

HIGH MARCH SCHOOL SWIMMING POOL



**NORMAL OPERATING PROCEDURES
(NOP)**

**AND
EMERGENCY ACTION PLAN
(EAP)**

**AND
THE POOL MAINTENANCE PROCEDURE
(PMP)**

JANUARY 2012

A. NORMAL OPERATING PROCEDURES

1. Objective and Scope

It is the objective of High March School to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial practice. This procedure identifies the processes and procedures designed to ensure a safe, healthy and controlled environment for all users. The procedures are used in conjunction with other operational procedures to satisfy the relevant requirements of 'Safety in Swimming Pools' and the requirements of the Health and Safety at Work Act and regulations made thereunder, the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Management and Health and Safety at Work Regulations 1999 which require the assessment of risks of swimming pool activities and the making of arrangements for

- implementing health and safety measures identified to reduce risk
- appointing competent people to help implement arrangements
- provide clear information and training to employees
- establishing procedures for employees to follow

2. Details of the Pool

Indoor heated pool

Length: 20 metres Width: 8.5 metres

Depth: 0.9 metres going down to 2 metres

Pool surround: non-slip tiles

The shallow end is a constant 0.9 metres before it slopes down into deeper water indicated by the pool depth signs on the wall. The water level in the pool is on the same level as the poolside.

3. Access to the Pool

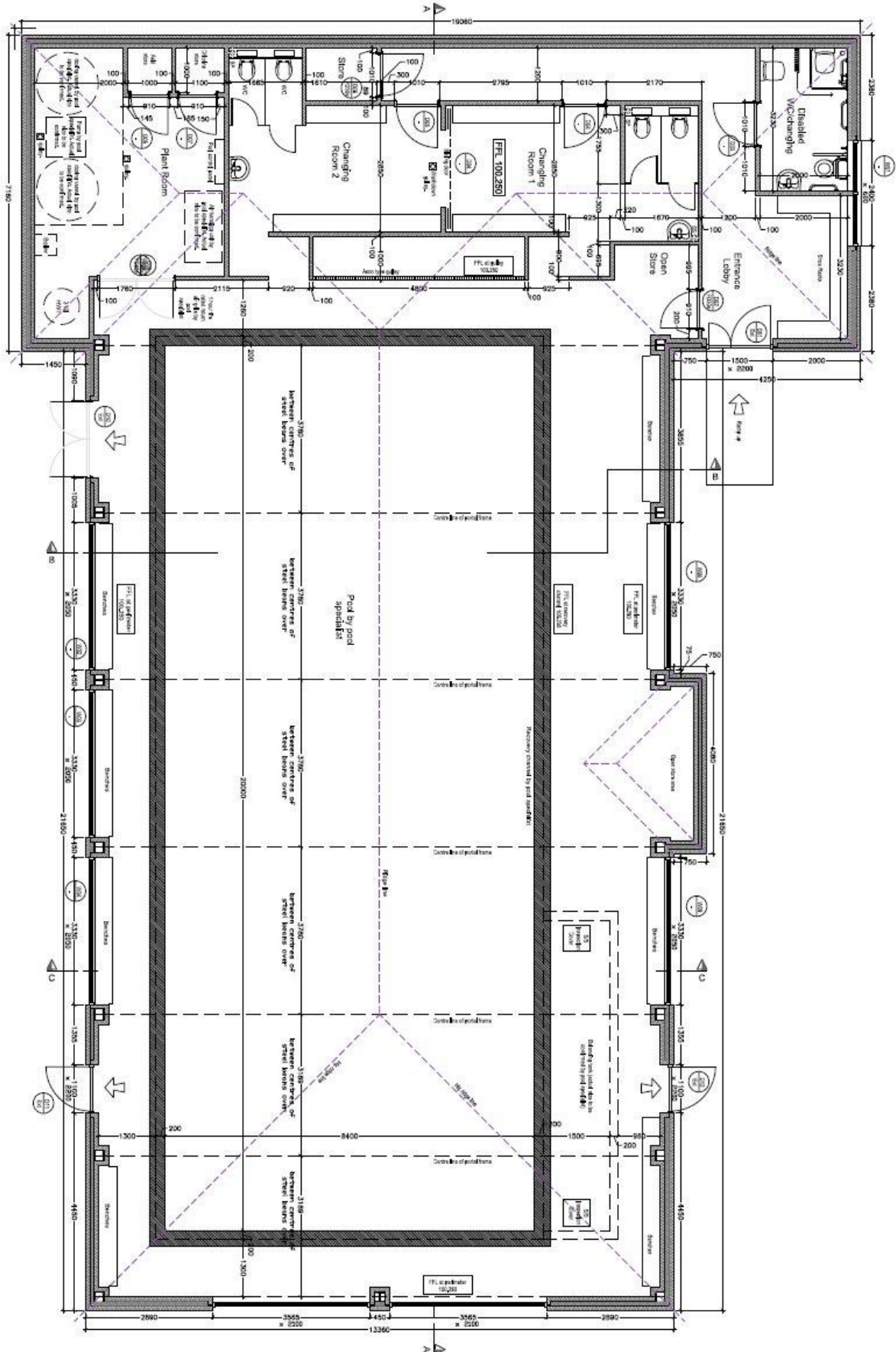
Entry to the poolside from the foyer is via a number-code security door to prevent access by unauthorised persons and in particular pupils and siblings with their parents visiting the pool to collect pupils. The pool may also be accessed via the changing rooms. Minors are not permitted poolside unless supervised at all times.

4. Changing Room Supervision

Supervisors have access to the changing rooms to check behaviour and safety of pool users. Supervisors will use their discretion when entering the changing rooms. Only staff employed by High March School and those adults who have been given specific permission by the Head/Bursar may enter the changing room areas during normal school hours. Supervisors have authority to check showers, seating, floors, equipment such as hairdryers and toilets.

5. Plan of the Pool

Floor Plan
Scale 1:50



6. Risk Factors

6.1 Awareness of Risks – Main Hazards and High Risk Users

Under the basic principles of risk assessment, risk factors within the pool and poolhouse are assessed and reviewed from time to time on an informal basis by the Pool Technician and Head of Maintenance, PE staff and swimming coaches, and on a formal and termly basis by the Health and Safety Committee. The NOP/EAP is reviewed and amended as necessary on an annual basis.

Known Hazards

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

- Prior health problems e.g. heart trouble, asthma, epilepsy etc.
- Youth and inexperience (half of those who drown are U15)
- Alcohol, drugs or food before swimming
- Poor behaviour – running on poolside
- Direct access from all changing rooms
- Possible breakage of large glass windows on either side of pool
- Reduced visibility due to reflection from windows/glare factor
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water
- Pool users returning to the pool from the changing rooms after supervised session has ended
- Missing pupils
- Unruly behaviour and misuse of equipment
- Swimming aids and other objects in the water can obscure the supervisor's view
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool staff in an emergency
- Lane ropes can take pupils out of their depth

6.2 Users at Risk

- Weak and non- swimmers
- Children under the age of 16 including spectators
- Disabled children
- The boisterous and show-offs
- Those wearing arm-bands or other forms of buoyancy aid
- Swimmers using inflatables and other fun flotation aids
- The elderly
- Swimmers with disabilities/special needs
- Swimmers under the influence of alcohol and /or drugs
- Swimmers inadequately/inappropriately supervised
- Unauthorised swimmers

The supervisors on duty are best placed to observe, before they enter the water area, users who may be considered to be at particular risk. Some may be excluded from entering the pool.

6.3 Reducing the Risks

All pool users must: -

- observe the code of conduct strictly for all groups
- only dive into the deep-end shown by notices on the poolside

All pool supervisors must:-

- ensure that everyone is out of the pool area at the end of each session and that the number code security doors are firmly shut
- understand that STRICTLY NO ACCESS for unauthorised persons to the poolside is permitted unless a supervisor is present
- comply with SENDA
- ensure that any disabled swimmers are offered access to a hoist if required

Pool operators must:-

- observe safe recruitment and safeguarding principles in accordance with the School's Child Protection and Safeguarding policies
- observe the provisions of the School's Missing Pupil Policy as relevant and necessary (see below: EAP) in the event that a child goes missing

6.4 Risk Assessment

Risk assessment is an on-going process and existing documentation will be reviewed regularly. All staff should be responsible for contributing to ensure that procedures and training for safe pool operation continue to be relevant. Copies of the current risk assessments are in the poolhouse and with the Bursar. A copy of the Penguin Pools' Maintenance Instructions for Swimming Pool equipment will be appended to the risk assessment and manual. As part of standard risk assessment processes, staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the Head of Maintenance or to the Pool Technician as soon as reasonably practical. Fire risks and risks under the COSHH Regulations 2002 are regularly assessed and fire drills undertaken. Any safeguarding or child protection concerns should be reported immediately to the Headmistress as Designated Child Protection Officer or to Mrs Belinda Avery, Governor with responsibility for Safeguarding and Child Protection issues.

7. Swimming Pool Code of Conduct

- Do not enter poolside unless a supervisor is present
- Do not enter the water without permission
- No running is permitted on the poolside
- No fighting, pushing, bombing or ducking is permitted
- No diving may take place at all in the shallow end, and no acrobatics, for example : no back dives
- No shouting is permitted
- No eating or drinking is permitted on the poolside or in the changing rooms or foyer save for drinking of water from plastic sealable bottles
- No outdoor shoes may be worn on the poolside. Overshoes are available from the pool foyer
- No glass, whether bottle, jar or drinking glass may be taken into the swimming pool area or changing room. Only sealable vessels are permitted poolside
- Swimmers must shower on entering and exiting from the poolside

- No shampoo, conditioner or other detergents are to be used in the poolside showers. Shampoo and conditioner may be used in the staff/disabled shower.
- Accompanying adults must not leave children unattended in the pool or poolside.
- Keep all balls within the pool area – do not bounce them off the walls or kick them on the poolside
- All children must wear swimming hats and may wear goggles, if they wish
- Mats may be used at the supervisor's discretion. Mats should only be lifted from the water by an authorised member of staff who must undertake a routine check to ensure no one is trapped underneath mats or the pool cover.
- Listen for whistles/alarms:
 - 1 short blast – look at and listen to the teacher
 - 1 long blast – clear the pool
 - 3 short blasts – alert staff that you are entering the water and/or need assistance
 - Continuous ringing bell – fire alarm

8. Poolside Rules for Supervisors (Safety guidelines for staff)

- Supervisors must be fully conversant with the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) and ensure that they fully understand their role within the swimming pool safety team
- High March staff and supervising staff of other outside organisations that use the High March Swimming Pool must have passed their National Rescue Award for Teachers and Coaches (NRASTC) in order to be a supervisor of a swimming session
- No swimming sessions can take place without there being at least one qualified supervisor/teacher (i.e. someone who has a current NRASTC) for every 20 swimmers in the water and a second responsible adult in attendance
- Nobody enters the pool until sufficient qualified staff are present
- The number coded security door must remain locked and all staff must check this carefully when leaving the pool and ensure that the external door to the poolhouse is kept closed after entry in order to ensure constancy of air temperature
- Staff must not disclose the door entry code to the children or to unauthorised adults
- Supervising staff must carry/have immediate access to a whistle at all times
- Supervising staff must never leave children in the pool unattended
- Supervising staff must ensure the relevant bathing loads are adhered to (see section 10)
- All supervisors must know the location of all the safety equipment and be trained to use it
- All staff must adhere to the 'Swimming Pool Code of Conduct' so that the users recognise a consistent approach and learn what sort of behaviour is expected of them
- All staff must ensure that in the event of an emergency, the EAP is followed

9. Supervisor Training

The Head of PE / Headmistress will co-ordinate the arrangements for taking the NRASTC for staff who either need to become qualified for the first time or who are retaking their test every two years. Copies of the certificates of those who have a current NRASTC will be kept on file with the Bursar.

10. Bather Loads and Minimum Supervision Ratios

Maximum Load: 40. The ideal target for normal class use is no more than 20 pupils in any class

One qualified supervisor to 20 children plus one responsible adult

For non-swimmers and beginners one qualified supervisor to 12 children plus one responsible adult

Adult with infants/swimmers with disabilities: these classes should be conducted on a 1 to 1 ratio

11. Conditions of use of pool other than by the High March children and staff

All non-curricular use of the swimming pool is undertaken through the Bursar's Office – Peter Honiball (Bursar's Office 01494 685744). Any third party who wishes to use the school swimming pool will be asked to read and understand the NOP and EAP as a condition of use or hire and confirm that they have done so and will agree to the hire for the duration of their event of a qualified supervising lifeguard.

12. Swimming Galas including Emergency Procedure

- All swimmers must start from the deep end if diving
- There must be a sufficient number of qualified staff on duty
- The Head of PE /her designated deputy in charge of the gala will carry out an equipment check before every gala, taking care to check lane ropes, diving blocks, sharp edges of tiles and lane ropes in position as well as the slipperiness of the poolside.
- The supervising person in charge of the gala will inform everyone where the fire exits are and, in the event of an emergency if they hear an alarm they should head swiftly and calmly to the Junior House playground. The supervisor should point out the shallow and deep ends and state that there should be no diving in shallow water and that spectators must keep the sides of pool free for staff.

13. Cleanliness

It is the responsibility of the pool operators, as delegated to the Bursar, to ensure that the pool is kept clean and tidy at all times and that both the water, poolside, changing room and reception areas are cleaned thoroughly and regularly.

14. Communications

There is a phone in the Swimming Pool Foyer.

The School Office can be reached by dialling 221 or 232

Outside EMERGENCY SERVICES can be reached by dialling 9 then 999

The pool address is:

High March School Swimming Pool
High March School
23 Ledborough Lane
Beaconsfield
Buckinghamshire.
HP9 2PZ

Tel: 01494 675186 (School office)

The School Office will need to be informed that the emergency services are on their way, so that they can arrange for the gates to be opened and an escort to be at the gate to direct them to the entrance of the pool.

Other numbers that may be useful:

The Bursar, Peter Honiball, can be reached on 01494 685744

In emergency the following numbers may also be used: 07813-837225 (Belinda Avery) / 07500-664964 (Michael Chapples)

B. EMERGENCY ACTION PLAN

1. Objective and Scope

It is the objective of High March School to ensure that emergency situations are dealt with in a manner which minimizes the risk to staff, pupils and other users.

2. Emergency Equipment

Around the walls of the pool are:

- 2 throw bags
- 2 torpedo buoys (floatation aid)
- 2 reach poles
- 1 hooked reach pole
- First Aid Kit in the poolhouse foyer and in the Bursar's Office
- 2 Emergency exits through the marked doors

It is the responsibility of the supervisor to know the location of the safety equipment and to ensure it is in place at the start of each session. Diabetics and asthmatics should bring their emergency equipment to the poolhouse.

3. Minor Injuries Poolside

A minor emergency is an incident which, if handled properly, does not result in a life threatening situation. The relevant provisions of the School's Main First Aid policy, a copy of which is appended to the NOP/EAP in the Pool Reception and both Upper School and Junior House staffrooms should be adhered to at all times so far as practicable.

It will normally be dealt with by the nearest supervisor who acts as follows:

- Notify all other staff on the poolside
- Clear the pool if necessary
- Administer first aid if necessary
- Casualty will be referred to appropriate location
- Supervisor must complete accident report – these are located in the swimming pool foyer

When dealing with first aid anywhere in the swimming pool or poolhouse, the supervisor must not leave him/her self in a compromising position.

4. Major First Aid Emergencies

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

As with minor emergencies, the response to most major emergencies follows a general pattern. This has two steps:

- A supervisor who identifies a serious situation alerts another responsible adult and users by three long whistle blasts. This person will be known as '**Rescuer No. 1**' and will initiate the rescue by taking the appropriate action.
- The responsible adult, on hearing the three blasts of the whistle, should immediately help to clear the pool and make safe other users before going to telephone for assistance – ringing 221 or 232 or 9 and 999 for the emergency services. On their return they should assist 'Rescuer No 1'. This adult becomes '**Rescuer No. 2**'.

Rescuer no 2 will call for an ambulance (either on his/her mobile or by using the telephone in the swimming pool foyer), if this hasn't been done already.

'Rescuer No 1' will complete an incident report, filing the original in the accident report book and providing a copy to the child's form teacher for filing and copying to the child's parent.

The relevant provisions of the School's Main First Aid Policy should be adhered to at all times so far as reasonably practicable.

5. Lack of Water Clarity

If the pool is not clear, the pool should not be used. As a rule, no part of the Pool should be used if the bottom lines in that area cannot be seen clearly. In that event the pool should be evacuated without delay and until clarity reaches an acceptable level (as a minimum, the ability to see the body of a small child at the bottom of the pool). Please make further reference to the Penguin Pools' users' manual.

If this situation arises, contact Stephen Leighs (Pool Maintenance) or in his absence, Derek Rolfe (Head of Maintenance) or the Bursar, immediately.

6. Fire Alarm

This is a continuous ringing bell and evacuation should be through either:

- a) the fire exit leading out towards the entrance pathway to the northern elevation
- b) the fire exit leading to the external pool surround to the southern elevation

The supervisors will instruct users which exit to take and will then lead them to the assembly point which is on the playground adjacent to the Anderson wing. The fire alarm in the poolhouse is connected to the monitoring station by way of a dialler device.

7. Lighting Failure

Should the lights fail at a time when artificial light is required for safe pool usage, evacuation of the pool should be immediate. Stephen Leighs, Derek Rolfe or the Bursar: should be notified immediately.

8. Dealing with Blood, Vomit and Faeces etc.

8.1 Diarrhoea and Solid Stools

If a substantial amount of faeces, either loose or solid, is introduced to the water, the pool shall be immediately closed to swimmers.

The maintenance/cleaning staff shall immediately be informed and they will deal with the situation in the appropriate way always having reference to the Penguin Pools' manual.

8.2 Blood and Vomit

If substantial amounts of blood or vomit are spilled into the pool, it shall be temporarily cleared of users to allow the pollution to disperse. Stephen Leighs, Derek Rolfe or the Bursar should be notified immediately.

Spillages of blood or vomit on the poolside shall be contained and wiped up with the appropriate cleaning cloths. The cloths for this purpose should be safely disposed of immediately. The supervisor should then complete an incident report.

In all cases of major contamination, the pool should be closed for up to 24 hours, allowing time for at least one complete filter cycle. Stephen Leighs, Derek Rolfe or the Bursar should advise.

9. Bomb Threat / Escape of Toxic Gases/ Chemical Spillage

In the event of a bomb threat or escape of toxic gases or chemical spillage, all pool users and staff should evacuate the building immediately to 3 Ledborough Lane and should not use mobile phones in the event of a bomb threat.

10. Structural failure

In the event of structural failure, the pool should be evacuated as a matter of emergency.

11. Missing Pupil Procedure

In the event that a child is lost, the pool should be evacuated, the changing rooms, and poolhouse thoroughly searched and an immediate search undertaken for the child.

The provisions of the School's Missing Pupil, Security and Supervision Policy should be observed so far as necessary and desirable:-

High March School Missing Pupil, Security and Supervision Policy

This policy and procedure does not cover normal absences through illness.

Within school we take all possible precautions to prevent a child from going missing. Staff should always be aware of which children should be in their classes so that the absence of any child can be ascertained at the beginning of a lesson. Staff will use their experience and judgement as to the credibility of any explanation given by the class. If no explanation can be found or if the member of staff has any doubt as to the reliability of an explanation the following procedure is followed:-

- Check Optional Subject Register for attendance at an extra lesson and check with the teacher in charge of the optional classes the child attends for any changes or temporary arrangements.
- At Upper School the teacher will send for the register and check the IN and OUT book. At Junior House the teacher will ring the office.
- Inform the Headmistress
- Send a request for assistance from the Deputy Head, Head or Assistant Head of Junior House,
- A senior member of staff will then organise a thorough search of the sites which should be undertaken by all available staff including office, grounds and bursarial staff.
- Mrs Clifford will contact the child's parents to inform them of the situation and to ascertain :-
 - Whether the child is at home.
 - Whether the parents know of any reason the child might leave the school premises.
 - Whether the parents have any idea of where the child might go.

At this point the parents will be asked if they wish the police to be notified.

The search may be extended to surrounding roads by car or on foot.

In the event that a child goes missing whilst the parent is on the premises, such as at the beginning or end of the school day, the following procedure should be followed:-

Junior House

- The Headmistress will be informed by the member of staff who is aware of what has happened
- The Headmistress will take her mobile phone and liaise and remain with the parent concerned
- The Head or Assistant Head of Junior House will be contacted
- The Head or Assistant Head of Junior House will organise a search of the sites by all available staff including office, grounds and bursarial staff.

At this point the parents will be asked if they wish the police to be notified.

The search may be extended to surrounding roads by car or on foot.

Upper School

- Both Deputy Heads will be informed immediately
- The Headmistress will be informed by the member of staff who is aware of what has happened and the Headmistress will go straight to Upper School taking her mobile phone with her

- The Deputy Head (Pastoral) will take her mobile phone and liaise and remain with the parent concerned
- The Deputy Head (Curriculum) will organise a search of the sites by all available staff including office, grounds and bursarial staff.

At this point the parents will be asked if they wish the police to be notified.

The search may be extended to surrounding roads by car or on foot.

In the Event of a Child not being collected

All classes in Junior House have systems in place whereby parents record if their child will be collected by somebody other than themselves. Parents who work, write this information in the Home/School Diary. Children are only released to the parents or people who have been given permission to take the child. If a child was not collected we will, in the first instance, call the parents to establish the arrangements that they had for the collection of their child. If we are unable to contact the parents, we have contact details for other adults (given by the parents) who may be called to assist in such a situation. Uncollected children in Reception upwards either wait in the School Office or go to After School Care until they are collected. Uncollected Nursery children wait with one of their teachers.

Attendance at After School Activities

Updated lists of children attending clubs, prep. or After School Care are emailed to staff when amended. All staff receive these by email and are therefore aware of children attending these sessions on a daily basis. If parents collecting a child inform the class teacher that the child will not be attending the session that day, the teacher will inform the staff responsible for the register. Children are accompanied by staff to the hall at Upper School and Junior House to wait for the start of clubs etc. A register is kept of children attending sessions each day. If the office receives notification that a child will not be attending, the register will reflect this and the staff member concerned notified. At the end of snack the children are collected by staff for their activities. Staff are required to keep a register for their activity as an extra check. If a child appears in the hall and there is no record of them attending a session a member of staff will check with the Office before calling parents.

C. POOL MAINTENANCE PROCEDURE

1. Daily Routine

The following routine is to be carried out prior to any swimming activity taking place, and use of the pool must be planned to allow for adequate cleaning / testing and chemical dosing:

- Water quality checked for ph, chlorine and temperature, three times daily.
- Pool sides swept and pool base vacuumed.
- Pool surround cleared.
- Safety equipment / first aid kit checked and kept in correct location.
- Chemicals applied as appropriate, water balance re-checked.
- Operating plant checked for faults / leaks, all faults to be reported to the Site Manager and noted on the appropriate form - Pool Operating Daily Checklist.

2. Weekly Routine

- Backwash filters and replace water as required.
- Clean filter / filter baskets.
- Check water for total dissolved solids.
- Check pool pump and clean pump strainer basket.
- Wash and clean poolside.

3. Chemical Handling / Storage / Application

- Personal protective clothing must be worn at all times.
- Chemicals should be applied as per the dosage instructions, by a qualified / competent person.
- All chemicals are to be stored in the chemical storage unit when not in use.
- Any spillages must be dealt with immediately and the area cordoned off until clear.
- In the event of a major spillage / high dosage, the area must be cleared and dealt with as per the emergency instructions.
- All precautions must be taken in accordance with the relevant COSHH data sheet (see 6.8).
- All chemicals must be used in strict rotation, according to their use by date.
- All chemicals past their usage dates are to be disposed of by the school appointed contractor in compliance with COSHH.

4. Plant and Equipment

A programme of visual checks takes place on a daily basis, but more stringent checks should be carried out as follows:

- Visual and manual checks / lubrication / cleaning should take place at the beginning of each month.
- Annual service of all machinery by an authorised contractor, should take place during the summer break.
- Annual inspection should take place of all water storage systems by an authorised contractor.
- Any faults / defects are to be reported to the Site Manager and noted on the appropriate form – Pool Operating Daily Checklist).
- All safety equipment and the operation of the pool cover is checked daily, and safety equipment is replaced as necessary. This is particularly important in the case of throw

lines, which should be used on a monthly basis and repacked, preferably by the persons most likely to use them in an emergency situation.

5. Pool Safety

- PE staff are to practise evacuation procedures on a termly basis.

All new High March swimming staff who are involved in the swimming programme will undergo pool familiarisation training as well as taking their NRASTC every two years.

The Teacher/Supervisor on duty will take care after each class (unless there is another class immediately following) to ensure all pupils are out of the water, all children are accounted for on departure from the poolhouse, and the poolhouse at the end of each session, that the pool cover is put on the pool, lights are switched off, doors are closed in particular the door from the pool reception to poolside, and that the door to the poolhouse is locked.

6. Sample Record Sheets

Pool Operating Daily Check list															
Log Sheet - Monday / / to Sunday / /															
FILTRATION PUMPS		MON		TUE		WED		THUR		FRI		SAT		SUN	
Pump Start Time															
Pump Stop Time															
Running Hours															
Pump in Use															
Strainers Cleaned															
FILTERS		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Inlet and Outlet Pressure	No. 1														
	No. 2														
Backwash	No. 1														
	No. 2														
Flowmeter Reading															
Test Results	Time	Free pH		Free pH		Free pH		Free pH		Free pH		Free pH		Free pH	
FREE CHLORINE and pH															
Total Alkalinity															
Calcium Hardness															
Total Dissolved Solids															
Temperature															
Langelier index															
Chemical Tanks Filled Quantities Etc	Chlorine														
	Acid														
	Akali														
	Floc														
	Others														
Clarity 10 = perfect 0 = poor															
Numbers of Bathers															
Fresh Water Make Up Ltrs															
Throw Lines															
Poles															
First Aid Kit															
Whistle															
Floats															
Emergency Sounder															

DAILY RECORD SHEET

Date

	08.00	Initials	11.00	Initials	15.00	Initials		Initials
Ph display								
Ph Phenol Red test (7.2 – 7.4)								
Chlorine display								
Free chlorine DPD No.1 (1.0mg/l–2.0mg/l)								
Total chlorine DPD No.3								
Combined chlorine (total – free)								
Humidity								
Water temperature display (daily)								
Air Temperature (daily)								

Filter Pressure (daily)

Filter No. 1

(Left Hand side)

Filter No.2

(Right Hand side)

	Bar	Initials		Bar	Initials
Entry pressure (left hand dial)			Exit pressure (left hand dial)		
Exit pressure (right hand dial)			Entry pressure (right hand dial)		

Tank Levels (daily)

Tank	Current level	Topped up to level	Initials
Ph (dry acid)			
Chlorine			

Notes: _____

WEEKLY RECORD SHEET

	Week commencing	Initials	Week commencing	Initials	Week commencing	Initials
Total Alkalinity (120 –150 mg/l)						
Total Calcium Hardness (75 – 500 mg/l)						
Total Dissolved Solids (<1000 mg/l above mains)						
Balanced Water Test						
Tap water ph phenol red test						
Tap water free chlorine DPD 1						
Tap water total chlorine DPD 3						
Tap water Combined chlorine (total – free)						
Tap water TDS						
Notes						

BACKWASH RECORD

FILTER 1

Date				
Start Time				
Inlet pressure before backwashing				
Outlet pressure before backwashing				
Inlet pressure after backwashing				
Outlet pressure after backwashing				
Finish time				

BACKWASH RECORD

FILTER 2

Date				
Start Time				
Inlet pressure before backwashing				
Outlet pressure before backwashing				
Inlet pressure after backwashing				
Outlet pressure after backwashing				
Finish time				