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King Edward's School for Girls

Birmingham

Swimming Pool Handbook

Issue 12 – November 2019

Normal Operating Procedures

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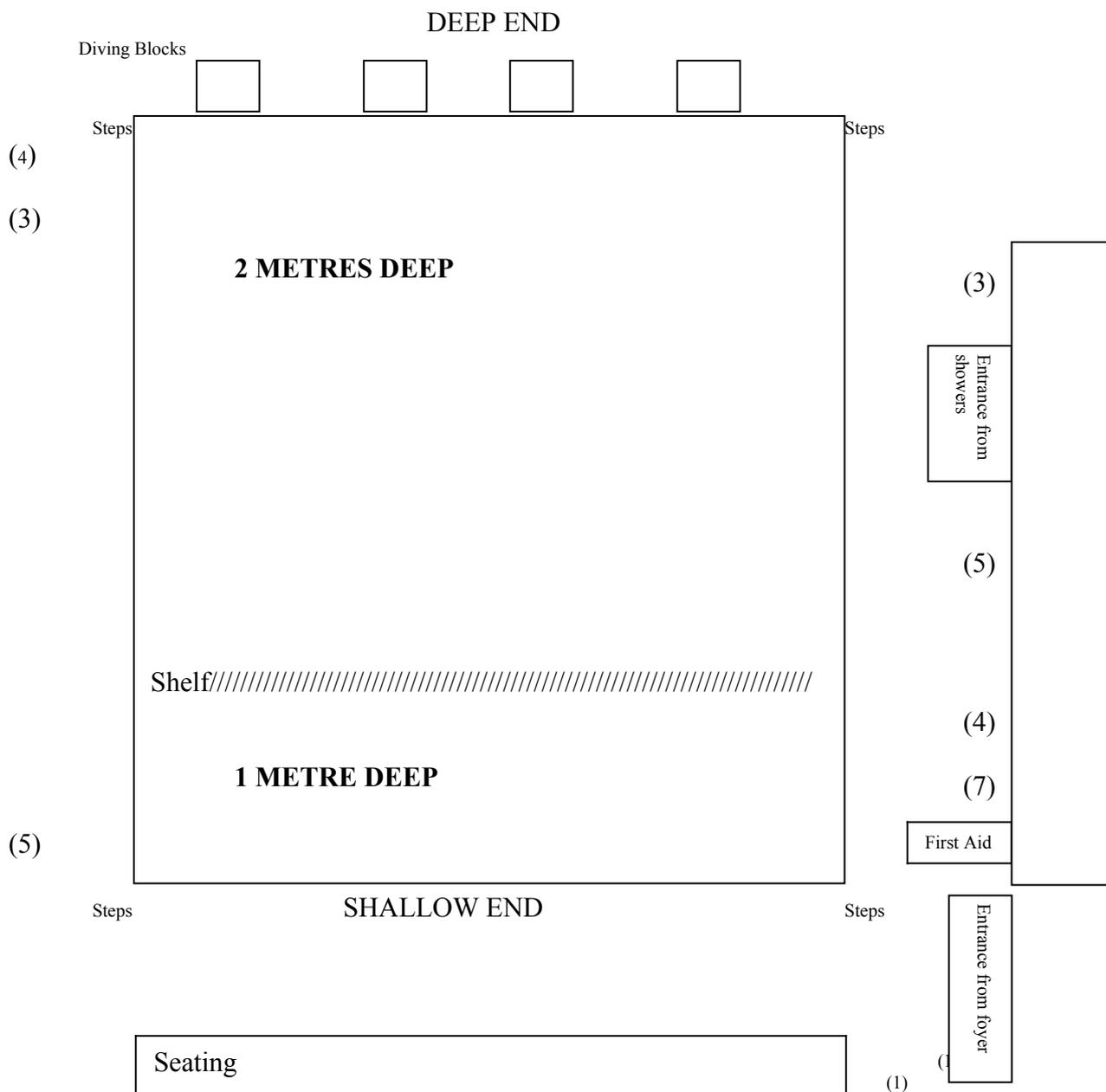
Emergency Action Plan

KEHS FOR GIRLS – SWIMMING POOL

NORMAL OPERATING PROCEDURES

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PLAN OF POOL AND LOCATION OF RESCUE EQUIPMENT



Emergency Asthma Kit (8)

Pool Dimensions	23metres x 10metres
Maximum Depth of water	2 metres
Minimum Depth of water	1 metre

Location of emergency instructions:	In Document holder in foyer (1)
Location of emergency telephone:	On wall by entrance from the foyer (2)
Location of rescue equipment:	Two Telescopic hooks fixed to wall (3)
	Two throw bags on walls (4)
	Two Torpedo Buoys (5)
	Two Reaching poles (mobile location)
Location of space blankets	In bottom locker in the entrance foyer (6)
Location of First Aid	On the wall adjacent to the entrance from the foyer (7)
Location of Emergency Inhaler	On shelf in front of the Window to the PE Office (8)

POOL HAZARDS

SPECIFIC RISK FACTORS:

The risks specific to KEHS Girls swimming pool may be summarised as follows:

1) SMALL SHALLOW WATER AREA

There is a steep shelf 5 metres from the end of the pool at the shallow end which changes from 1 metre to 2 metres.

- a) **entry into shallow water:** Metal steps leading down into water on either side of shallow end. Care must be taken when using these to enter the pool and starting to swim. Ensure swimmers are well away from the steps. Jumping and diving must NOT be permitted due to dangers to the head and spine from such entries.
- b) **Activities in shallow water:** jumping and minor acrobatics can result in people being hit violently, whether by the pool side or the pool bottom, with possible injuries to the head or spine.
- c) **Rail around pool;** please make sure bathers do not put their arms or legs inside the rail as this could cause entrapment.
- d) **Equipment in shallow water:** balls can be thrown with more force and greater speed in shallow water, and the practice of fighting over a ball should be discouraged. Play equipment such as large floats should be kept away from the pool side. Lifeguards should be vigilant, equally, that weak swimmers do not float out of their depth while using play equipment.

2) DEEP WATER

The remaining 17 metres of the pool contains water of more than 1.5metres in depth. This allows deep water activities to take place, with the usual risks, though lifeguards should consider these specific points when supervising the deep end:

- a) **starting blocks:** these can prove tempting but hazardous to less experienced swimmers, who may misjudge the depth to which they can dive when using blocks. They also provide the accident potential of four small diving boards, with the risks of divers landing on swimmers. Supervision of this area must be strict.
- b) **Entry from the changing rooms:** owing to the design of the building, bathers enter the pool area at the deep end. As there are no guard rails the lifeguard needs to be vigilant and need to look out for bathers who enter the water without realising the depth.

3) REFLECTED LIGHT: Due to a large area of windows there may be reflected light on the surface of the water.

4) POOR VISIBILITY: No swimming shall take place if the lack of water clarity makes observation difficult.

5) POOLSIDE: Equipment left on the poolside can be hazardous. Care should be taken to ensure that all equipment is neatly and unobtrusively stored, and that all equipment is properly put away at the end of every session. Remind all users no running on poolside.

BATHER LOADING

The maximum bather loading for the pool during the various sessions is as follows:

Recreational swimming: 30

Programmed Swimming: 20(if supervised by one member of staff holding a NRASTC qualification)

Curriculum-time lesson: 26

Staff Swimming: Former staff swimming. B.G. O. E.C. –with a lifeguard maximum of 15.

- A programmed session is any swimming session or lifeguard training session where each swimmer's particular activity is controlled and disciplined by a teacher, coach, trainer, instructor or other designated individual, or is within the confines of a structured competition.

FIRST AID SUPPLIES AND ACCIDENT BOOK

First Aid supplies are located at the shallow end of the pool attached to the wall next to the doors to the foyer. The box has a holder which is fixed to the wall. The box can be clicked off at the sides and taken to where it is needed to deal with a first aid incident.

Contents of the box should be maintained at the correct level. They are checked regularly by the Sports Technician. It is vital that any use of first aid equipment is recorded in the **Accident Book located in the plastic wall holder next to the whiteboard**, which is regularly checked; this will enable replacement to be arranged as soon as possible.

An entry must be made in the Accident Book in respect of any accident to a pool user or spectator, whether or not it requires first aid treatment. This is to the advantage of all pool users, as it enables risks to be identified and monitored.

RECREATIONAL AND PROGRAMMED SWIMMING: NORMAL PROCEDURE

PERSONNEL: The pool is normally supervised for recreational swimming by
1 Lifeguard holding current RLSS NPLQ or STA NARS award
The pool is normally supervised for Programmed Swimming by
A Teacher in Charge holding current NASTC award
(National Rescue for Swimming Teachers & Coaches)

They take responsibility for the safety of bathers in and around the pool

1) POOL LIFEGUARD

- patrols along the two long sides of the pool, paying particular attention to the deep end of the pool, the corners, sides, and those areas of the pool where reflected light makes lateral observation difficult.
- must wear a uniform and carry a whistle
- ensures the smooth running of the NOP and EAP
- opens and closes the pool at the start and end of each session, checking every room and ensuring that everyone has safely left.
- maintains general supervision of behaviour in the changing rooms, and ensures that bathers get changed in time for lessons
- calls and directs an ambulance, if required, by dialling 9 999 on the phone located in the foyer and marked (2) on the pool plan.
- notes **all** injuries in the Accident Book, which is situated in the PE Office adjacent to the pool.
- undertakes responsibility for aftercare of a casualty in a non-serious incident.

2) TEACHER IN CHARGE

- ensures the smooth running of the NOP and EAP
- calls and directs an ambulance, if required, by dialling 9 999 on the phone located in the foyer and marked (2) on the pool plan.
- opens and closes the pool at the start and end of each session, checking every room and ensuring that everyone has safely left.
- must wear appropriate poolside clothing and carry a whistle and no outdoor footwear.
- maintains general supervision of behaviour in the changing rooms, and ensures that bathers get changed in time for lessons.
- notes **all** injuries in the Accident Book, which is situated in the Plastic Holder next to the whiteboard in the pool hall.
- undertakes responsibility for aftercare of a casualty in a non-serious incident.

POOL STAFF RESPONSIBILITIES

(A) 1. The **Lifeguard** is trained in accident prevention, aquatic rescue, and first aid. He/she is responsible for the supervision and safety of those using the swimming pool. He/she ensures the safety of bathers through encouraging safe recreation and activity, directing behaviour to prevent accidents and, when necessary taking appropriate emergency action.

2. The **Teacher in Charge** is trained in accident prevention, aquatic rescue, and first aid during a programmed swimming session. He/she is responsible for the supervision and safety of those using the swimming pool. He/she ensures the safety of bathers through encouraging safe recreation and activity, directing behaviour to prevent accidents and, when necessary taking appropriate emergency action.

(B) SIGNALS:

1 whistle blast:	draws attention of bathers
2 whistle blasts:	draws attention of the Lifeguard to Teacher in Charge or Teacher in Charge to Lifeguard if both present
3 whistle blasts:	clears the pool and means effect the Emergency Action Plan for a Serious incident.

- **This should be practised by staff and bathers on a regular basis.**

POOL SAFETY

The prevention of all accidents, firmly yet with discretion, must be the main function of all pool staff. Accident prevention is always better than cure. A rescue is a poor option in that it causes concern to everyone and takes the pool staff away from his/her duties of supervision and observation. In addition, a serious accident may have a lasting psychological and physical effect upon both casualty and rescuer, even if there has been a successful result. Effective accident prevention makes a pool a safer and more enjoyable place. A pool that is *unsafe* or where the staff *over-react* is bad for everyone.

The following points are essential for all staff

Diving at the shallow end is not permitted.

Diving is only permitted in water deeper than 1.5 metres and a forward clearance of 7.6 metres. When diving blocks are in use, diving is only to be allowed from the deep end under direct supervision.

All users must be encouraged to advise the teachers/lifeguard/helper of any medical problems they may have.

Users must be counted before, occasionally during and at the end of each session.

Staff must count and ensure that all pupils have left the pool hall and change rooms at the end of a session and they must lock the door, on no account must this task be delegated to a pupil.

There must always be one appointed person in supervision at all times with a maximum ratio of 1:30

Where any programmed session is taking place, the teacher/lifeguard must be able to demonstrate competence in the form of evidence signed by a recognised competent and qualified authority. It is at the discretion of the school that the documentation is sufficient.

Any teacher/lifeguard may be called upon at short notice to demonstrate competence to the level of their qualification.

It is the responsibility of the Head of PE to ensure that the lifeguard/teacher maintains competence under the Health and Safety at Work Act 1974 and 1992.

The second pair of eyes must have knowledge of the NOP and EAP.

The second pair of eyes must act under direct instruction of the responsible teacher and must not enter the water unless instructed by the teacher and when all bathers are on the poolside.

Any teacher/lifeguard must be able to observe the whole pool within 10 seconds and respond to any incident and reach that incident within 20 seconds.

No teacher/lifeguard must be responsible for observation from poolside for a period greater than 60 minutes without an adequate break.

The teacher/lifeguard must always be aware of the numbers within the pool and pool hall.

All teachers/lifeguards/helpers must be suitably dressed and should adhere to the safety rules for swimmers.

All teachers/lifeguards/helpers should be vigilant, especially of the weak or disabled swimmers.

GENERAL POOL RULES

It is the responsibility of the teacher/lifeguard to enforce the rules within the pool complex. A list follows:

1. No pupil/user must be allowed into the pool complex unless directly supervised by a member of staff/teacher/supervisor
2. Pupils/users should change quickly and quietly.
3. Remove watches and jewellery.
4. A swimming hat must be worn both in lessons and recreational swimming.
5. No food or drink other than water in a plastic bottle to be brought into pool.
6. Once changed, swimmers must be instructed to use the toilet.
7. No-one may enter the water until instructed by the person in charge.
8. Pupils/users must understand the uses of the whistle signals.
9. Do not duck or push fellow pupils.
10. Do not leave the pool without asking permission.
11. A register of all participating swimmers must be taken at the beginning of the session. Teachers/staff who take sessions in the pool must count the number of participants at the beginning, occasionally during and at the end of every session.
12. Running on poolside is not permitted. Anyone who indulges in "horseplay" or behaves in an unacceptable manner must be removed from the pool.
13. All potentially dangerous activities must be stopped immediately.
14. Inform teacher of any illness or injury which may affect swimming ability, ie.ear problems, epilepsy, diabetes, heart conditions, asthma (make sure you have your own inhaler and that it is clearly marked with your name).
15. Any user refusing to comply with the teacher/lifeguard instruction will be asked to leave the pool immediately and an appropriate incident report completed.
16. Emergency procedures must be practised at the beginning of term and at regular intervals.
17. Any defects in the pool systems or structure must be reported to the Head of PE immediately.

NB. The pool complex will be kept locked when not in use.

EMERGENCY ACTION PLAN

SERIOUS INCIDENTS:

These are defined as incidents which will require the pool to be cleared of bathers. Upon observing a serious, or potentially serious incident, whether in the water, or on poolside, the Lifeguard or Teacher in Charge blows the whistle **3** times, which clears the water of bathers to enable him/her to deal with the incident.

The Lifeguard or Teacher in Charge will then send for an ambulance using the phone in the foyer to dial 9-999 or 9-112

Bathers will wait on poolside in a calm and orderly manner until another member of staff from the PE office attends to take responsibility in the changing rooms.

SPINAL CORD INJURY MANAGEMENT

In the event of a suspected **spinal injury**, **3** whistle blasts are blown, the bathers clear the pool and the lifeguard or Teacher in Charge will then send for an ambulance using the phone in the foyer to dial 9-999 or 9-112. He/she would enter the pool and recover the casualty by means of a vice grip (deep water) and trawl or head splint (shallow water) and stabilise the casualty until help arrives.

Bathers will wait on poolside in a calm and orderly manner until another member of staff from the PE office attends to take responsibility in the changing rooms.

GROUP EVACUATION OF POOL AREA

In the event of the following:

- Fire
- Suspected fire
- Fire alarm sounding
- Bomb threat
- Lighting failure
- Structural failure
- Emission of chlorine or other chemicals
- Water Clarity

3 whistle blasts are sounded and all bathers must clear the pool, be counted and exit through double doors into the foyer. The bathers will collect a “space blanket” from the bottom locker in the foyer and assemble in the pool foyer or changing rooms until the location of the emergency is ascertained. Contact the Emergency Services using the phone in the foyer 9 – 999 or 9-112.

Register all children and staff

Once clearance from the Emergency Services is given a decision regarding re-entering the pool facility or leaving the vicinity will be made.

DO NOT ATTEMPT TO FIGHT THE FIRE

CONTAMINATION ACTION PLAN

If faeces, vomit or blood are deposited in the pool the first action taken will be to clear the pool of swimmers and users.

If the faeces are solid remove from the pool using the scoop making sure all particles are removed. The pool will be left out of action for a minimum of 4 hours.

If the faeces are runny (diarrhoea) you must clear the pool immediately and close the pool for a minimum of 24 hours.

If a person vomits into the pool you must clear the pool and close the pool for a minimum of 24 hours.

If blood is found in the pool but it is a small amount, eg. A small nose bleed, then clear the pool and close for a minimum of 4 hours.

If a large volume of blood is in the pool then clear the pool and close for a minimum of 24 hours.

Please note that at weekends if the pool needs to be closed for 24 hours that will mean all weekend even if it occurs on a Saturday morning due to the requirement of chemical doses and checking levels before re-opening.