure that they can see all children at all times ensuring that visibility is not impaired by glare or reflections – if necessary, moving to a position where bottom of the pool can be clearly seen.
- The position of staff not directly involved in the teaching of swimming must not obstruct those working on poolside, but should support the staff in control of the children.

7.3 Teacher clothing and equipment:

- light shoes and clothes suitable to humidity and temperature of pool and entering pool to rescue a child should be worn and a whistle carried

8. Operational Systems of Work

Refer to Woodrow First School Emergency Action Plan for the Learner Pool

9. Conditions of hire:

9.1 Use by other schools

(see Woodrow First School Swimming Pool Hire Agreement)

9.2 Club Use / Private Hire

- Woodrow First School ensures that private organisations are aware of the requirements and rules when confirming the booking. A formal application and agreement is issued to confirm the arrangements in place *(see WFS Swimming Pool Hire Agreement)*. The organisation is issued with a copy of this Normal Operating Procedure (NOP) and given a copy of the Emergency Action Plan (EAP).
- Periodic inspections are carried out by the Headteacher to monitor club/private hire use to ensure the requirements and rules are being adhered to.

10. Equipment

Pool depth is clearly marked on the wall of the pool and staff should explain its significance to pupils, especially beginners.

10.1 Safety Equipment

Safety equipment is checked daily prior to pool opening by the member of staff responsible for swimming.

Problems or shortfalls are to be reported to the member of staff responsible for swimming at the school, who is responsible for recording them, actioning corrections and recording the date when corrective action was taken.

- Long poles and buoyancy aids are kept on either side of the pool, to reach and rescue anyone in difficulties without getting into the water.
- First aid equipment is situated on the wall in the poolside cloakroom between the changing room exits. Further first aid equipment can be obtained from the school office, if required (see below).

10.2 Teaching equipment,

Floats are kept in a basket on the poolside and should be taken out before use and put away after swimmers have left the pool. They may be used by teachers or instructors from visiting schools, but must be examined for damage before and after use and any damage reported to the school office.

11. First Aid Arrangements

11.1 School Sessions: a fully qualified first aider (First Aid at Work – 4 day trained) is available whenever the pool is in use. In the event that first aid is required please call the school office on the internal telephone, situated in poolside cloakroom, next to the first aid box. Do not bring pupils to the school office unless you are sure that their injuries are minor and that they are adequately dressed for the prevailing weather conditions.

All accidents must be recorded in the on-site Swimming Pool Accident Book situated in poolside cloakroom. Visiting schools must also record the accident in their pupil or staff accident book, as appropriate, and where necessary report the accident to the Local Authority as outlined in section 12 below.

- 11.2 Club Use / Private Hire:** Outside groups hiring the pool, are required to provide their own first aider. It is their responsibility to determine the level of first aid training required, but the Public First Aid certificate is recommended as a minimum level. Courses can be provided by most first-aid training providers.

All accidents must be reported to the school office and recorded in the Swimming Pool Accident Book at the earliest opportunity, giving details of the injured party, any treatment given and a brief description of the possible cause of the accident. These details will be reported to the Local Authority as described in section 12.2 below.

12. Reporting of accidents and incidents

Accidents will be reported to the Local Authority by the establishment to which the affected party (child, member of staff or AOTT) belongs, as detailed in Section 2.1 of the Handbook of Safety Information or Central Services Safety Manual (as appropriate to the establishment).

12.1 Accidents to Pupils

All accidents will be recorded in the on-site Swimming Pool Accident Book situated in the poolside cloakroom. Visiting schools must also record the accident in their own Pupil Accident Book on return to school.

More serious accidents – pupil's own school to complete an on-line accident report

(More serious = fractures, accidents requiring hospital/medical treatment, head injuries causing concern, accidents caused by defects in premises, equipment or supervision.)

12.2 Accidents to Staff, Visitors (including hirers) or Contractors

All accidents, record in Swimming Pool Accident Book and to complete an on-line accident report on return to school

and

All accidents (and assaults) – Complete on on-line accident report

12.3 Near Misses And Non-Accident Incidents (e.g. Fire, Release Of Chemicals)

All such incidents must be dealt with as laid out in the Emergency Action Plan (EAP) for the pool. Serious incidents must be reported to LA Health and Safety Co-ordinator, by telephone (01905 66189) in the first instance, followed by an on-line accident form.

The following should be included in the NOP, but does not need to be shared with visiting schools:

13. Details of alarm systems (where fitted) and other emergency equipment:

- their location
- operation
- arrangements for regular testing
- maintenance

(Please refer to Alarm File – main office for detail)

14. First aid supplies and training

- A First Aid box is signposted and located in the Disabled Cloakroom and a further one in the Main School Office.
- The contents of the First Aid boxes are checked and replenished at last half termly by Lesley McPartland (School Administrator)
- Qualified First Aiders are Elaine Cole and Lesley McPartland
- For details of first aid training please refer to training records
- When dealing with spillages of blood, vomit, urine and faeces please refer to Woodrow First School Emergency Action Plan

15. Detailed work instructions: available in site manager's operational books (admin office)

- pool cleaning is completed daily- morning and evening after use
- signage is posted on pool walls etc
- refer to the Safe Operating Procedures and Emergency Action Plan for details of pool plant operation
- pool water testing is completed 3 times per day and recorded in the swimming pool log book
- operators of the calibrator used to test the ph and chlorine levels in the water need to be aware that colour blindness may affect their ability to record accurate readings
- chemicals for use in the pool are stored in the locked plant room
- site manager removes the pool cover each morning and will arrange for it to be covered again after use.
- daily cleaning of the floor are using the swimming pool water

16. Pool water treatment (site manager)

- chemical treatment - disinfection, pH correction
- pool water testing, dosing with chemicals, delivery and storage
- backwashing is completed by the site manager on a weekly basis or as required in accordance with the Emergency Action Plan. The process normally takes about 3 hours to complete.
- strainer cleaning
- alternation of pumps
- other equipment and processes
- individuals should regularly check and monitor their skin when working with chemicals and in the pool to ensure that they do not suffer any adverse reactions
- our site manager was awarded the National Pool Plant Operators certification in December 2016. His certificate is valid until December 2019

17 Chemicals used for cleaning pool surrounds and changing rooms

All these should be listed and a COSHH risk assessment completed from the manufacturer's Safety Data Sheets. Copies of assessments must be kept with the chemicals to advise users of safe methods and dilution rates, dealing with accidents, storage etc., as well as in the school office for ease of access in case of emergencies. e.g.

Name of Chemical	Area where used	COSHH assessment held at:
Tile cleaner	Pool surround tiling, overflow channels	Plant room and school office (COSHH Assessment File)
Calcuim Hypochlorite Easiflo tablets	Disinfection of swimming pool water	Plant room and school office (COSHH Assessment File)
Cleaning Acid	Control PH levels in swimming pool	Plant room and school office (COSHH Assessment File)
Thick bleach	Changing room, shower and toilet floors	Pool, cleaner's cupboard and school office (COSHH Ass't File)
Toilet cleaner	Toilet bowls	

All out of date chemicals and containers are recycled by a Waste Management company in accordance with guidelines

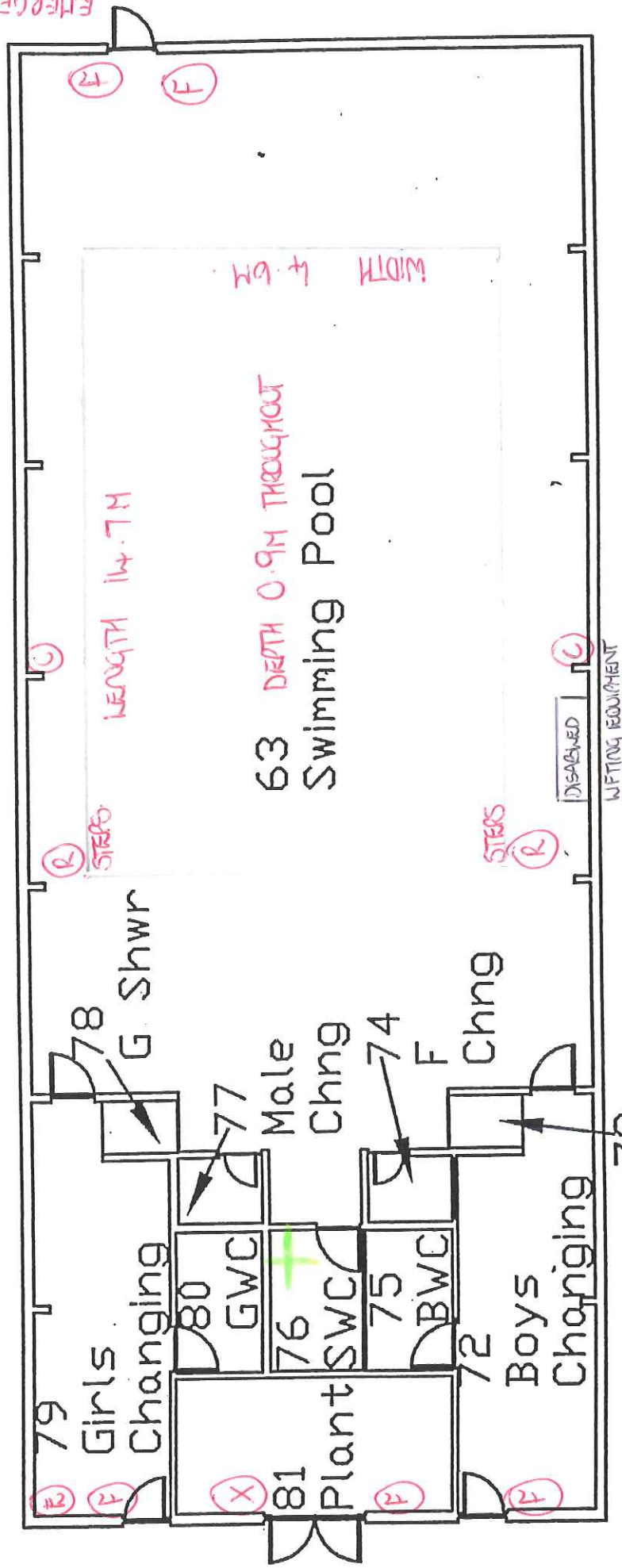
18. Personal Protective Equipment (PPE)

PPE should be specified and listed e.g.

Equipment (minimum number)	Storage location	Date of purchase	Date for replacement (or sooner if necessary)
Safety Goggles (3) to BSEN 166.34 - B	Plant room cupboard	2017	2019
Rubber Gloves – heavy duty (2 pairs)	Plant room	2016	2018
Overall (2)	As supplied	2016	2018
Wellington Boots	Plant room	2017	2019
Respiratory Mask	Plant room	2017	2019
Apron	Plant room	2017	2019

* Note that spare goggles and respirator should be kept in the school office in case the plant room is inaccessible in the event of a chemical spill or leak.

THE SWIMMING POOL AT WOODROW FIRST SCHOOL



(R) RESCUE EQUIPMENT
 (C) CPR RESISTOR
 (F) FIRE CAM POINTS
 (X) CO2 FIRE EXTINGUISHER
 (E) FOAM FIRE EXTINGUISHER

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