

**OLDHAM HULME GRAMMAR SCHOOL**  
**SWIMMING POOL**  
**NORMAL AND EMERGENCY OPERATING PLANS**

**Normal Operating Plan - Index**

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## INTRODUCTION

### Objective and Scope

It is the objective of the School to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial service.

This plan identifies the processes designed to control pool supervision, admission and club/private hire use. The plan is used in conjunction with the other operational procedures to satisfy the relevant requirements of "Safety in Swimming Pools (HSG 179 4th edition 2018)".

The Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) will be reviewed in light of operational experience or when there is any change in legislation or any physical change to the building. Both topics are covered in sections during regular staff training sessions.

Copies of the NOP/EAP are held in the following areas:

- a. Head of Finance and Support's Office
- b. PE Offices
- c. Poolside Office
- d. Pool Plant Room
- e. Caretakers Room

Any member of staff who wishes for a change to be made should put their change in writing and the reason for the change in writing to the Head of Finance and Support, these will be considered and amended as and when required.

The Head of Finance and Support is responsible for ensuring all copies and staff training files are kept up to date.

The Director of Sport is responsible for ensuring all their relevant staff are fully trained in the NOP/EAP and for updating staff in any changes.

### Reference Documents

#### INTERNAL

Employee Training Records  
Operations Manual

Plans of the Building  
Conditions of Swimming Pool Hire  
NPLQ & NRASTC Training Records  
ASA Swim Test

#### EXTERNAL

ISRM "Safe Diving" Notices  
Managing Health and Safety in Swimming Pools  
(HSG179)

## SECTION 1: DETAILS OF POOL

- 1.1 The Pool Dimensions** 20m x 9m
- 1.2 The Depth of the Water** 0.9m – 2m
- 1.3 Pool Capacity** 60
- 1.4 Maximum Numbers**

Main Pool = 12 swimmers per 2 m wide lane, when swimming lengths.

### 1.5 Plan of Building

A plan of the pool can be found in Appendix 1 indicating the lifeguard rescue aids and lifeguard positions.

## SECTION 2: HAZARDS

### 2.1 Pool Supervision

2.1.1 The Director of Sport for the group undertaking a lesson is responsible for ensuring the correct numbers of lifeguards/ teaching staff are on duty

2.1.2 Private hirers are required to ensure that they have adequate lifeguards and that they sign in prior to their booking taking place. They also need to provide a current copy of their lifeguard certificates & Public Liability Insurance. These documents should be checked on a regular basis.

2.1.3 The pool must never be open for use if the correct number of lifeguards is not available.

### 2.2 Known Hazards

2.2.1 The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and should therefore be considered as possibilities:

- Prior health problems e.g. heart trouble, asthma, epilepsy, etc
- Youth and inexperience (half of those who drown are aged under 15 years)
- Alcohol, drugs or food before swimming
- Unauthorised access to pools intended to be out of use
- Weak or non-swimmers straying out of shallow water
- Diving into insufficient depth of water (leading to concussion or injury to head, neck or spine).
- Persons wandering back into the pool from the changing rooms at the end of a swimming session, when the pool is unguarded
- Unruly behaviour and misuse of equipment
- Poor water clarity, preventing casualties from being seen
- Absence of, or inadequate response, by pool staff in an emergency
- The submersion of infants

2.2 Further details on hazards in the pool can be found in the Risk Assessment File

### 2.3 Swimmers at Risk

2.3.1 Once students are in the water it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- Weak swimmers
- The boisterous and show offs
- Handrail and lane rope “crawlers”
- Those wearing arm bands or other forms of buoyancy aid
- Parent/ carers ‘teaching’
- Students using floats, and other such equipment

### 2.4 Admissions Policy for Under 8’s (if pool ever hired by Parent & Toddler groups etc)

2.4.1 A parent or responsible adult (over the age of 18) must accompany children who are under the age of 8 and stay within arm’s length. The responsible adult or parent may be responsible for two children. A parent under the age of 18 is classed as a responsible adult.

2.4.2 The Pre School children range from 0 to 5 years. The ratio of teachers/ supervisors is to be increased to: 1 member of staff in the water with 3 members of staff on Poolside.

## 2.5 Risk Assessments

- 2.5.1 A risk assessment of the Swimming Pool has been carried out and kept in the Risk Assessment File.
- 2.5.2 All staff have a responsibility for contributing to ensuring that procedures and training for safe pool operation continue to be relevant
- 2.5.3 Any changes to the operating procedures must be reviewed and staff retrained.
- 2.5.4 Risk assessments must form part of the staff on-going training

## SECTION 3: DEALING WITH STUDENTS/ HIRERS

### 3.1 Safety Education

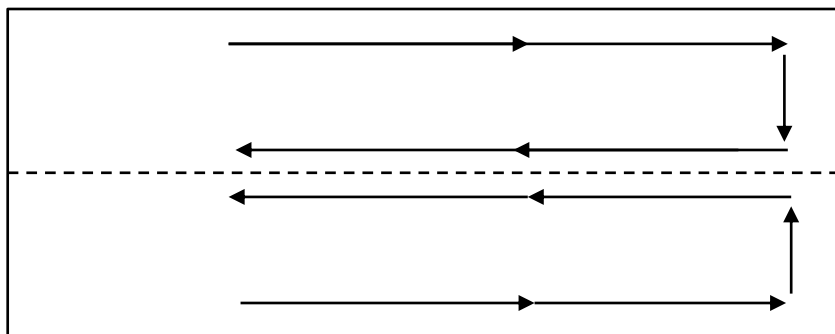
The teachers are trained in the Rules for Pool Use as part of their induction. These Rules are incorporated into the Conditions of Hire for the Swimming Pool & the NOP/EAP.

### 3.2 Safety Rules for Pool Users

- No running on the pool side or in the changing rooms
- No fighting, bullying, pushing or ducking or throwing other bathers into the pool
- No face masks, flippers or snorkels to be used, unless in a dedicated session.
- No eating, chewing gum or drinking on the poolside
- No outdoor shoes permitted on the poolside. Overshoes are available.
- No spectators or prams and pushchairs permitted on the poolside (Galas)
- No smoking
- Non-swimmers and weak swimmers must remain in shallow areas of the pool, except when under 1 to 1 supervision.
- The under 8 rule as stated in section 2.4 must be adhered to
- No diving into depths of less than 1.5 metres and then only shallow racing dives into the deep section of the Main Pool
- No jumping onto floats/rafts from the poolside
- No shouting
- No bombing
- No acrobatics
- Swimwear no t-shirts/denim shorts
- No submersion of infants

### 3.3 Lane Swimming

- Enter lane only when ready to swim.
- Enter the water when there is a gap between swimmers
- Swim in the direction of the arrows displayed on the lane swimming board.
- Slower swimmers are to observe faster swimmers and give way accordingly.
- DO NOT overtake in the lane; allow overtaking at the end of each lane.
- When you wish to rest, please rest at the end of the lanes, or vacate the lanes.
- Do not stand on the push off side of the lane, (Please keep clear for swimmers).
- When two swimmers are approaching the ends behind each other turning as per the diagram below will ensure that the front swimmer does not push off into the face of the following swimmer.



### 3.4 Admission Control

3.4.1 When the Pool is not being used by students, but students are still in the building, the pool area is to be isolated, if not physically denied, by locking doors. This is particularly important at the end of sessions and on occasions when the Pool may have to be evacuated for any reason.

3.4.2 Maximum number for the Pool is as follows: **60**

3.4.3 The above figure is calculated by multiplying the length by the width and the total surface area in square metres then being divided by 3 to give the maximum number allowed in the pool.

3.4.4 The teacher shall also monitor this.

3.4.5 Private hirers are also responsible for making sure this rule is adhered to.

3.4.6 Teaching staff shall ensure the policy relating to the ratio of children to adults is adhered to.

### **3.5 Very Young Children**

3.5.1 We recognise that special arrangements are needed for our youngest children in the Nursery & Infants when undertaking swimming and the following measures are in place:

3.5.2 Swimming is a key part of the curriculum at Hulme and is a life skill that we want our pupils to learn from a young age. We are aware that swimming lessons are an intimate environment and therefore some children may feel vulnerable both when getting dressed and undressed and whilst taking part in their swimming lesson. Children are reminded on a regular basis in key worker groups and during class discussions, that they can speak to their class teacher or key worker should they ever feel worried or unhappy about anything. Every child also has the opportunity to express concerns or worries during the school day with their worry wellies in the Early Years department and their Mood Boards in the KS1 department.

3.5.3 Pupils are taken to their swimming lessons on the school minibuses. The staff member in charge of each swimming group will always carry their mobile phone with them in case of an emergency. Staff members will not, under any circumstances, use their mobile phone whilst at swimming other than to call for help in an emergency or to contact a member of staff who are still on site at the Nursery and Infants.

3.5.4 Occasionally staff members will take the class tablet to swimming to take photographs of the children for their Learning Journey, the newsletter or for other advertising purposes. Swimming shots of the children are taken when the children are in the water and are head shots of the children. Staff members will only take photographs of children where consent has been given by their parents.

#### **3.5.5 Early Years pupils**

Swimming lessons for the Early Years pupils takes place at Swim!Oldham. Oldham Hulme Grammar School has sole use of both the swimming pool and the changing rooms when we are there and therefore children do not come into contact with members of the general public.

3.5.6 Staff members help to prepare pupils for swimming lessons by talking to them before their first few lessons about what to expect and the routines that will be followed. Pupils are given the opportunity to ask any questions that they may have.

3.5.7 On arrival at the swimming baths the children are taken directly to the changing rooms. Before entering the changing rooms, pupils are reminded that the floor may be slippery and that it is important to walk at all times.

3.5.8 There is always an appropriate number of staff members to support the children with changing from their school uniform into their swimming kits. Pupils are helped to get dressed and undressed by members of Hulme staff and occasionally by parent helpers who have had a DBS check.

#### **3.5.9 KS1 Pupils**

Swimming lessons for KS1 pupils take place at the Hulme swimming pool. The Infant department has sole use of the pool and changing rooms during their swimming lessons.

3.5.10 As with the Early Years pupils, staff members help to prepare pupils for swimming lessons and particularly the change of venue, by talking to them before their first few lessons about what to expect and the routines that will be followed. Pupils are given the opportunity to ask any questions that they may have.

3.5.11 Pupils are asked to remove their shoes and socks in the entrance hall so as to keep the changing rooms as clean as possible. Before entering the changing rooms, children are reminded about the importance of walking. Upon entering the changing room the children are separated into boys and girls and are encouraged to get undressed and dressed independently and to focus on this task at all times. Should the children require any assistance they are told

that they can ask for help from the members of staff who are present. Members of staff are always a familiar adult that the children know and will therefore hopefully feel comfortable with.

3.5.12 Before entering and leaving poolside the children are asked to walk through the showers.

## **SECTION 4: DUTIES & RESPONSIBILITIES**

### **4.1 Teaching staff**

- 4.1.1 The teacher must not engage in long conversations with swimmers or others on the poolside
- 4.1.2 The teacher must not use a mobile phone on the poolside, unless it is an emergency
- 4.1.3 The teacher should not sit or lean on items of poolside equipment not intended for this purpose
- 4.1.4 The PE staff should ensure that swimmers are not allowed on to the poolside prior to the coach/ lifeguard being in position on the poolside
- 4.1.5 The teacher should ensure that all swimmers have evacuated the Pool area at the end of the session

### **4.2 Qualifications**

- 4.2.1 All teaching staff and regular hirers supervising the swimming pool must hold a current RLSS or equivalent Lifeguarding award, or a NaRS Reach & Rescue Award or any such award the school deems to be of a satisfactory nature for the person to undertake a rescue, and the stated regular training must be kept up to date. Teachers will require a suitable STA lifesaving qualification.
- 4.2.2 All qualified staff supervising the swimming pool must be easily identifiable.

### **4.3 New & Expectant Mothers on Lifeguarding or Teaching Duties**

- 4.3.1 The School takes account of an individual's capability to carry out their work safely and without risks to health therefore the School will complete individual Risk Assessments.
- 4.3.2 The following precautions for new or expectant mothers will be used as common practice if there is no known medical condition affecting their work activity.
- 4.3.3 New or expectant mothers will not work alone on any pool but can perform their duties if there are other staff on poolside either teaching staff or lifeguards
- 4.3.4 New or expectant mothers must not perform any water based rescue and their only responsibility in the event of an emergency will be to sound the alarm and direct the back-up team to affect a rescue
- 4.3.5 The maximum periods of time on poolside duties will be 1 hour for lifeguards, 2 hours for teaching, after which new or expectant mothers must take a break from poolside duties, or as agreed via the Risk Assessment process.

### **4.4 Key Tasks**

The key tasks of the supervisory staff when working in the Pool areas are:

- Maintain concentrated observation of the pool and pool users in order to anticipate problems e.g. rowdy behaviour, diving into shallow water etc. and to identify any emergency quickly. Some swimmers in difficulty may shout and splash, others may give little indication of a problem, but simply sink below the water. Both types of behaviour may be found during normal activity, concentrated vigilance is needed to detect the genuine emergency.
- Supervise pool fun equipment when allocated to these duties
- Carry out rescues and initiate other emergency action, as and when necessary
- Give immediate first aid, in the event of injury to a bather, or other emergency
- Encourage responsible behaviour by the swimmers – polite and firm reminders should be given to swimmers who are in breach of the rules
- At the beginning of each shift ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly
- Maintain safe, clean and hygienic conditions on the pool sides
- Maintenance staff are responsible for ensuring the pool tests are completed as indicated in the pool plant procedures manual

### **4.5 Swimmer Observation**

4.5.1 A key element in the supervisory duties is swimmer observation. The teacher must be aware of warning signs that a potentially dangerous situation is developing, in particular:

- Worried expression on the face of a swimmer;
- Cries for help;
- Crowd gathering;

- Deliberate waving of an arm;
- Sudden submerging;
- Two or more swimmers in very close contact;
- A swimmer in a motionless position;
- Hair over the eyes or mouth.
- Upright position, with unusual extended head position
- Swimmer diving in and not reappearing
- Swimmers remaining underwater

4.5.2 By remaining constantly vigilant and continuously scanning the water, the teacher can detect a problem in its early stages and be ready to take the appropriate action.

#### **4.6 Pool Supervision Guidelines**

4.6.1 Look out for and prevent children running into the pool from the changing rooms

4.6.2 Ensure diving only takes place in water deeper than 1.5 metres in depth. Only shallow racing type dives are allowed. Ensure that the teaching of diving is carried out in a minimum of 1.8 metres.

4.6.3 Non-swimmers and swimmers wearing armbands should be restricted to shallow water.

4.6.4 Do not allow swimmers to hang onto lane ropes or to climb out using them.

4.6.5 Programme changes may mean that the pool is sectioned off for particular reasons. Please be aware of this and adjust supervision accordingly

#### **4.7 Poolside Rules for Swimming Teachers**

4.7.1 The Swimming Teacher must:

- Maintain an alert, upright posture and a vigilant demeanour during times of pool side supervision
- Never leave a pool, or an area of a pool, unattended. They must not, for example, leave the pool to get floats or armbands. They should also ensure that their attention is not drawn from the pool side by the fitting of armbands etc.
- Carry a whistle with them at all times
- Not take part in social conversations with colleagues or others when on poolside duty
- Not consume or take food and drink on the poolside
- Be in position on the poolside before students are permitted to enter the water. In addition, staff must remain on the pool side at the end of a session until all customers have left the area and the pool building is secured.
- Ensure that all of the allocated zone can be scanned in 10 seconds and a casualty can be reached in less than 20 seconds
- Not run on the poolside
- Not fight, bully, push, duck or throw other Students into the pool
- Not allow spectators, prams, baby car seats or pushchairs to be permitted on the poolside
- On poolside, not wear footwear which is worn outside or off pool areas

#### **4.8 Pool Water Testing**

4.8.1 Only suitably trained persons are authorised to undertake pool water testing, there must be evidence of the training to a competent standard or preferably hold a pool plant related qualification.

4.8.2 A list of authorised persons will be displayed at the testing station. This requirement applies to both staff and swimming clubs for evening training or over the weekend period.

4.8.3 No member of Staff, Student or any other person must be allowed into the pool until a water test has been undertaken & recorded by a trained member of staff

### **SECTION 5: SYSTEMS OF WORK**

#### **5.1 Numbers of Pool Staff**

Only fully qualified staff are used to supervise the swimming pool. In the absence of the correct numbers of qualified staff being on duty the pool must not be allowed to open.

#### **5.2 Student Swimming**

5.2.1 Supervision ratios will depend on the type of swimming activity and the general risk involved for the activity and pool type. The Director of Sport should undertake a risk assessment of all typical activities to confirm the numbers.

5.2.2 For adult swimming sessions, a lifeguard should be responsible for supervising up to 30 swimmers in the pool.

5.2.3 Supervision times should not be greater than 60 minutes in a continuous period of pool supervision duty



5.2.4 Lifeguards aged 16 & 17 should not be allowed to supervise any pool on their own and must be under the supervision and responsibility of an adult lifeguard

5.2.5 Emergency signals - After operation by users or staff, only authorised staff shall be able to reset the emergency warning signal

5.2.6 There should be an effective means of securing the pool from unauthorised access particularly when the pool is closed or no staff are present.

5.2.7 No person should be allowed entry to the pool for the purpose of swimming without a qualified lifeguard being on the poolside. There must be no exception to this.

### **5.3 Fun Sessions**

5.3.1 The following points should be noted when the family fun sessions are in operation:

- No jumping/stepping onto floats from poolside
- No floats to be larger than 1 sqm of solid surface area

### **5.4 Specialist Activities**

Lifeguards must be qualified, with the appropriate activity qualification and can be provided by the hirer as long as the lifeguard has completed training on the NOP & EAP and a copy of their qualifications and on-going training records are kept on site.

### **5.5. Lane Swimming**

Swimmers should be encouraged to follow the directional signs and select a lane with swimmers of similar speed.

### **5.6. Call-out Procedure**

5.6.1. At the end of the sessions the pool staff should use discretion as to the use of a whistle.

5.6.2 If the fire alarm is activated the swimmers will be asked to leave the pool and gather at the nearest assembly point by the staff. No student will be allowed to go into the changing rooms until the reason for the alarm has been identified.

### **5.7 Pool Staff Planning**

If any teacher has concerns about the level of supervision at any time they must notify the Director of Sport for that lesson. The Director of Sport must assess the situation and take the appropriate action to rectify the situation. This may involve additional staff or stopping the admission of other Students.

### **5.8. Pool Hygiene Practices**

5.8.1. Outdoor footwear may not be worn on the poolside by anyone.

5.8.2 Any swimmer known to have suffered with diarrhoea within the last two weeks must not be allowed in the water.

5.8.3 Any reports of contamination by diarrhoea, faeces or vomit must be reported immediately to staff on poolside. Swimmers must be removed from the water until the remedial actions have been completed and they must shower before they get changed. Staff must report the incident to the caretakers.

## **SECTION 6: OPERATIONAL SYSTEMS**

### **6.1 Swimming Pool Pre-opening Procedure**

6.1.1 The teacher to open all wet side changing rooms, and walk through checking all are clean and serviceable. Cleaning staff have responsibility for checking toilets have toilet rolls and are clean and free of rubbish and flushed. Cleaners will also check soap dispensers over sinks are full of soap.

6.1.2 Switch on poolside lights.

6.1.3 Test all pool alarm buttons, and then reset the pool alarm after the test. Record the test in the pool alarm check sheet.

6.1.4 Ensure the pool covers, if in use, have been removed and, visually check the clarity of the pool, and check that the pool area is clean and free of rubbish. Ensure that any debris on the side of the Pool or on the Pool bottom is swept clear. If you cannot see the bottom of the pool due to the water clarity, then inform the Director of PE & the caretaking staff at once and prevent access to the Pool.

6.1.5 Check all fire exit doors and routes to make sure they are free from obstruction. All fire doors must be tested by opening and closing them. Any defects on the doors or obstructions must be reported immediately to the caretaking staff.

- 6.1.6 Check poolside rescue equipment to ensure all items are present and for any defects. If you find any defect then inform the Director of Sport at once.
- 6.1.7 Set up for the activity that will be taking place.
- 6.1.8 Ensure a pool water test has been completed before any bathers enter the Pool
- 6.1.9 Ensure the shower / changing room gates are open and ready for entry to the swimming pool at the appropriate time.

## **6.2 Swimming Pool Closure Procedure**

- 6.2.1 Clear the students from the pool area, ensuring that all students have exited the pool at the end of the day's activities.
- 6.2.2 Remove any ropes from the pool and store.
- 6.2.3 Remove all equipment from the poolside and store in the correct place e.g. floats, signs etc.
- 6.2.4 Cleaning staff will wash down the pool surrounding ensuring that the poolside is thoroughly cleaned and the drains are swept and clean.
- 6.2.5 Maintenance staff will put the pool covers on if they are operational.
- 6.2.6 Check all fire exits are firmly closed.
- 6.2.7 Switch off all lights.

## **SECTION 7: WORK INSTRUCTIONS**

### **7.1 Pool Cleaning Procedures**

As detailed in the cleaning programme with the standards and methods of cleaning.

### **7.2 Set-up for Swimming Lessons and Lane Swimming**

- 7.2.1 Lane swimming and sometimes swimming lessons will require lane ropes in the pool positioned length ways. Lane ropes are located on the poolside.
- 7.2.2 Appropriate signage should be used to let bathers know that lane swimming or swimming lessons are taking place.

### **7.3 Gala Set-up**

There are four lanes for competitors to swim in the Pool. A specific Risk Assessment should be undertaken before any Gala takes place.

### **7.4 Diving into Swimming Pools**

Diving is restricted to the diving platforms in the deep section of the Pool, into water more than 1.5 meters deep and forward clearance of 7.5 m.

## **SECTION 8: STAFF TRAINING & FIRST AID**

### **8.1 Training**

- 8.1.1 The pool is used by the School for programmed teaching of swimming together with supervised swimming competitions and activities such as water polo. As a result the School believes that members of the teaching staff augmented by specialist swimming instructors who must all have lifesaving training are able to fulfil the function of lifeguards. All staff must have at least annual training updates
- 8.1.2 Swimming Club Lifeguards and other regular hirers of the Pool must attend recognised Lifeguard Training Sessions and evidence of the training must be given to the school for every Lifeguard used.

### **8.2 First Aid Supplies & Training**

All PE staff must have completed at least the 1 day First Aid course. There is a School nurse at the main school to assist when required.

### **8.3 First Aid Equipment Required**

First aid boxes are located in the poolside office.

### **8.4 Method of checking first aid equipment**

PE Staff to order replacements from the nurse as used and make regular (termly) checks to ensure stock is sufficient.

### **8.5 Disposal of Sharps**

See ST 004 Risk Assessment for details.

### **8.6 Emergency Equipment for Poolside**

8.6.1 The following Emergency Equipment is available:

Fire alarm 'break glass'	Adjacent to 'Emergency Exit' doors
Throwing ropes	1x Main pool.
Reaching poles	1x Main pool.
Telephone	located in the pool side office

All the above are identified on the pool plan

8.6.2 The Pool alarm is tested every morning before the pool opens and recorded. The building fire alarms are tested once a week. This is recorded in the Log in the Caretakers Room.

## **SECTION 9: ALARM SYSTEMS & EMERGENCY EQUIPMENT**

### **9.1 Alarm Systems**

It is vitally important that all Lifeguards when responding to any alarm or emergency do not put themselves or any other person at risk by running to the scene of the incident.

Fire alarm - 1x call point on poolside

1x call point at front doors  
1x call point at Pool Plant exit doors

### **9.2 Pool Incidents**

9.2.1 The teacher or supervisor who identifies a situation where assistance is required should sound the pool alarm.

9.2.2 On hearing the Pool Alarm, supervisory staff should ensure the pool is vacated prior to entering it. If staff can affect a rescue without entering the pool, they should do so.

9.2.3 In less serious situations the lifeguard or other staff member will call the appropriate person (e.g. first aider) by direct phone call or via the School Reception.

9.2.4 The member of staff should initiate rescue/first aid procedures and remove the casualty from the danger area as appropriate.

9.2.5 Support team members should cover the vacated patrol/vigilance area or clear the area if necessary.

9.2.6 Staff on duty should ensure the ambulance is called, provide specialist equipment, assist in crowd control and ensure the ambulance is directed to the nearest entrance.

9.2.7 The Director of Sport or their deputy completes an Accident Report Form and any other reports required. They should obtain, where possible, signed witness statements. The Head of Finance and Support retains copies of all Incident / Accident forms.

9.2.8 Hirers should vacate the pool and notify the caretakers as soon as possible of any reports of blood, vomit, and faeces within the facility.

### **9.3 Outbreak of Fire**

9.3.1 It is vitally important that all staff are aware of their role on hearing the fire alarm. Please remember that although an alarm may have been raised in one area, the fire could be in a different location. For example, someone discovering a fire in the Sports Hall may panic, and not activate a break glass until they reach another area.

### **9.4 Responding to Alarm**

9.4.1 It is vitally important that all staff do not put themselves or any other person at risk when responding to an alarm or emergency by running to the scene of the incident.

9.4.2 Staff must make their way swiftly and safely to the assembly area.

9.4.3 Staff must be reminded of this during their on-going training sessions

## **EMERGENCY ACTION PLAN**

## Emergency Action Plan – Index

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## INTRODUCTION

### Objective and Scope

It is the objective of the School to ensure that emergency situations are dealt with in a manner which minimises the risk to visitors, pupils and staff.

This procedure identifies the action in the event of various emergency situations, i.e. first aid, lack of water clarity, bomb threat, lighting failure, structural failure, emission of toxic gas, pool rescue and severe water pollution, fire and disorderly behaviour.

The EAP and NOP will be reviewed in light of operational experience or when there is any change in legislation or any physical change to the building. Both topics should be covered in sections during regular staff training sessions.

Notices notifying users on action to take in the event of an emergency are displayed around the building in various areas

The Lifeguard is responsible for checking that all exit doors are kept clear and he/she is assisted by all other members of staff being vigilant while walking around the building, ensuring that all exits are kept clear and free from hazards.

### **Reference Documents**

**INTERNAL**

Incident Form  
 General Operating Procedures  
 Pool Plant Operating Procedures  
 Bomb Scare Form  
 Normal Operating Plan (NOP)

**EXTERNAL**

Managing Health and Safety in Swimming Pools  
 RIDDOR Form

**SECTION 1: INJURIES & DISCOVERY OF CASUALTIES IN WATER****1.1 Minor Injuries Poolside**

1.1.1 A minor emergency is an incident, which, if handled properly, does not result in a life-threatening situation.

1.1.2 It will normally be dealt with by the nearest member of staff who acts as follows:

- Member of staff becomes or is made aware of an incident
- Member of staff notifies others in the team that they have to respond to an incident.
- Further staff brought on to poolside to cover by using the telephone on poolside.
- Other team member(s) move to cover vacated patrol area.
- Qualified Staff involved administer immediate aid or provide appropriate assistance.
- Member of staff refers casualty to appropriate location
- Member of staff (normally the Director of Sport) completes an Incident Form legibly and forwards to the Head of Finance and Support. It is important that all incidents and near misses are recorded including any reaching, throwing, wading or rescues however minor.

**1.2 Minor Injuries General**

When dealing with first aid anywhere in the School, remember: -

- First Aid to be given only by qualified First Aider or by a NPLQ Lifeguard in an emergency situation.
- Do not leave yourself in a compromising position, e.g. male First Aider alone with young female casualty or adult with any child.
- Director of Sport completes an Accident and Incident Form legibly to forward to the Head of Finance and Support. It is important that all incidents and near misses are recorded.

**1.3 Major Emergencies**

1.3.1 A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation.

1.3.2 In most cases it will involve more than one member of staff and may, in extreme situations, involve many members of the team. As with minor emergencies the response to most major emergencies follows a general pattern:

- The pool alarm must be sounded whenever a lifeguard has to enter the water to affect a rescue or whenever emergency assistance is required on poolside.
- On being contacted by staff at the pool, the School Receptionist will ensure suitable staff are requested to proceed to the Pool without delay.
- In lesser situations the receptionist will call the appropriate member of staff to the appropriate area.
- A suitably qualified Member of staff initiates rescue/first aid procedures and removes casualty from the danger area as appropriate.
- Support team members cover vacated patrol/vigilance area, clearing the area if necessary.
- Staff at the pool will arrange for an ambulance to be summoned, assists in crowd control and ensures Ambulance directed to nearest entrance.
- Competent member of staff completes the Incident Form or RIDDOR Report Form. It is important that all incidents are recorded for future analysis. Obtain where possible names and addresses of any witnesses.

**1.4 Serious Injury to a Swimmer**

1.4.1 The assistance of another member of the pool staff shall be obtained either by operating the pool alarm system or blowing three blasts on a whistle.

1.4.2 The appropriate first aid shall be carried out by a suitably trained member of staff.

1.4.3 All cases of head injury shall be treated as serious. The staff at the pool shall arrange for a 999 call to be made, giving as much information as possible. If there continues to be a problem with the casualty the Lifeguard or First Aider shall arrange for a further 999 call to be made to update the ambulance crew.

1.4.4 It is important that staff support casualties by speaking to them confidently and reassuringly.

1.4.5 All accidents to staff and students shall be reported fully on an Incident Form.

- 1.4.6 Accidents incidents and dangerous occurrences reportable to the HSE under RIDDOR, shall be reported by the responsible member of staff (currently the Head of Finance and Support).
- 1.4.7 In no circumstances, should the casualty be permitted to return to the pool at any stage even if they appear to be well. Delayed concussion is a real possibility and may lead to loss of consciousness in the pool.

### **1.5 Discovery of casualty in water**

1.5.1 Before any member of Staff enters the water to recover a casualty the attention of another member of staff shall be attracted through activating the pool alarm. In all cases where a member of staff enters the water the alarm must be activated.

### **DON'T ENTER THE WATER UNTIL BACKUP ARRIVES OR POOL IS CLEARED**

- 1.5.2 The casualty shall be recovered and landed at the nearest suitable landing point I
- 1.5.3 The Pool staff shall arrange for a 999 call to be made and the request for an ambulance, giving as much information as possible. If there continues to be a problem with the casualty the pool staff shall arrange for a further 999 call to be made to update the ambulance crew and keep reception updated.
- 1.5.4 If breathing has stopped commence cardiopulmonary resuscitation (CPR). CPR shall be continued until the casualty restarts breathing or until ambulance staff take over. Patients who have been resuscitated shall be treated for shock until the ambulance arrives.
- 1.5.5 If any incident occurs the pool staff must take effective action to clear the pool and if necessary the pool building especially if the incident is to take a long time to resolve or is of a serious nature.
- 1.5.6 Pool staff should ensure that a crowd does not gather around the casualty.
- 1.5.7 One member of staff shall be designated to meet the ambulance at the entrance to the car park and take them to the scene of the incident as speedily as possible.
- 1.5.8 All staff involved shall produce a written statement on an Accident Form as soon as possible after the incident.
- 1.5.9 The policy detailed in the Staff Handbook regarding speaking to the press or members of the public must be adhered to. A senior member of staff must accompany any member of staff making a statement to an enforcing authority.
- 1.5.10 In the event of a formal investigation e.g. by the Health and Safety Executive, staff should not make any statement without the prior approval of the Principal.

### **1.6 Ambulance Crew Responsibilities**

- 1.6.1 School staff have a responsibility to treat casualties prior to the arrival of an ambulance crew.
- 1.6.2 School staff responsibility ends when the ambulance crew start to treat the casualty, although school procedures may mean a member of staff will have to accompany the student to hospital.

## **SECTION 2: DISORDERLY BEHAVIOUR**

- 2.1 Whenever a member of staff is dealing with disorderly behaviour it is important that the other staff remain aware of their duties. If they believe their attention will be drawn away other staff/lifeguards must be informed.
- 2.2 Any behaviour, which is likely to cause a nuisance or is dangerous to other pool users, shall be stopped immediately.
- 2.3 Pupils shall be spoken to and informed why the behaviour is inappropriate.
- 2.4 If the behaviour persists further warnings shall be given.
- 2.5 Any physical violence which results in injury to any member of staff must be reported to the appropriate member of pastoral staff.
- 2.6 The procedures for dealing with violent and aggressive pupils are detailed in the Staff Handbook.

## **SECTION 3: LACK OF WATER CLARITY**

### **3.1 Lack of water clarity**

- 3.1.1 If the water begins to become cloudy, swimming may continue but pool staff must contact the site team.
- 3.1.2 If the pool floor is not visible then the swimming must cease. Staff must evacuate the pool and then call the Facilities Manager or a member of the Site team.

## **SECTION 4: OUTBREAK OF FIRE**

### **4.1 General**

4.1.1 It is vitally important that all staff are aware of their role on hearing the fire alarm. Please remember that although an alarm may have been raised in one area, the fire could be in a different location.

4.1.2 The fire alarm consists of a two-tone audible alarm. On hearing the Fire Alarm the Staff at the pool shall ensure the pool is vacated and any persons under their control should exit.

4.1.3 On discovering a fire staff should follow the procedure noted on the Fire Procedure notices.

### **4.2 Staff on Pool Duty**

4.2.1 Evacuate the building and check the changing rooms for users.

4.2.2 Foil blankets are available and are kept in the Emergency Evacuation Kit located in the pool office. Time may probably only permit the issuing of blankets outside the building.

4.2.3 One member of staff should prevent access back into the changing rooms.

### **4.3 Responding to Alarms**

4.3.1 It is vitally important when responding to any alarm or emergency that staff do not put themselves or any other person at risk by running to the scene of the incident.

4.3.2 Pool users must make their way swiftly and safely to the nearest assembly point. Staff must be reminded of this during their on-going training sessions.

4.3.3 Staff and public must not re-enter the building until the fire officer has given permission.

## **SECTION 5: BOMB THREAT**

5.1. The schools current Evacuation Procedure should be complied with.

## **SECTION 6: LIGHTING FAILURE & STRUCTURAL FAILURE**

### **6.1 Lighting Failure**

6.1.1 Should the lights fail there is emergency lighting. The site team should be notified of any inoperative lighting through the 'Every' system.

6.1.2 Staff shall ensure that the pool is cleared immediately and pool users asked to wait on the poolside away from the pool edges until further information concerning the situation is available.

6.1.3 If the lighting failure is longer than 5 minutes, Students shall be organised into groups and led into the changing rooms to change by a member of staff.

### **6.2 Structural Failure**

6.2.1 Should a structural failure occur, or if danger is suspected from the building structure, the fire alarm shall be activated by breaking the nearest 'break glass' panel.

6.2.2 Users shall be evacuated and excluded from the building or immediate area via the nearest safe exit doors that are unobstructed. The affected area must be secured and access restricted until the affected area can be made safe.

## **SECTION 7: EMISSION OF TOXIC GAS (CHLORINE)**

7.1 An emission of toxic gas will most likely come from the mixing of cleaning or pool chemicals.

7.2 If there is an emission from chemical mixing the area shall be evacuated immediately. The Facilities Manager shall be informed of the situation immediately. If evacuation of the building is deemed necessary, exits shall be used which lead students away from the danger area. The fire alarm should be activated.

7.3 Any person who has been exposed to chlorine gas shall be taken to hospital as serious symptoms may develop at a later stage.

7.4 The emission is reportable to the HSE under RIDDOR. The Head of Finance and Support or the staff involved must complete the RIDDOR Form.

## **SECTION 8: DEALING WITH FAECES**

### **8.1 Dealing with Faeces**

The school already has a procedure for dealing with bodily matter and this should be used for blood, vomit, urine and faeces found outside the pool.

## **8.2 Faeces**

There are two types of faeces, a solid stool or a runny stool (diarrhoea)

## **8.3 Solid Stool**

- Evacuate the Pool
- Remove the object, using the net provided.
- Dispose of the object hygienically.
- Ensure the free chlorine & pH levels are within parameters.
- Pool can be reopened.
- Disinfect the equipment that was used to remove the object.

## **8.4 Loose Faeces**

- Clear the pool.
- Instruct all swimmers to shower before they get changed.
- Remove as much of the object as you can. Dispose of the object.
- Ensure the free chlorine & pH levels are within the set parameters and raise the free chlorine to the top of its range (in the area of 5.0mg/l).
- Add a flocculant to aid the filtration process.
- Sweep the pool bottom or use a pool vacuum. Disinfect the equipment.
- Allow the filtration to have 6 filter turnovers.
- Backwash the filter.
- Check the free chlorine & pH levels, ensure they are within set parameters.
- The Site Team will advise both the PE department and any external users when the pool is safe to use again.

**Policy reviewed October 2022**