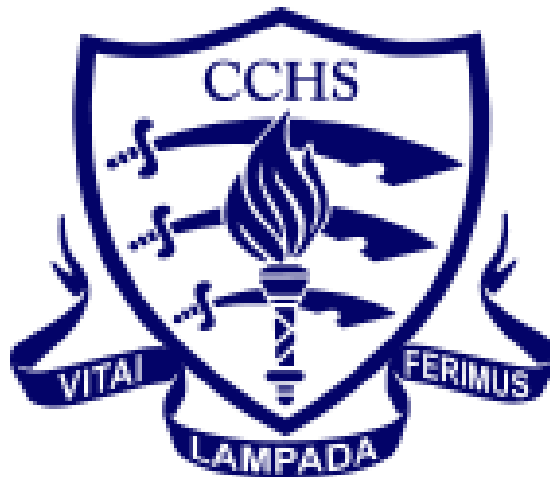


Chelmsford County High School for Girls



Normal Operating Procedures for School Pool

2017_18

1. Objective & Scope

It is the objective of Chelmsford County High School for Girls 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 and the main swimming pool risk assessment 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.

2. Details of the Pool

See Risk Assessment Document

3. Access to the Pool

Access to the pool is via the main entrance. The pool hall itself is only to be accessed once bathers are fully changed and have rinsed themselves under the shower. There is a 2nd exit from the pool hall, but this is only ever used in an emergency situation. All users of the pool are able to use the main entrance.

All poolside doors are to be kept locked whilst not in use to prevent unauthorised access by students, other children, hirers or intruders.

The School's PE staff have their own keys to gain access to the pool area for their classes. Only the Premises staff are to unlock the doors for hirers.

The poolside doors are only ever unlocked when it is in use and is occupied by staff. Unauthorised access is prevented through vigilant staff presence. Regular users and parents/siblings of the pupils visiting the pool either wait in the foyer or although it is not recommended, sit around the pool area on benches. 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 always use their discretion when entering the changing rooms. Only staff employed by Chelmsford County High School for Girls and those adults who have been given specific permission by the Headteacher or Business Manager may enter the changing room areas during normal school hours. External hirers of the swimming pool are responsible for supervision of the changing rooms during the period of their hire. All supervisors have authority to check showers, seating, floors, equipment such as dryers and toilets.

5. Risk Factors

5.1 Awareness of Risks

Under the basic principles of risk assessment, risk factors within the pool and pool house are assessed and reviewed from time to time on an informal basis by the Business Manager, Site Manager and swimming coaches. The main risk assessment document relating to the pool is reviewed on a formal basis annually by the Facilities and Finance Committee. The NOP/EAP is reviewed and amended as necessary on an annual basis.

The risk assessment document considers all local level risks as well as known factors in past fatalities in swimming pools within the United Kingdom. These include prior health problems, youth and inexperience, missing pupils, pool users returning to the pool from the changing rooms after supervised session has ended, poor behaviour, swimming aids in the water obscuring the supervisor's view etc.

5.2 Users at Risk

The risk assessment document also considers all users at risk, such as:

- Weak and non-swimmers
- Children under the age of 16 including spectators
- Children under the age of 8
- Disabled children
- The boisterous and show-offs
- Those wearing arm-bands or other forms of buoyancy aid
- Swimmers using inflatables and other fun floatation 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.

5.3 Reducing the Risks

All pool users must:

- Observe the code of conduct strictly for all groups
- Never dive into the swimming pool unless authorised to do so by appropriately qualified staff.

All pool supervisors must:

- Ensure that everyone is out of the pool area at the end of each session and that nobody re-enters the poolside area without supervision

- Understand that **STRICTLY NO ACCESS** for unauthorised persons to the poolside is permitted unless a supervisor is present

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 procedures as relevant and necessary (see the EAP also) in the event that a child goes missing.

5.4 Risk Assessment

A full, detailed risk assessment has been completed on the school swimming pool. Please refer to this document for more information.

Risk Assessment is an on-going process and all existing documentation is reviewed regularly. All staff are responsible for contributing to ensure that procedures and training for safe pool operation continue to be relevant. Copies of the current risk assessment can be found in the swimming pool foyer as well as on the school's network server.

All staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the Site team or any Swimming Coach as soon as reasonably practical. Any safeguarding or child protection concerns should be reported immediately to the Assistant Headteacher Pastoral as Designated Child Protection Officer or to the Headteacher or another member of the Senior Leadership.

6. Swimming Pool Code of Conduct

6.1 Swimming Pool Code of Conduct (general)

- Do not enter poolside unless a supervisor is present
- Do not enter the water without permission
- No running is permitted in the pool complex
- No fighting, pushing, bombing or ducking is permitted
- No diving (unless supervised)
- No shouting is permitted
- No eating or drinking is permitted at poolside or in the changing rooms
- No outdoor shoes may be worn on the poolside or in the changing rooms.
- 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
- 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
- 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, follow evacuation procedures

6.2 Swimming Pool Code of Conduct (lessons)

As above with following additions and changes

- Registers must be kept for all classes
- All children in each class must present themselves to the swimming teacher for their swimming lesson so that accurate records of attendance can be kept
- If a pupil cannot swim for a specific reason the school must receive notice of this in writing from the parents/guardians of the child
- If a pupil is unable to swim for a sustained period of time due to medical/health problems the school must be notified of this in writing via the child's doctor
- Swimming hats must be worn by all children at all times
- Goggles may be worn by Junior top group swimmers and those having achieved 100m and WS2
- No goggles to be worn by Infant children
- All jewellery must be removed before swimming lessons begin
- Each pupil will shower before entering the pool

7. 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 have seen and understood the Swimming Pool Risk Assessment.
- All supervisors must ensure they fully understand their role within the swimming pool safety team.
- All swimming teachers must have the ASA / RLSS rescue Test for Swimming Teachers Certificate and be able to evidence that regular refresher courses are taken as required.
- All lifeguards must hold a current national Pool Lifeguard Qualification and be able to evidence a regular refresher course has been taken.
- 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
- Each swimming teacher (qualified in chemical testing) must check water readings in swimming pool office before starting each session. Site management team will check the pool readings 3 times per day.
- Site management team are responsible for completing the periodic test logs. These are located in the pool plant room.
- Nobody enters the pool until sufficient qualified staff are present (see section 9)
- All doors to poolside must be kept locked when no teaching staff are on duty

- Staff must never give the key or door code to the swimming pool doors to children or to any unauthorised adults
- Supervising staff must have 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 swimming aids and equipment must be put away after each period
- Accidents must be reported to the Main office and the relevant paperwork completed.
- Each swimming teacher must dress appropriately to carry out any emergencies if necessary

Use of Inflatables

Currently the school does not use inflatables in the pool hall.

Play Equipment

Currently there is no play equipment used in the pool hall.

8. Water Testing Inspection and Maintenance:

8.1 Water Testing:

The Site team are to:

- Be adequately trained to carry out water testing
- Test the pool water quality three times per day, the first to be carried out prior to the start of School (or use by staff or hirers), at the end of lunch break and at the end of the school day (but prior to the commencement of evening lettings).
- Lock shut the entrances and sign stating that the pool is closed if the water quality is outside of the recommended tolerances. The doors are to remain locked until the water quality is back to the required standard.
- Check that the correct concentration levels for the various chemical disinfectants are given.
- Check that the pH levels are maintained between 7.2 and 7.8 as described in box 2 of the Swimming Pool Guide No2, and in accordance with the Code of Practice No 14.
- Make sure results of all tests are to be recorded in the swimming pool LOG and all results are to be kept for at least 5 years.
- Check the water clarity (It is vitally important that the bottom of the pool is always visible so that a person coming to rest at the deepest point of the pool is seen from any position on the poolside.) The pool is to be closed if this standard fails to be achieved.
- Remove any debris lying on the bottom of the pool or floating in the water

8.2 Maintenance:

The Site team are to

- Backwash the sand filters regularly as and when required.

- Regularly inspect the pool plant and equipment and report any defects or damage to the Site Manager and the Business Manager.
- To maintain a sufficient stock of the necessary chemicals and keep the storage tank topped up.
- Make sure that the mixing of chemicals is prohibited.
- Adhere at all times to COSHH regulations for handling and storing chemicals
- Maintain the water temperature (at around 29°C (84°F) maximum, this is an average figure suitable for most users of the pool, and is not a minimum requirement.)

9. Supervisor Training

The Senior leadership Team will co-ordinate the arrangements for taking the ASA / RLSS Rescue Test and/or the National Pool Lifeguard Qualification for staff who either need to become qualified for the first time or who are re-taking their test every two years. Copies of the certificates for all staff are on display within the swimming pool area.

10. Bather Loads and Minimum Supervision Ratios

The maximum capacity of the pool with 1 lifeguard / teacher on duty is 20

There should be at least one teacher / lifeguard per 20 students in the water, if there are more than 20 students per class, the remainder are to sit on the poolside and take turns to access to the water.

Two life rings are provided - one mounted at each end of the pool.

11. Conditions of use of pool other than by the Chelmsford County High School for Girls children and staff

All non-curricular use of the swimming pool is undertaken and arranged through the Office Co-ordinator, telephone number 01245 245717. 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 they have done so with a signature and will agree to the hire for the duration of their event with a qualified supervising lifeguard.

12. Cleanliness

The swimming pool changing rooms are to be cleaned each morning prior to the start of school by the cleaning staff with a further clean each evening before lettings commence. The pool surround is to be cleaned each day with additional cleaning as necessary.

Outdoor shoes are not to be worn in the pool area.

The toilets are to be used on all occasions in times of need.

Showers should be used before and after swimming.

Students should be encouraged to leave their clothes tidy in the changing rooms and not dropped on the damp or wet floor.

Students should not be allowed to share towels or exchange footwear with others.

13. Communications

There is a phone in the swimming pool foyer

The school office can be reached by pressing and holding the pre-set button marked 'Main Office'

Outside EMERGENCY SERVICES can be reached by pressing and holding the pre-set button marked 999.

The pool address is:

Chelmsford County High School for Girls
Broomfield Road
Chelmsford Essex, CM1 1RW

Tel: 01245 352592.