



Woodrow First School

Swimming Pool

Safe Operating Procedures

Signed by:	
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Details of Pool

- The pool is a rectangular shape (45ftx18ft approx.). The depth is 0.9m constant.
- There are two sets of steps leading from the poolside into the water
- The pool can be divided into four lanes if needed. The lane ropes are kept on hooks at the deep end and on the wall
- The Plant Room is situated at the front of the building and has its own separate room. The chemicals needed to disinfect the pool are located in this room and is a restricted area and for authorised personnel only and will be locked at all times unless in use.
- The pumps and associated heaters, filters, boilers and calorifiers are also located in the plant room. All equipment must be replaced after use
- Lights for the Pool Side are situated in the boys and girls changing rooms.
- The First Aid box is on the wall in the disabled cloakroom, as well as both an internal and external phone and emergency supplies such as blankets, foils and additional resuscitators. The external phone has instructions on how to dial for an outside line situated on the walls of the room.
- Access is via three entrances; both entrances leading to the changing rooms and one at the rear for emergency exit

Risk Assessment and Hazards

Although the Management Teams are ultimately responsible for overall safety, this responsibility unequivocally embraces all those who work, manage or use the swimming pool.

The Site Manager carries out a formal risk assessment and copies are held in the administration office. All Woodrow staff pool supervisors must be familiar with this. However, each time the pool is used, the person in charge must carry out an Activity Risk Assessment. This is a visual appraisal before and during the activity, based on the pupil's ability, knowledge of them, their experience and age of pupils and the type of activity taking place.

The hazards most likely to be encountered in this Risk Assessment can be categorised under one of four headings: Physical Hazards; Activity Hazards; People Hazards; and Teaching Hazards.

Physical Hazards

Each person in charge of the pool is responsible for making his or her own Risk Assessment during the session or use of the pool at that time.

General Hazards -

Changing rooms

Wet or dirt on floors in the Changing rooms
(entrance leads directly from outdoors)

- ☐ All outdoor shoes should be taken off before entering the changing rooms
- ☐ Care should be taken in areas with wet floors
- ☐ Warning notices are displayed

Slippery floor leading from changing room area to Pool Hall

- ☐ All Pool Users, especially the very young or the frail, should be advised to be mindful.

Inside the Pool Hall

Poolside Hazards- e.g. Steps, training equipment, benches and chairs, pool cover, hooks for lane ropes.

- ☐ The people in charge i.e. (staff, pool supervisors and teachers) should properly supervise pool users
- ☐ There should be no running on the poolside
- ☐ Equipment should always be replaced in the correct place after use
- ☐ The pool cover to be put on/taken off by trained members of staff only
- ☐ All people in charge of pool activities should be familiar with the design of the pool and have read the Pool Operating Procedure

Lighting- possibility of causing glare on the water.

- ☐ Pool supervisors ,staff and teachers should be extremely vigilant and keep changing their position
- ☐ There are signs on the poolside walls and on the poolside itself with the depths marked (0.9 metres)

Depth of pool water

- ☐ There are signs on the poolside walls and on the poolside itself with the depths marked – **(0.9 metres) CONSTANT**

All teachers, lifeguards, pool staff and pool hirers must be familiar with the Pool Operating Procedure.

Teachers must follow guidelines issued by the ASA (Refer to the publication Safe Supervision for Teaching and Coaching Swimming)

Recommended pupil/teacher Ratios: -

1:1 Disabled Swimmers needing constant support

12:1 Adult and Infant (baby) classes

Non-Swimmers and Beginners

20:1 Improving Swimmers

Mixed Ability Groups

Competent Swimmers

Synchronised Swimming

Deep Water Aerobics

30:1 Competitive Training

Shallow Water Aerobics

Hygiene

Pool users must be encouraged to use the toilets and to shower before entering the pool. This significantly reduces the amount of dirt and bacteria going into the pool and, consequently, the amount of chemicals needed. There are posters in the changing rooms to encourage use of toilets and showers.

Babies are not permitted to use the pool naked or in their disposable nappies. They must wear approved swimwear and swimming nappies to be disposed of in the nappy bins provided.

Young, Weak and Non-Swimmers

A weak or non-swimmer is defined as someone who is not able to swim one length and tread water for 30 seconds. A competent adult swimmer should accompany all weak and non-swimmers, regardless of their age.

Diving Policy (No Diving at any time)

Diving is potentially lethal and regulations must be strictly adhered to: Signage is posted around the pool hall.

Swimmers with Medical Conditions

Swimmers who have the following medical conditions are advised to seek medical approval and inform pool supervision prior to swimming:

- Heart problems
- Epilepsy
- Diabetes
- Asthma
- Proneness to frequent blackouts or fainting
- Being under any medication which may affect their performance

In the interests of safety, swimmers who frequently suffer the effects of these conditions are strongly advised to be accompanied by a competent adult who has prior knowledge of the condition and the ability to carry out an effective rescue.

These swimmers should also tell the lifeguard about their condition before they get in the water and advise the lifeguard about any medication or assistance they may need.

Where the pool is hired out it is the responsibility of the named organiser to ensure that they are aware of any medical conditions within their group.

Use of facemasks, snorkels and flippers

No equipment with dangerous parts may be used e.g. face masks with glass visors.

Other equipment may be used at the pool supervisor's discretion. *The supervisor has the absolute right to refuse use of equipment.*

Use of Lane Ropes

Lane ropes may be used at the discretion of the supervisor or teacher in charge. All lane ropes should be connected in a straight line using the brackets provided and returned to the hooks on the wall after use unless they are needed for the next session.

Rules of Lane Swimming:

- No sitting or hanging on the lane ropes
- Swimmers must be very careful to avoid head-on collisions with other swimmers when overtaking

Key Tasks for Pool supervisors, Teachers and staff

- The person in charge is responsible for carrying out the correct locking and unlocking procedure
- Allocated staff members hold a key for the external pool door
- The door to the changing rooms should be opened first
- The person in charge should do a risk assessment of the poolside area and make sure they are carrying a whistle
- At the end of a session, the pool area and pool water itself must be carefully checked to make sure nobody is left inside.

- The pool hall should be left tidy for the next session and all equipment put away
- The pool doors must be closed and locked when exiting.
- The pool supervisor must carry out a head count before leaving the premises and returning to school.
- To be competent to carry out rescues and initiate other emergency action as and when necessary
- To give immediate first aid to bathers or other pool users
- To encourage responsible behaviour by the swimmers
- Maintain safe, clean and hygienic conditions on the pool
- To ensure all first aid equipment and poolside emergency equipment is present and working correctly.
- The person in charge must not leave the pool building until they have checked that no-body is left inside anywhere
- The pool cover must be taken on/off by trained staff only

Poolside Rules for all Staff

- Always carry a reliable whistle
- Never turn your back on the pool
- Never leave the pool unattended and unlocked whether there is a bather in there or not
- Do not allow food to be eaten on the poolside
- Keep jewellery to a minimum
- Do not allow yourself to be distracted
- Discourage dangerous or anti-social behaviour e.g.
 - Running dives
 - Running
 - Ducking
 - Pushing in or pulling out of the water
 - Petting
 - Obscene language
 - Bombing
 - Inappropriate clothing
 - Armbands worn on feet

First Aid

If necessary, staff that possess a current First Aid Certificate, National Pool Lifeguard Qualification, Rescue Test for Swimming Teachers and Coaches or other qualification accepted by the Head Teacher can administer First Aid. When doing this, they must make sure the pool is adequately supervised or evacuate the pool hall.

Major Emergencies

An on-line accident form must be completed within 7 days. Please see office staff.

Major Non-Medical Emergencies

Spillages in the Pool

For Chemical Spillages the pool should be cleared immediately and the Pool Manager or Health and Safety Officer informed. COSHH Sheets for all the chemicals used in the pool are kept in the plant room.

If anyone is suffering from the effects of a chemical spillage, such as streaming eyes, difficulty breathing, skin irritation etc. they should seek medical advice as soon as possible. There are eyewashes in the first aid box if chemicals get into someone's eyes, but tap water will also do, there is also eyewash in the plant room located at the rear of the room.

Faeces/Sickness

The pool must be cleared. Solid stools must be scooped out immediately and flushed down the toilet. If there are no faeces left in the pool, it is safe to open it again.

Liquid faeces/sickness

As much as possible should be scooped from the pool and the Site Manager informed at once. The pool must not be opened again until they have dealt with the problem. This will take at least 24 hours- approximately 6 backwash cycles.

- If liquid faeces/sick get into the pool, the pool must be cleared immediately
- Bathers should be advised to shower thoroughly
- The site manager should be informed, contact number in administration office.
- The following treatment should be carried out for at least 6 turnover cycles i.e. 24 hours whilst the pool is closed
- Chlorine levels should be raised to at least 8/10
- The pool should be vacuumed to remove any deposits
- The filters and strainers must be backwashed

Major Medical Emergencies

In all cases, it is the responsible person's duty to make sure the situation does not get any worse. This means assessing the situation carefully and removing other people from danger. If an accident occurs in the pool, give one long blast of the whistle and clear the pool before carrying out a rescue. If there is a chemical spillage, clear the area and assess before attempting to help. Contact the site manager immediately.

Evacuation Procedure

(refer to Appendix 6c of Fire Safety Management & Fire Emergency Plan)

If the fire alarm sounds, please follow these instructions:

If there is no-one in the water:

- Evacuate the Pool and follow the evacuation procedure.
- Where possible and safe to do so take the blankets and heat foils located in the disabled cloakroom.
- Where possible a member of staff/adult should head the evacuation line to ensure that children get out of the building safely without hesitation or panic, whilst another staff member /adult brings up the rear and makes certain that the last child is safely out of the building.
- Meet at the assembly point on the playing field.
- Ensure that everyone is out of the pool complex and lock external doors, as part of the evacuation procedure
- Meet at the assembly point on the playing field
- Once at the assembly point, wait to be advised that it is safe to return to the pool complex.

If there are swimmers in the water:

- The person in charge must evacuate the pool using **one long blast of the whistle**
- Swimmers should get out of the water and assemble quietly in the seating area
- The person in charge must check the pool for fire and other swimmers,
- If there is no sign of fire, the person in charge must go to the meeting point to find out what the emergency is and advise the officer in charge of the situation in the pool
- When the all- clear is given, the person in charge may restart the session.