
Pool Safety Operating Procedure

September 2019

Riverbank Academy Hydrotherapy Pool

Princethorpe Way, Coventry, CV3 2QD

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Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)

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NOP 1**POOL DETAILS****Pool:**Surface Area $4m \times 11m = 44m^2$ Depth *Variable 1.2m- 1.5m*Volume $59.4m^3$

Description Hydrotherapy pool

Specific Hazards: Steps, Variable depths, glare, sensory equipment, hoists, changing beds.

NOP 2 POTENTIAL RISK FACTORS

(a) What is included in a RISK ASSESSMENT?

- The identification of hazards (i.e. something with the potential to cause harm)
- Who may be affected by the hazard
- An assessment of the seriousness of the hazard (on a 1 to 5 scale)
- An assessment of the probability of harm or damage occurring (on a 1 to 5 scale)
- An assessment of the Risk rating based on a combination of the intensity and likelihood known as the RISK rating)
- Details of the existing control measures
- Proposals for further action which might reduce the risk

If it is perceived that a hazard is likely to cause serious harm or damage then the assessment will suggest urgent action. A priority plan will then be produced outlining costs and benefits.

(b) The RISK ASSESSMENT process is approached from 3 directions:

1. **People** Who is present?
2. **Task/Activity** What is happening?
3. **Structure** Where is something happening?

This approach of asking, "Who is doing what and where?" should ensure that the Risk Assessment is comprehensive.

(c) Assessments include analysis of:

<u>People</u>	<u>Task/activity</u>	<u>Structure</u>
Disabled and special needs	Swimming	Fire
Large groups	Security procedures	Gas
Contractors	Maintenance work	Power failure
Very young/ 50 +	Life guarding	Heights/roofs
Hirers/special events	Administering 1st Aid	Water
Employee stress	Handling chemicals	Noise
Disorderly persons	Electrical work	Electricity
Pupils	Housekeeping	

d) Hazards

Slips, trips, falls	Misuse of equipment	Fire
Inadequate supervision, instruction and training	Inadequate signage/poor placement	Drowning/difficulties in the water
Manual Handling	Electricity	Lack of understanding – language
Ill health of pool users/staff	Overcrowding	Access/security
Glare	Hazardous substances	Condition of pool tank
Physical characteristics of pool tank	Use of floats	Water clarity
Bodily fluids	Unsafe behaviour	Heat

NOP 3 MAXIMUM OCCUPANCY

(a) OPTIMUM AND MAXIMUM BATHER LOADS

Pool	19 Maximum*
Local Maximum Bather Load (staff)	12 (number of bathers actually in the pool including students and staff)

* = Based upon Managing Health and Safety in Swimming Pools recommendation of 1 bather to 3m² of water.

(b) Load detection:

The Head Teacher, Governing Body, Head of PE, lifeguards and all teachers and supporting staff must be aware of the bather loads.

The maximum load (12) is adhered to *by planning appropriate supervision and completing registers for every session.*

Note: ensure this covers curriculum, rewards and hire sessions

The named lifeguard/ teacher responsible for each session shall be responsible for restricting further access, and controlling bather loads.

This does not apply to a hiring organisation providing they have appropriate risk assessments in place, this will be done at their own risk and no responsibility will fall upon the hirer if points in the NOP are deviated from.

NOP 4 DEALING WITH STUDENTS/ CUSTOMERS

Riverbank hydrotherapy pool is used occasionally during school holidays for lettings by external organisations.

(a) Safety Information

- All safety signs displayed will conform to Health and Safety legislation and will be regularly checked for condition, clarity and relevance.
- Fire Action notices will be displayed in relevant locations giving instructions to customers of action to take in the event of fire and/or evacuation.
- Swimmers will be controlled by life guarding staff. It is expected that appropriate behaviour will be adopted, but lifeguards and staff have the authority to enforce standards of behaviour and instil sanctions, including preventing future use of the pool
- Pool rules will be displayed in the changing rooms and on pool side

Safety Code and Conditions of Use

- No running on poolside
- No fighting, pushing or throwing other bathers into the pool
- The use of masks, snorkels and fins is restricted to programmed sessions
- No gymnastics e.g. shoulder stands, somersaults etc
- No screaming or shouting except in an emergency
- No eating on poolside. Bottled water is permitted.

- Chewing gum not to be taken into the changing area or pool side
- No one under the influence of alcohol or drug misuse will not be admitted to the facility
- No outdoor shoes permitted on the poolside
- Non-swimmers and weak swimmers must remain in areas designated by staff. Bathers wearing buoyancy aids must not stray out of the designated areas
- In the event of external groups hiring the facility, children under the age of 8 must be accompanied in the water by an adult. One adult may accompany two children under age of 8. Children under 5 must be accompanied on a 1:1 basis (This does not apply to a hiring organisation providing they have appropriate risk assessments in place, this will be done at their own risk and no responsibility will fall upon the hirer if points in the NOP are deviated from.)
- Accompanying adults must not leave children under the age of 8 unattended
- The supervision of Riverbank students will depend on their learning ability, physical needs, behaviour and swimming abilities.
- Buoyancy aides are recommended for all non-swimmers
- No tag games allowed
- All bathers, including staff to be suitably attired. Students must wear swim shorts or swim suits. It is preferable for girls to wear a 1 piece costume. Students may wear a t-shirt. All staff are expected to wear t-shirt and shorts/ leggings in the pool. Staff pool side must be wearing pool-ready clothing. Children over 6 months and under 2 years are required to wear suitable water nappies
- No additional electrical equipment is allowed on the poolside

(b) Pool Supervision

Full details are described in NOP 5, including staff to customer ratios.

(c) Controlling Access

- For overcrowding, see EAP 5
- For maximum bather loads, see NOP 3
- When not in use the pool area will be locked and the key locked away in the Riverbank school office. The pool will be fully checked, isolated and secured before locking the doors.
- Areas not authorised for access will where possible be locked, but have appropriate signage.

NOP 5 POOL SUPERVISION AND USAGE GUIDELINES (Lifeguard duties and responsibilities)

All pool activities must be supervised by a person who holds a recognised lifesaving qualification

(a) Key functions:

- Keep a close watch over the pool and pool users
- Communicate effectively with pool users and staff
- Anticipate problems and prevent accidents
- Intervene to prevent behaviour which is unsafe
- Identify emergencies quickly and take appropriate action

- Carry out a rescue from the water
- Give immediate first aid to casualty
- Be able to supervise

(b) Pool Duties:

Your first duty is to attend to the safety of bathers, whilst maintaining your own safety. The swimming pool environment has a very high element of risk, hence the need for lifeguard supervision at all times. An **ALERT and VIGILANT** lifeguard will reduce the likelihood to rescue a bather by anticipation and prevention.

The lifeguard will prevent such situations arising by the following action:

- Be aware of high risk bathers e.g.; non swimmers, very young, very old;
- Be aware of high risk areas within pools e.g.; deep water, steps, depth change area;
- Positioning with your back to the windows to prevent glare where necessary;
- Ensuring the best vantage point;
- Making regular checks of the bottom of the pool;
- Patrolling the whole perimeter of the pool regularly (if not in fixed position);
- Never leaving the poolside without first having your replacement present and - in position;
- Working as a team.
- Using all techniques trained within the National Pool Lifeguard Qualification

(c) Pool Patrolling:

Full attention is necessary at all times to prevent dangerous situations. The following requirements should be adhered to:

- Never sit down on poolside
- On commencing pool duty scan the bottom of the pool and check the location and readiness of the pool safety equipment
- Never leave the pool unattended, always obtain a relief lifeguard before vacating your post
- Lifeguards should keep moving, changing direction and demonstrating that vigilance is a high priority
- Patrol different areas to other lifeguards
- Do not talk between lifeguards unless it is essential for pool operation or safety of the bathers
- Position yourself on the poolside in accordance with Managers guidelines to ensure the optimum supervision of the pool
- On leaving the poolside, ensure any occurrences or problems which have arisen and/or potential situations are passed onto the oncoming lifeguard and Head of PE
- Do not slouch against the walls
- Stand on the poolside away from the walls looking alert and maintaining vigilance at all times;
- Position yourself to minimise any glare on the water
- NEVER turn your back on the pool, you may miss a situation
- Maximum life guarding spells will not exceed 45 minutes, and will be followed by a minimum of 15 minutes away from the poolside
- All floats and equipment to be removed from pool by staff before the end of the session. Noone should re-enter the water once the lifeguard has been released.
- This does not apply to a hiring organisation providing they have appropriate risk assessments in

place, this will be done at their own risk and no responsibility will fall upon the hirer if points in the NOP are deviated from.

(d) Use of Whistle/Pendant Alarm:

Ensure all whistle blasts are clear and distinct.

- ONE SHORT BLAST** DRAWS THE ATTENTION OF THE BATHER
- TWO SHORT BLASTS** DRAWS THE ATTENTION OF ANOTHER LIFEGUARD
- THREE SHORT BLASTS** INDICATES THAT A LIFEGUARD IS TAKING EMERGENCY ACTION
- ONE LONG BLAST** CLEAR THE POOL AT THE END OF THE SESSION, OR TO ATTRACT THE ATTENTION OF ALL BATHERS

Lifeguards shall carry a whistle at all times whilst on shift. The use of the whistle is to be kept to minimum.

ALWAYS TRY TO EXPLAIN TO SWIMMERS PERSONALLY. WALK TO THEM. DO NOT SHOUT OR WHISTLE OVER A DISTANCE. USE HAND SIGNALS TO COMMUNICATE WITH OTHER MEMBERS OF COLLEAGUE - DO NOT SHOUT

(e) Supervision Levels

The number of bathers admitted is limited by local agreement - maximum bather load (12) and capability of lifeguards on duty. The lifeguard on duty is responsible for ensuring the bather load is not exceeded and only allowing bathing loads at the level the safety of bathers will not be put at risk.

The number and location of lifeguards is based on the ability to scan an area in 10 seconds and attend any incident in that area within in 20 seconds and the nature of the session, age/ability of swimmers as set out in the risk assessment.

When 1 lifeguard is in the pool – patrols pool and must stay alert to the needs of pool users

Swimming Lessons

If the pool is being used exclusively for swimming lessons, this will be supervised by ASA or STA qualified teachers, who will also hold a valid National Pool Lifeguard Qualification or the Rescue Test for Teachers of Swimming.

Description of swimmers needs/abilities	Minimum ratio of students to adults in the water	Minimum adults poolside
a. Epilepsy, regardless of swimming ability*	1-1 at all times	1 Pool watch (lifeguard must be present)
b. PMLD	1-1 at all times + 1 to support physio & evacuation	1 Pool watch + number specified in evacuation plan (lifeguard must be present)
c. No breath control	1-1 at all times	1 Pool watch (lifeguard must be present)
d. Cannot support self in the water	1-1 at all times + 1 to support physio & evacuation	1 Pool watch + number specified in evacuation plan (lifeguard must be present)

e. Out of depth and cannot swim the width of the pool effectively	1-1 supervision	1 Pool watch (lifeguard must be present)
f. Out of depth, but can swim the width of the pool effectively. Cannot respond to verbal instruction	1-3 supervision	1 Pool watch (lifeguard must be present)
g. Out of depth, but can swim the width of the pool effectively and respond reliably to verbal instructions	1-5 supervision	1 Pool watch (lifeguard must be present)
h. Can stand up across the pool, but cannot swim the width of the pool effectively	1-5 supervision	1 Pool watch (lifeguard must be present)
i. Can stand up across the pool, and can swim the width of the pool effectively	1-8 supervision	1 Pool watch (lifeguard must be present)
j. Independent, confident swimmer	No adults required in the water	1 Pool watch + <i>session leader if no adults in the water</i> (lifeguard must be present)

*Legal requirement

This does not apply to a hiring organisation providing they have appropriate risk assessments in place, this will be done at their own risk and no responsibility will fall upon the hirer if points in the NOP are deviated from.

(h) Training

Riverbank Academy will not employ any staff specifically as lifeguards, nor will those with a lifeguard qualification receive additional allowances for carry out their swimming duties. Those acting as lifeguard will be required to complete the RLSS NASTC qualification. No session can take place without someone present who holds the minimum lifesaving qualification. Lifeguards must ensure that qualifications essential for carrying out duties are updated every 2 years and they undertake all relevant update training. Copies of all qualifications must be provided for the Head Teacher to retain.

All staff receive induction training; records are kept by the Head Teacher.

New lifeguards receive site specific training which includes developing a full understanding of the PSOP and pool familiarisation. A mentoring system is implemented and regularly assessed.

Lifeguards are shadowed and a peer review undertaken regularly.

Mandatory update training sessions takes place termly according to the training plan. This includes planned wet and dry onsite training, the content of the PSOP and risk assessments and water fitness. Life-saving/use of rescue equipment and first aid training will be updated through accredited courses for specified staff, such as non-lifeguards who work in the pool.

All lifeguards and teachers must attend training and keep a personal log book.

Records of training, attendance and objectives achieved are kept recorded by the Head Teacher

When a class teacher is conducting a swimming lesson without a specialist teacher or instructor of swimming present, it is recommended that teacher must be qualified to do so.

In a pool with deep water the class teacher should as a minimum hold:

- ASA Teacher's Certificate

Class teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

In a shallow water learner pool or where there is a specialist swimming teacher

- A city-based course on swimming teaching principles

(i) Criminal Records (DBS) Checks

All staff to have DBS checks.

(j) Systems of work (*insert local systems of work*)

1. Pool cleaning

Cleaning procedures need to be detailed; specifying frequency, what is cleaned and how and by whom.

All chemicals used for cleaning pool surrounds and changing rooms shall be listed and a COSHH assessment completed using the Safety Data Sheets. The assessments must be kept with the chemicals to inform users of safe methods of use, requirements for personal protective equipment (PPE), dilutions rates, dealing with accidents, storage etc.

Staff using cleaning material should be trained in their safe use.

2. Pool Maintenance/ Pool water treatment

Detail the work systems to be used to operate the pool:

- chemical treatment - disinfection, pH correction, flocculation (if appropriate) systems in use
- pool water testing, dosing with chemicals, day tanks, ordering, delivery and storage
- backwashing - frequency, length of time, when it should be done, how it is done, who does it
- strainer cleaning
- alternating pumps
- alternating boilers
- other equipment and the processes
- who does what, training and qualifications, updates and re-validations.
- Independent water sample taken fortnightly by Kingfisher Environmental Services
- Pool plant room monthly service carried out by Buckingham Pools

NOP 6 FIRST AID

(a) Training requirements for first aider

Coventry City Council indemnifies all staff against claims for alleged negligence in relation to first aid provision providing they are acting in the remit of their employment.

In order to provide indemnity under the terms of the Council's liability insurance any first aid training provided must meet specified standards. To ensure this requirement is met all training in first aid should be arranged through Coventry City Council's Occupational Health Unit. This is a requirement of the City Council insurance policy.

(b) First Aid boxes shall be located in:

- Swimming Pool Area
- Changing rooms

Each box shall include a contents list by which regular checks can be done.

A nominated first aider will be responsible for checking/ replenishing stock and ensuring expiry dates are not exceeded. All checks will be recorded.

A minimum of one fully trained First Aider will **ALWAYS** be identified as available on call, but may not be poolside

(c) Treatment

All first aiders must make a record in the First Aid Treatment Book after administration of any treatment or giving advice.

(d) Disposal of sharps

- Needles, syringes etc. placed in a proprietary sharps container/ appropriate container, using tongs
- Removal of waste/ syringes can be arranged by calling 0500 834 333
- Waste stored safely until collected

NOP 7 ALARM SYSTEMS AND EMERGENCY SYSTEMS, MAINTENANCE AND TESTING

- (a) Fire manual call points and extinguishers are identified on the building plan (see NOP 1) and within the fire risk assessment.
- (b) Fire alarm bells are located:
- (c) Emergency lighting shall provide illumination in the event of a power failure.

Equipment	Location	Frequency of Checks	Maintenance	Responsible	Records kept
Fire – manual call points		Weekly	Annual		
Emergency lighting		<i>Dependent on type of system</i>			
Torpedo buoys		Daily *			
Reach poles		Daily *			
Remote pager/mobile phone etc		Daily *			
Fire extinguisher		Weekly	Annual		

* prior to pool being operational

Action to be taken on hearing the fire alarm:

Bathers vacate the water, wait by the fire exit, ready to evacuate if instructed to do so.

Action to be taken on seeing/hearing the drown/alarm:

Bathers vacate the water and transfer into the changing area to await further instruction.

NOP 8 SECURITY

- (a)** All doors and areas specified (pool hall, changing rooms, plant room, chemical storage) to be locked shall remain so unless in use. Keys shall be issued to maintenance and recorded and controlled in a security conscious manner. A second key can be signed in and out from Riverbank main office.
- (b)** Employee safety must be considered above money security, and staff should not aggravate a potential robbery in any way. Staff should remain calm, follow any instructions but attempt to memorise as many details as possible and complete a statement form as soon as possible after the incident.
- (c)** Staff should avoid confrontation with persons which might lead to assault. Irate customers should be encouraged to a separate room and any problems discussed in a calm manner. In cases of doubt and/or concern, any member of staff is authorised to contact the police, if only as a precautionary measure.
- (d)** Any incidence of security breach or assault **MUST** be recorded as an incident in liaison with the Head Teacher and in accordance with Coventry City Council Policy (see EAP 4 and EAP 7).

NOP 9 PERSONAL PROTECTIVE EQUIPMENT

(a) Lifeguard Uniform *(amend to reflect local uniform)*

Lifeguard will wear red.

(b) Personal Protective Equipment

Any tasks which have been assessed to require protective equipment shall be undertaken using such equipment on every occasion. If there is any doubt the Site Services Manager will advise.

Examples of common tasks and activities are:

Cleaning;	gloves, overalls, goggles
Chemical Handling;	gloves, overalls, goggles, wellington boots, face mask
Plant inspection;	hard hat
Lifeguarding;	whistle
Litter collection;	gloves, litter picker
First aid treatment	disposable gloves
Changing students continence wear	disposable gloves, aprons

This list is not meant to be exhaustive as it is accepted that specifics will occur.

It is the duty of the school to provide adequate and suitable protective equipment to its staff; and alert them to where it can be found. Equally it is the duty of the employee to use the equipment as trained.

Staff using PPE	Training	Location of Training Records
Site Services Officer Team	SSO Workshop	Riverbank main office
Lifeguards	Lifeguard training Update training	Riverbank main office/ Pool manager's office
Swimming Teachers (must if no lifeguard on duty, best practice for all)	See Code of Practice in School Swimming	Riverbank main office/ Pool manager's office

NOP 10 CONDITIONS FOR HIRE TO OUTSIDE ORGANISATIONS

At present the pool is available out of term time for lettings.

The NOP/EAP is written in the context of internal teaching and when hired to external companies can be deviated away from with the appropriate risk assessments in place. This will be done at the external companies own risk and will become their responsibility to implement and manage.

EAP 1 EVACUATION OF BUILDING - GENERAL

Evacuation may be required as a result of:

- Fire
- Bomb Threat
- Escape of poisonous, corrosive or inflammable substances
- Power Failure
- Structural/Mechanical Failure

The signal to evacuate will be the activating of the Fire Alarm. (In the instance of bomb threat, radios and fire alarm are not to be used. The Pool Manager will advise each member of staff to carry out a controlled evacuation)

(a) Action:

1. On hearing the fire alarm staff shall get ready to evacuate the pool/changing areas as quickly as possible. Bathers must evacuate the pool and assemble at the fire exit (deeper end of pool hall) to await further instruction.
2. The assembly area is KS3 Playground
3. The School Pool Manager should receive all staff /users at the assembly area and ascertain which facility areas are cleared and account for all staff/users.
4. This information and areas of special hazard should be passed directly to the attending Senior Fire Officer or Senior Police Officer.
5. Re-entry to the building may only be allowed at the discretion of the Senior Fire Officer or Senior Police Officer.

(b) Evacuation Guidelines: *(amend to reflect local procedures)*

Staff must appear calm and authoritative at all times. Do not induce panic. DO NOT RUN

Persons must leave the building by the nearest exit and should not risk themselves or others by going to other parts of the building to collect valuables, friends etc. The School Pool Manager should make arrangements to shelter and cover bathers where necessary.

Lifeguards

1. Evacuate the pools and assemble swimmers by the nearest fire exit;
2. If considered to be at risk, evacuate them outside, collecting foil blankets from emergency exit. Assemble at assembly area;
3. If no apparent risk, wait for further instruction from the School Fire Warden

Staff not on Poolside:

1. Evacuate change areas;
2. Evacuate dry change areas;
3. Report to the responsible person at the front of the building.

Receptionist:

1. Telephone the Emergency Services, dial 999, stating the name, address and telephone number of the School

2. Shut the reception door on leaving;

Swimming Teacher (Wet Side):

1. Evacuate your class from the water and assemble them by the nearest fire exit to await further instructions, making sure to take the class registers with you.

Users with special needs

1. Teachers/Lifeguards to be aware of persons with special needs and those who require additional support and assistance in the event of an emergency. All students known to have issues with evacuation must have a personal emergency evacuation plan (PEEP). Those with mobility issues will have a moving and handling risk assessment including their PEEP. Suitable evacuation equipment will be available poolside.

EAP 2 EVACUATION - SPECIFIC INCIDENTS

(a) Lighting/Power Failure:

The Emergency Lighting Unit will provide at least 3 hours light in the event of power failure.

Evacuation should take the form of EAP 1 with the following additions:

1. School to initiate Evacuation by sounding the Fire/Evacuation alarm;
2. School to communicate reason for failure to staff in order that customer enquiries can be dealt with;
3. School to close down delivery valve on main pool circulating pump.
4. School to contact the Electricity Board to determine localised/general power failure, and likely duration of power failure;
5. School to complete locking routine and post closure notices.

When power is restored, all necessary electrical equipment such as pool pumps should be switched on and the local Electricity Board contacted to ensure that the supply will remain continuous.

(b) Structural Mechanical Failure:

Evacuation to take the form of EAP 1.

(c) Emission of Toxic Gases:

Evacuation to take the form of EAP 1.

(d) Bomb Threat:

Evacuation to take the form of EAP 1 with the following additions:

On receiving a message warning of a bomb-threat observe the following:

1. Listen to the caller, do not interrupt, write down everything that is said;
2. Note the time the call is received;
3. Note the accent of voice? - Male/female, adult/child;
4. Note the background noise;
5. Is it a private call or one from a call box?
6. Notify the Pool Manager, who shall contact the emergency services

EAP 3 RESCUE OF A BATHER/RECOVERING A CASUALTY FROM THE WATER/EMERGENCY SITUATIONS

(a) Wherever possible, having assessed the severity of the situation, enter the water unless this will seriously compromise your safety, and ability to assist the casualty.

DO NOT PANIC - CONCENTRATE AND ASSESS THE SITUATION

The following should be adopted:

1. Blow 3 short, sharp blasts on the whistle, to indicate pool is to be cleared; press the emergency pool alarm to notify Riverbank student reception and main reception office staff and on-call via walkie-talkie. All staff not currently teaching to attend the pool.
2. Students who require support to evacuate are to move to side of pool and be supported in a safe position until enough staff are available to lift or hoist them out of the water.
3. Effect a rescue as the situation demands;
4. If it is safe to do so get injured persons out of the water as soon as possible (with the exception of suspected spinal injuries)
5. If there is no pulse with a suspected spinal injury casualty, then remove from the water as trained.
6. Continue with required First Aid, EAV, CPR;
7. Communicate details to the School office who is summoned by the walkie-talkie to the poolside. Ambulance requested if required.

*IF ANY INCIDENT INTERRUPTS/DISRUPTS YOUR VIGILANCE (E.G.; PERSON (S) REQUIRING EMERGENCY/URGENT ATTENTION ON OR NEAR THE POOLSIDE) STEPS 1), 2) AND 3) ABOVE SHALL BE FOLLOWED.

REMEMBER THIS IS TEAM WORK, TAKE CONTROL OF THE SITUATION AND WORK TOGETHER.

(b) Rescue and Resuscitation of a Casualty:

The following decisions have to be considered:

1. Is it safe to land the casualty in their present condition?
2. Suspected spinal injury casualties will need the assistance of additional lifeguards/staff until the arrival of the Emergency Services;
3. The spinal casualty may require EAV as trained, in the water;
4. The spinal casualty will only be removed by you from the water if there is no pulse or recognition of the onset of body cooling indicating hypothermia.

Lifeguards

1. If you are required to enter the water sound the whistle immediately. You or the session lead must notify the office via walkie-talkie. IF YOU HAVE TO LEAVE POOLSIDE THE WATER MUST BE CLEARED
2. Where necessary assist with casualty.
3. Oversee/evacuate poolside and bathers ensuring minimum lifeguard levels are maintained;
4. Liaise with the School re: calling Emergency Services;
5. Evacuate bathers to changing room areas.
6. Assist rescuer as instructed;
7. Rescuers should complete reports accordingly to EAP 4.

School office

1. On being alerted by the pool emergency alarm please instruct any available staff to poolside

immediately. Only proceed there yourself if there are no staff available

2. Ensure someone is meeting the Emergency Services on arrival, if adequate staff allow
3. Additional staff must ensure lifeguard has control of the situation. Take control of the situation if required by ensuring;
 - Casualties are being dealt with correctly, if necessary telephone for an ambulance;
 - Pool is evacuated;
 - Determine whether it is necessary to:
 - (a) Clear the pool hall, or,
 - (b) If it is appropriate to re-commence swimming;
4. If the course of action is (3a) issue instructions to staff accordingly;
5. If the course of action is (3b) ensure that a replacement lifeguard is available and positioned correctly

The School is responsible for the aftercare ensuring the debriefing and counselling of staff and the counselling of the casualty and their family. The lifeguard shall inform the Head teacher/ Health and Safety Services with details of any rescue taking place.

Responsibilities of Teachers:

1. On hearing the whistle remove your class from the water if possible, or else bring all students to the side and secure them in a safe position. Await further instructions.

(c) Emergency Situations - Lifeguards:

Action to be taken in the event of a life threatening situation, serious injury, accident or medical condition.

It must be noted that this may not be water based, it may take place on the poolside.

Situations that demand the full attention of the lifeguard, means the lifeguards vigilance has diminished and the pool becomes an unsafe environment.

SOUND THREE WHISTLES. CALL FOR ASSISTANCE WITH WALKIE-TALKIE AND TAKE APPROPRIATE ACTION - FOLLOW EAP.

Examples:

- Breakdown of vigilance;
- Collapse of a member of staff;
- Intervention of a third party in a "rescue situation".
- Overcrowding in lanes;
- Disorderly behaviour;
- Lack of water clarity;
- Injury to bather;
- Discovery of casualty in the water;
- Drug/solvent abuse;
- Alcohol abuse;
- Indecency;
- Sudden death;
- Intervention of a third party.

EAP 4 MAJOR ACCIDENTS

(a) A major accident is defined as that requiring to be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Such accidents may include:

- | | | |
|---------|----|-----------------------------------------------------------------------------------|
| Student | 1. | Fatality; |
| | 2. | Accident resulting in admittance to hospital DIRECTLY from scene of accident |
| Staff | 1. | Fatality |
| | 2. | Any accident requiring EAV/CPR treatment; |
| | 3. | Amputation/Fracture of skull or main bone in the body; |
| | 4. | Unconsciousness due to lack of oxygen; |
| | 5. | Accidents resulting from electrical shock, structural failure or toxic emissions; |
| | 6. | Accidents resulting in immediate hospitalisation in excess of 24 hours; |
| | 7. | Dangerous diseases. |
| | 8. | Serious burns |

Accidents should be reported according to the MATs recording accident, incidents and near miss reporting policy.

In the event of a major accident, the Head teacher must be notified immediately.

It is the responsibility of the Head Teacher to complete an accident report form immediately and undertake an investigation according to MAT Policy.

Health and Safety Services will report to the Health and Safety Executive using Form F2508.

(b) MINOR ACCIDENTS

An accident report form should be completed immediately for all accidents in accordance with MAT Accident Reporting Policy.

The casualty must be treated by a First Aider who will hold a current 3-day at work 'First Aid at Work' qualification (see NOP 6).

The School Management is responsible for analysing the frequency, repetition, causes of all accidents and undertake an investigation.

(c) ASSAULTS

An assault report form should be completed in accordance with MAT Policy.

(d) THEFT/VANDALISM/UNAUTHORISED ENTRY/SECURITY

Reports should be completed in accordance with MATs Risk Management Procedures (see NOP 8)

EAP 5 OVERCROWDING

(a) Pool:

The specified maximum bather loads detailed in NOP 3 should not be exceeded.

Where the bather load is perceived to exceed the maximum detailed in NOP 3, the following action shall be taken:

(b) Lifeguard/Pool Manager:

Inform the head teacher or PE lead immediately you have any concerns.

(c) Curriculum Swimming Teacher:

Investigate the actual bather load by doing a head count and completing the register.

If the bather load has been exceeded the following action shall be taken:

1. Prevent further pupil access;
2. Dynamically risk assess bather numbers and implement appropriate control measures.

(d) General:

External Hiring's

The NOP/EAP is written in the context of internal teaching and when hired to external companies can be deviated away from with the appropriate risk assessments in place. This will be done at the external companies own risk and will become their responsibility to implement and manage.

EAP 6 LACK OF WATER CLARITY AND DEVIATION FROM NORMAL POOL CONDITIONS

(a) Water clarity

Water tests for the pools must be taken at the prescribed intervals by the Pool Manager or Site Services Manager and the recording sheets complete, with the results communicated to the School office or representative. The results should approximate to the parameters indicated on the Pool Test Sheet.

All of the pool bottom should be clearly visible.

Should the pool water deviate from the accepted norms, and clarity remain unacceptable despite the implementation of corrective measures, the lifeguard, pool watch or session leader will take the decision to evacuate the pool. The following steps are necessary:

1. Communicate reason for evacuation to staff in order that queries can be dealt with;

The pool will only be re-opened once the Pool Manager and head teacher/ PE lead are satisfied that the corrective measures have been successful and that acceptable readings have been achieved.

In such cases of evacuation and closure, the head teacher/ PE lead is responsible for completing an Incident Report which should be passed to Health and Safety Services.

(b) Faecal Fouling

The following actions should then be STRICTLY followed:

Solid faeces should be removed from the pool as quickly as possible and any solid faecal fouling (even if contained within continence wear) must be reported to site services and the disinfection levels

checked immediately. No other action is necessary as long as the disinfection levels in the pool are within the range set for the pool and it is possible to retrieve all of the material.

Diarrhoeal fouling

The following procedure must be followed even if the diarrhoea is contained within continence wear;

1. Immediately clear the pool
2. Ask swimmers to shower thoroughly, BEFORE entering any other part of the building
3. Disinfectant levels are maintained at the top of the recommended range
4. The pool should be vacuumed and/or swept thoroughly to remove any deposit on walls or floor.
5. Using a co-agulant, filter the water for SIX turnover cycles .
6. The filter is cleaned by backwashing.
7. Explanation to be given to pool users about action,
8. Complete an Accident Report Form.
9. Contact local Environmental Health Officer
10. Check chlorine and pH values are within normal operating range.
11. The pool can then be re-opened, with normal operating levels

Other Areas:

1. Clear customers away from immediate area.
2. DO NOT WASH DOWN DRAINS.
3. Cover matter with paper towels and gently flood with disinfectant.
4. Leave for at least 2 minutes before clearing away, using gloves, and bagging towels and gloves, which if possible should be incinerated. Mask also to be worn.
5. The affected area should be washed down with water and detergent and dried.

(c) Substantial Amounts of Blood or Vomit in Pool:

1. Clear pool of bathers.
2. Allow pollution to disperse and any infective particles to be neutralised via disinfection process.
3. Check chlorine and pH values are within normal operating range.
4. Re-open the pool

Other Areas:

1. Clear immediate area of customers.
2. DO NOT WASH INTO POOL, POOLSIDE DRAINS OR OTHER DRAINS.
3. Cover blood with paper towels and gently flood with strong disinfectant
4. Leave for at least 2 minutes before clearing away using gloves, and bagging towels and gloves, which if possible should be incinerated.
5. The affected area should be washed down with:
 - pool water on the poolside;
 - water and detergent (elsewhere) and left to dry.

EAP 7 DISORDERLY BEHAVIOUR

All staff have the authority to approach any person who is detected as a public nuisance or contravening any building rules and/or bye-laws. Such approaches may be as a result of:

- 1. Contravention of bye-laws;
- 2. Behaviour that is abusive to students, staff or property;
- 3. Behaviour that contravenes safety standards and is, or is likely to cause danger to the individual, other students or staff.

Staff should request that such conduct or behaviour ceases and an explanation given as to why it is considered unacceptable. Do not prolong an argument that may worsen the situation.

Should such behaviour be repeated then staff should request assistance from the Pool Manager by using the radio. Do not place yourself in danger - always ask for assistance.

Follow school behaviour policy and individual behaviour/ positive handling plans. Sanctions should be applied as per policy. This may include injection from session and being barred from future sessions.

I have read, understand and agree to the above documentation and will adhere to the information as it is written.

Signed: Hirer.

Dated: