

Wilson Stuart School

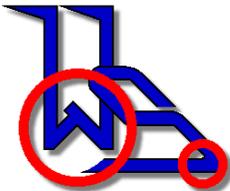
Pool Safety Operating Procedures

Normal operating Procedure
And
Emergency Action Plan

10th Edition

September 2018

Next review: September 2019



Introduction to the NOP and EAP

The Normal Operating Procedure (N.O.P) and Emergency Action Plan (E.A.P) are to be used by all employees and by any organisation making use of the facilities at Wilson Stuart School.

Any aspect of the Normal Operating Procedure and the Emergency Action Plan can be discussed with your line manager at any time.

If any member of staff disagrees with any part of the Normal Operating Procedure and the Emergency Action Plan they must notify their line manager in writing.

10th Edition

Issue date: January 2010
Reviewed: January 2011
Reviewed: January 2012
Reviewed: January 2013
Reviewed: January 2014
Reviewed: January 2015
Reviewed: September 2015
Reviewed: September 2016
Reviewed: September 2017
Reviewed: September 2018
Next Review: September 2019

Headteacher's Authorisation:

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Lines of Supervision

Head Teacher

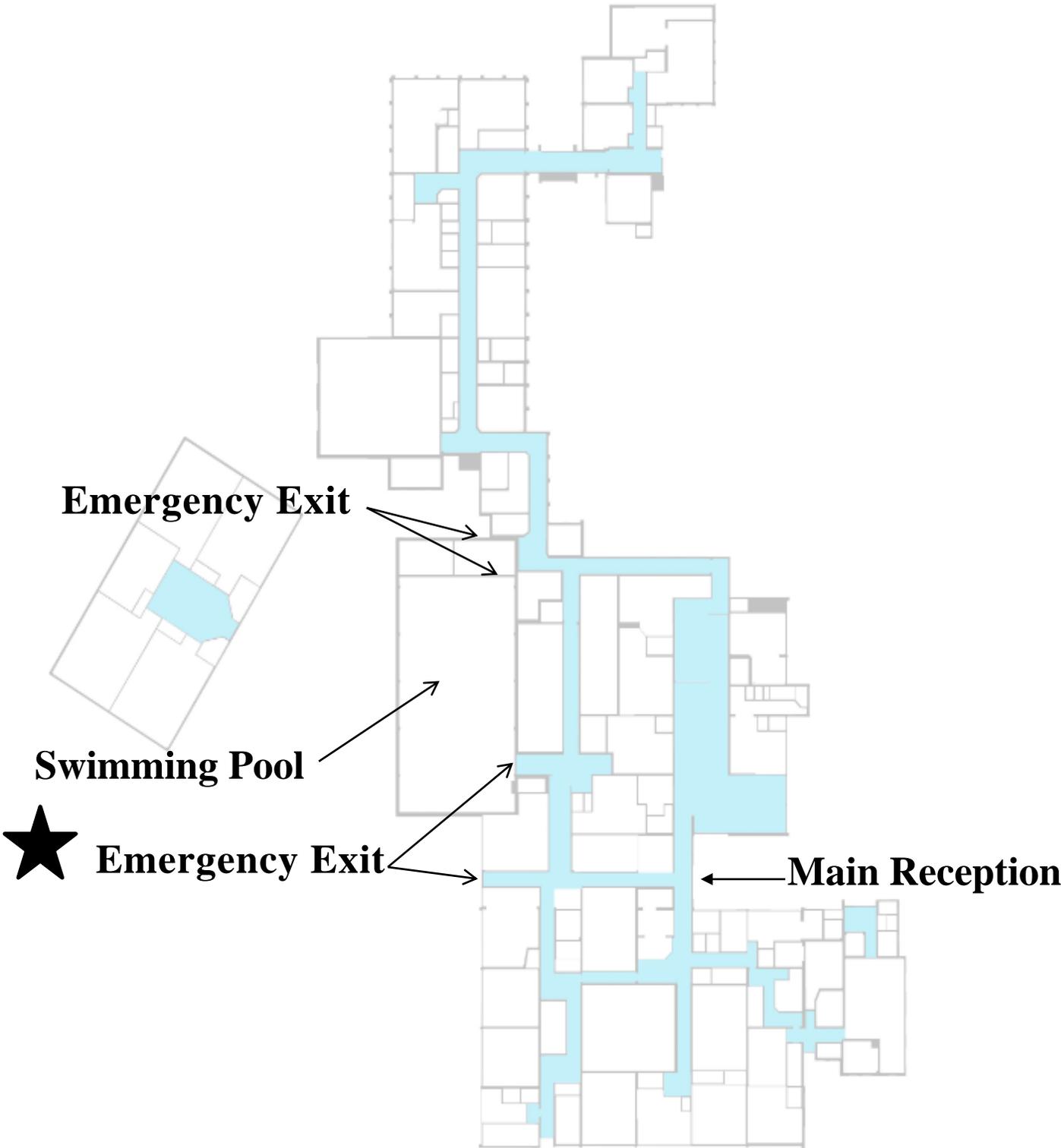
Head of Secondary and Head of Primary

Head of PE

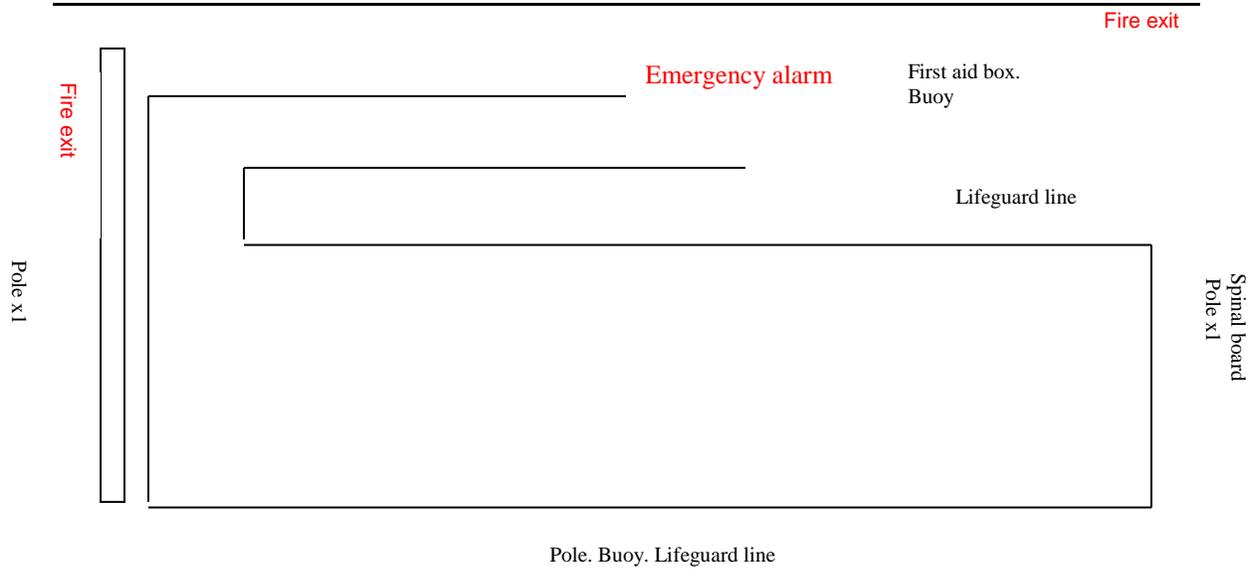
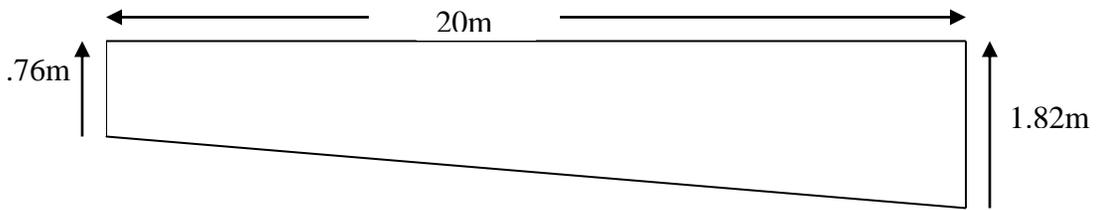
Lifeguard/Swimming Teacher

Site Manager

General



Pool Dimensions



Pool Staff

Staff must make every attempt to ensure that when they arrive for duty, they are on time and that their appearance is in accordance with that of taking part in a physical activity.

The use of mobile phones whilst on duty apart from when you are on a break is prohibited.

Cleanliness

Caretaker/ site manager needs to ensure that high levels of cleanliness are met:

- Floors are kept clean, are drained where necessary, and are not slippery; yellow wet floor warning signs to be used.
- The premises are kept clean, including internal walls, ceilings, furniture and fittings;
- Appropriate containers are provided for waste products.

Staff sickness

Staff absences to be displayed up on secondary board - S Walker (SW) to update / Email is sent by reception..

D Seston/N Kelly (swim teachers) to complete staff check list each morning to enable staff changes to be made for the day in consultation with Simon Walker (SW) to make sure pool ratios are in accordance with class groups.

C.O.S.H.H. data Hazard sheets substances

All chemicals must be C.O.S.H.H. assessed before they are allowed to be used on site. These are stored in the Plant room, accessible by the Caretaker/ site manager only.

Phone line

The Emergency Phone is located inside by the swimming pool doors, dial "9" for an outside line. Any faults with the phone must be reported to site manager and headteacher.

Conditions of hire

The Conditions of Hire, together with a signed copy of Application to Hire, represents a legally binding contract.

Lifeguards identified by the hirer are required to sign a register of attendance for every period of regular hire and are required to produce evidence of qualifications to the Head Teacher or his/her representative.

Hirers must ensure that they have read the:

Normal Operating Plan

Emergency Action Plan

And/or are familiar with the layout of the pool.

A member of the group must be recently trained and able to carry out rescue and resuscitation. Groups may only use the pool if they comply with the safety recommendations.

Supervision:

Special needs persons /pupils – Maximum Class size is 12 pupils with appropriate support in the water, for example 1:1 or 1:2. Classes are risk assessed for ratios on an individual basis with pupils who require significant support in the water being risk assessed on an individual basis.

Adult/baby groups: Non-swimmers and beginners – 1:12

Improving/competent swimmers – 1:20

Mixed ability groups - 1:20

If the swimming teacher enters the pool to teach then they must designate an adult to act as “eyes on the side”. This person should confirm with the teacher prior to taking on the role, how many pupils and staff are in the pool and regular 3 minute checks should be made on the location of all people in the pool.

In this scenario the TEACHER entering the pool must be last one to enter the pool checking everyone who should be swimming is already in the pool and they should be the last one out of the pool checking the pool is empty when they do so.

NORMAL OPERATING PROCEDURE

Facilities

Swimming Pool with ramp.
Multi-sensory facilities.

Pool Dimensions

See General info

Maximum Bather Loading

Special needs persons /pupils - 1:12 (with appropriate support in the water, 1:1 or 1:2)

Adult/baby groups : Non-swimmers and beginners – 1:12

Improving/ competent swimmers – 1:20

Mixed ability groups - 1:20

Max in pool = 35

Swimwear guidelines

Pupils and adult helper should wear swimwear that is safe, clean and respects the dignity of all customers.

Some pupils may feel the need to wear adaptable clothing for a number of reasons. This must be suitable, lightweight and relatively close fitting.

Qualifications/Training

Teachers – those responsible for supervision must receive regular training and update in:

- Rescue
- Resuscitation
- Basic first aid
- Defibrillator

The swimming teacher/lifeguard should hold a current National Pool Lifeguard qualification, which must be renewed every 24 months, it is the teacher's responsibility to make sure their qualifications are up to date and make any requests for renewals to Andrea Mason (AM). The appropriate qualification for the supervision of programmed swimming is the Lifesavers – National Rescue Award for Swimming Teachers and Coaches or the National Rescue Award for supervisors of swimmers with disability.

Potential Risk Areas

- One adult must be 'eyes on the side' at all times when pupils are in the pool.
- Pupils must be supervised at all times and adult helpers must be aware of who they are supervising.
- Pupils using wheelchairs MUST wear their seat belts, MUST be out of cog when in the changing rooms or on pool side and MUST have brakes locked on whilst wheelchairs are stationary.
- Wheelchairs must be placed at right angles to the pool and well away from the edge.
- Blind spot at the bottom of ramp must be observed when pupils are entering.
- Pupils placed in pool / shower chairs should always be moved backwards by an adult with one hand across the pupil's chest with seat belt on.
- Pupils potentially getting out of their depth in the main teaching area midway between the shallow and deep water.
- Getting body parts stuck in bars or behind steps.
- Steps, ramp and poolside can become slippery.
- Unclear pool water preventing visibility of the pool bottom.
- When using large floats, danger of pupils falling onto hard pool's edge, lack of vision under float.
- Two adults must be present in the correct gender changing room when pupils are changing.
- Two adults must assist pupils who need to be changed using the hoist and the changing bed.
- Staff MUST prevent diving and jumping into the pool. Bathers MUST be advised to enter the water in a safe and controlled manner.

Safety of people with Special needs to be assessed on a case-by-case basis following any risk assessments that have been put in place.

- There are sufficient helpers in the water to provide adequate support.
- There are a sufficient number of other helpers to provide additional support in case of an emergency. Nurses and physio support situated in office opposite swimming entrance.
- Risk assessments must be followed when entering and exiting the pool and changing pupils in the changing rooms (these can be found on the swimming tablet in the one drive folder if staff are unsure at the start of a lesson).

Dealing with Users

- The teacher is responsible for the safety of all persons present.
- The swimming teacher is responsible for collecting the key and unlocking, checking and locking the pool and changing rooms at the end of the session. The swimming teacher is responsible for checking emergency equipment is in correct places and check regularly.
- Whilst using the changing rooms, main double doors **MUST** be locked by the combination lock. This is to ensure the poolside remains empty when unsupervised.

Swimming Contra-indications:

Pupils **SHOULD NOT SWIM** with the following contra-indications – check with the nurse and swimming teacher.

Infected wounds
Fungus infection of the feet
Skin infections
Ringworm
Active lung infections
Weeping ear infections
Eye infections
Head Lice

High Risk Conditions:

Pupils with **tracheostomy** - This is a tube in the airway leading directly to his lungs. It has no valve or cap and enters the neck below the 'Gag reflex'. The risk of water entering during a swimming lesson is possible even with significant staff ratios and or floatation equipment. ***Pupils require an individual assessment of risk to verify on a case by case basis. However, the general rule is that paediatric tracheostomy patients (students) are not to permitted to swim in school swimming lessons.*** (Guidance supported by Great Ormand Street Hospital <https://www.gosh.nhs.uk/medical-information-0/procedures-and-treatments/living-tracheostomy> , St Jude's Children's Hospital <https://www.stjude.org/treatment/patient-resources/caregiver-resources/patient-family-education-sheets/tracheostomy-care/things-to-avoid-when-your-child-has-a-trach.html>)

Pupils who are **nil by mouth** – all staff must be aware when swimming pupils must be supported 1:1 in the water with appropriate swimming aids, kept away from other pupils who may splash water in their direction.

Foreign matters in the water

If a solid stool is identified the specific area should be vacated. The pupils should be moved to another area of the pool or requested to vacate the water whilst the problem is being attended to. The faecal matter should be removed with a pool net. The net must be disinfected and its contents disposed of down the toilet. As long as the pool is, in respects, operating properly (disinfectant, residuals etc) no further action needed.

If the stool is runny the pool should be cleared of bathers immediately and all bathers should be recommended to shower. The site manager will then run the pool at the top of its disinfectant residual range.

Reporting Accidents

All accidents need to be reported to the person in charge i.e. Swimming Teacher, an accident form needs to be completed and CPOMS recorded if appropriate.

First Aid Supplies

See nurse and first aid box on the wall in the swimming pool next to boys changing rooms.

First Aiders

Swim Teachers/Lifeguards are trained in basic first aid as part of their lifeguard training. Lifeguards are expected to provide immediate aid to casualties until a trained first aider arrives or school nurse. A number of adults are trained in first aid within the school.

Controlling Access

The keys for the pool are kept in the safe outside the main pool doors. Keys are to be returned to the safe after use each day by swimming staff. Changing rooms to be locked at all times when pool is not in use.

It is the caretakers responsibility to check all doors, pump room and put the cover on the pool after use each day, following the below sessions:

- Monday S4 Swim Club 7.45pm
- Tuesday School Swim Club 5.45pm
- Wednesday Wilson Stuart Curriculum Lessons 3.30pm
- Thursday S4 Swim 7.30pm
- Friday S4 Swim Club 7.45pm
- Saturday S4 12pm to 2pm

Bathers **ARE NOT PERMITTED IN THE POOL AREA** (in pool/on poolside) unless a qualified lifeguard is present.

Access to the pool is restricted by locking the changing room doors and the door between the corridor and poolside.

It is the lifeguard's responsibility to ensure that no bathers remain in the pool area at the end of a session and the doors to the pool are locked (unless the lifeguard for the next session is present on the poolside and ready to start duty in which case the responsibility for securing the pool is passed to them).

Emergency Drill

The emergency drill to clear the pool should be practiced regularly using an agreed signal – one loud, long blast of the whistle.

Emergency Equipment

The following emergency equipment is kept on the poolside:

Poles	4	(Kept by the equipment storage area)
Blankets	12	(Kept by the shallow end fire exit)
Alarm Buttons	2	(See above)
Lifeguard lines	2	(deep end and halfway down the pool)
Spine Board	1	(Mounted on wall at deep end)

Telephone located inside the main pool doors

Lifeguards must check that all equipment is in its correct position and ready for use at the start of each session.

Alarms

Drowning/Alarm siren – tested monthly by head teacher

Fire bell - tested weekly by head teacher

FIRE PROCEDURE

On discovery of a fire follow the procedure:

Sound the alarm

Clear the pool

YOU ARE NOT EXPECTED TO RISK YOUR OWN SAFETY.

Close doors and windows as you leave (as long as it is safe to do so).

Fire Alarm

Continuous ringing bell and flashing red light above girls' changing room.

Control point - grassed area behind sixth form block.

Alarms can be manually triggered from any alarm point and the Fire Brigade WILL NOT BE SUMMONED AUTOMATICALLY.

At the end of an incident a full report must be given to the head teacher.

SPINAL INJURIES RESCUE PROCEDURE

- Lifeguard in the area shouts out 'suspected spinal' and sets off pool alarm. Enter the water using a slide in entry.
- On entering, the rescuer must maintain observation and eye contact with the casualty at all time. The other adults should clear the pool of pupils.
- The rescuer should approach the casualty from the side and, with care, apply either the 'vice grip' or 'bear hug' as appropriate for the depth of water. (vice grip 0.7 m or greater, Bear grip should be applied in depth less than 0.7m).
- The initial rescue of the casualty is most critical and must not be rushed or managed in haste. The casualty must be put onto AQUABOARD by a qualified lifeguard who has passed RLSS certified spine board module. This person should act as team leader and take charge.
- During this time an adult helper should have called the emergency services and notified the head teacher or SLT member in charge on that day.

Guidelines for Visiting Schools and Swimming Groups

1. The pool and all sessions are subject to the adhering to the Wilson Stuart Normal Operating Procedure document. This will be made available to all users who will be required to sign to accept agreed compliance.
2. Only the Wilson Stuart Swimming Teacher (if leading the session) can take the decision to take pupils into deep water, or out of their depth.
3. Pupils are to only enter the water by walking down the ramp.
4. The width rope is to be employed at all times.

5. Visiting School staff must make themselves aware of emergency procedures and the location of rescue equipment.
6. Staff in the pool must position themselves at the far side of the pool (opposite the changing room side), so they have immediate access to the rescue poles.
7. Fire safety instruction must be given every time there is a change of pupils or teachers, and at the beginning of every term.
8. School teaching staff on poolside need to have a whistle on them at all times and understand whistle blowing signals, 3 short blasts for a rescue and 1 long blast to clear the swimming pool.
9. No one is to be on the poolside until Lead Swimming Teacher (Wilson Stuart or Priestly Smith) is present.

People responsible for the above from September 2018

Steve Hughes (Head Teacher)

Chris Wilson (Head of Secondary) Sian Parker (Head of Primary)

Neil Dawson (Head of PE)

Dawn Seston/Nigel Kelly (Wilson Stuart School Swimming
Instructors)

Francis McCloughlin/Chris Stevenson (Caretaker/ site manager)

