

HERTFORDSHIRE COUNTY COUNCIL

POOL SAFETY OPERATING PROCEDURES



FOR GREENSIDE SCHOOL

This Procedure will include the following two documents:

Normal Operating Procedure (NOP)

Emergency Action Plan (EAP)

Date: **22nd July 2015**, Date for review: **21st July 2016**

Document written by: **Michael Levy**

Quick Reference, this procedure contains the following sections:

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Changes from Last Issue

.Pool key protocols – procedure and location (1.5.1), location of yellow sacks& Map updated

Objective and Scope

It is the objective of GreensideSchool to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial service.

This procedure identifies the processes designed to control and maintain pool supervision, safe activities and private hire use. The procedure is used in conjunction with the other operational procedures to satisfy the relevant requirements of the HSE publication “Managing Health and Safety in Swimming Pools” and the BSI/ISRM publication PAS65 “Management of Swimming Pools - General Management Code of Practice”.

Greenside Pool Management

The Head Teacher will act as line manager to the Swimming Pool Manager and will ensure correct procedures and policies are followed.

The Swimming Pool Manager will act as line manager to all staff within the pool environment. He will also manage all aspects of the pool including;

- teaching and organising all activities safely
- ensuring correct ratios are maintained, assessing pupils’ ability, medical needs and risk assessments
- overseeing the plant room
- writing all risk assessments, procedures and policies – reviewing annually
- training and documenting staff training
- overseeing the correct running of after school lettings
- overseeing Health & Safety within the pool

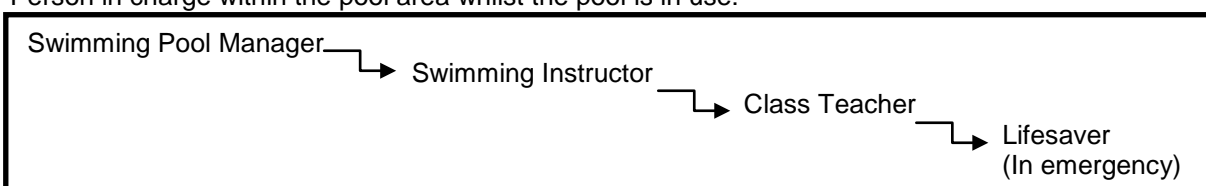
The Caretaker will run the plant room in accordance with procedures and policies in place and fully liaising with the Swimming Pool Manager

The Class Teacher takes over the behavioural management of a pupil if disregarding instructions continues. The class teacher will be in charge of the pool session if the Swimming Instructor is absent.

The person in charge in the pool area must:

- check with the Caretaker that the pool has been tested and is safe to use
- be able to see and be aware of everything that is going on within the pool area at all times
- must ensure correct ratios are implemented prior to the session taking place
- ensure all adults are aware of pupils’ risks
- delegate pupils to adults – assessing competency and awareness of pupils’ risks
- ensure a lifesaver is able to act in the event of any emergency by maintaining full supervision in the pool area, therefore free from changing pupils
- fill out a register of both pupils and adults in the pool area

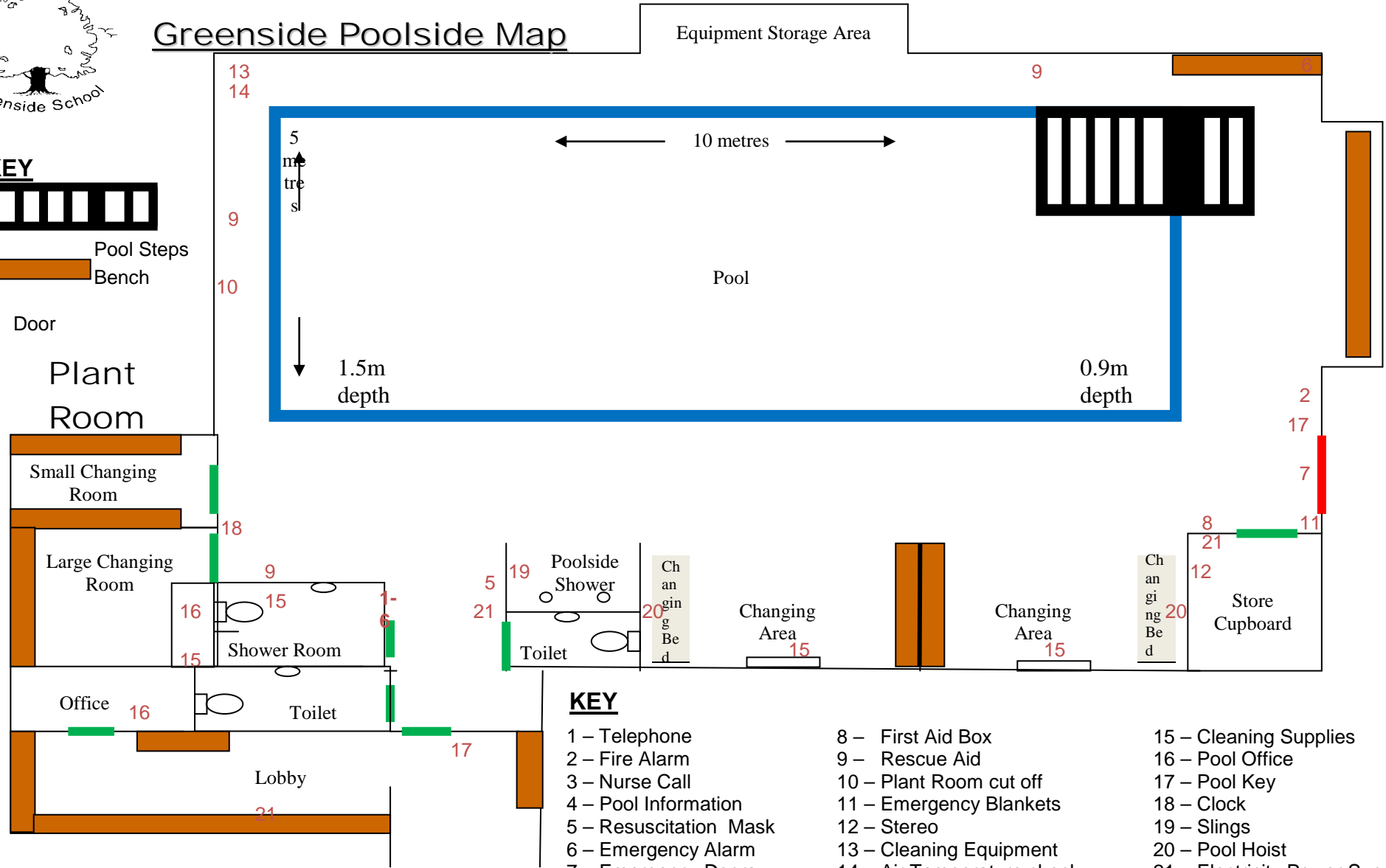
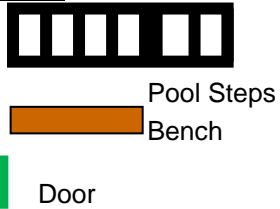
Person in charge within the pool area whilst the pool is in use:





Greenside Poolside Map

KEY



KEY

- | | | |
|------------------------|----------------------------|-------------------------------|
| 1 – Telephone | 8 – First Aid Box | 15 – Cleaning Supplies |
| 2 – Fire Alarm | 9 – Rescue Aid | 16 – Pool Office |
| 3 – Nurse Call | 10 – Plant Room cut off | 17 – Pool Key |
| 4 – Pool Information | 11 – Emergency Blankets | 18 – Clock |
| 5 – Resuscitation Mask | 12 – Stereo | 19 – Slings |
| 6 – Emergency Alarm | 13 – Cleaning Equipment | 20 – Pool Hoist |
| 7 – Emergency Doors | 14 – Air Temperature check | 21 – Electricity Power Supply |

NORMAL OPERATING PROCEDURE – (NOP)

1.1 Pool Information

1.1.1 Details of Pool

Greenside Pool is located at the end of the school adjacent to a lobby linked by two class rooms in the primary department and a corridor. The pool is between two primary playgrounds

The Pool is a traditional rectangular pool measuring 10metres in length by 5metres in width. Depths ranging from 0.9metres to 1.5metres. The pool is raised with grills around the edge for overflow. Steps at the shallow end and two hoist systems are in place to transfer assessed pupils to and from the pool.

The pool is used for hydrotherapy, regular teaching classes, fitness, controlled activities i.e. water polo, snorkelling and after school lettings Monday – Thursday.

1.1.2 Plans of the Building and Layout

Plans of the building/pool area showing pool dimensions and depths and a general plan of the building showing emergency exits and evacuation routes can be found in the **PSOP**, the pool area and in the Pool Induction Pack, these should be consulted to ensure adequate awareness of the entire building.

1.1.3 Pool Cover

An electronic pool cover is housed under three white boards under the water at the deep end. The pool cover will be used during school holidays and at weekends over the winter. The cover will also be used if the pool is experiencing temperature problems. Boards must be in place prior to the pool being in operation. They **must** be placed down prior to operating the cover.

1.1.4 Picture of pool



1.2 **Hazards**

1.2.1 **Risk Assessment**

- A documented assessment of the significant risks must be undertaken **as required by The Management of Health and Safety Regulations 1999**
- The risk assessment approach is based upon the ISRM Risk Assessment Manual publication and covers 4 hazards:- Physical, People, Activity & Lifesaver
- Risk assessments are in place and checked annually for every pupil in the school, every activity, pieces of equipment, COSHH, Saxon Pool, first aid, lettings, people, supervision, poolside fixtures & fittings, plant room and many more. These are all located in the Pool Health & Safety folder stored in the poolside cupboard.

1.2.2 **Known Hazards at Other Pools**

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

- (a) Prior health problems e.g. heart trouble, asthma, epilepsy, etc
- (b) The exit from the changing rooms leading directly to deep water areas
- (c) Unauthorised access to pools intended to be out of use
- (d) Weak or non-swimmers straying out of their depth
- (e) Diving into insufficient depth of water (leading to concussion or injury to head, neck or spine)
- (f) Persons wandering back into the pool from the changing rooms at the end of a swimming session, when the pool is unguarded
- (g) Unruly behaviour and misuse of equipment
- (h) Unclear pool water, preventing casualties from being seen
- (i) Absence of, or inadequate response by, pool staff in an emergency

1.2.3 **Known Hazards at Greenside Pool**

The following have been factors in the past and should therefore be considered as possibilities:-

- (a) Pupil removing buoyancy aids
- (b) Pupil jumping in the pool fully dressed
- (c) Pool door key being left in the lock
- (d) Pupil running round the poolside
- (e) Pupil entering the water without instruction
- (f) Pupil falling off play equipment near walls
- (g)** Pupil attempting to pull another pupil under the water
- (h) Pupil climbing out and jumping back in
Injury to staff due to a physical attack by a pupil

1.2.4 **Pool Rules**

- No running on poolside
- No eating or drinking on poolside (*water only in a non-breakable container*)
- No outdoor shoes in pool area
- No Smoking
- No Diving
- No Jewellery (*rings & stud earrings worn only at owners own risk that will not cause harm*)
- No carrying pupils
- No Pushchairs – *After School Lessons*

1.3 Staff & Volunteers

1.3.1 Staff Training & Qualifications

All of the following qualifications must always be current for the pool to remain in operation:

- ISRM Pool Plant Operators only to use the plant room
- ASA Full Swimming Teachers to teach swimming
- RLSS Rescue Test for Supervisors of Children with Disability to be able to run the session
- RLSS Rescue Test for After School lettings – Hire Conditions in place for the lettings
- First Aider at Work staff to administrate first aid
- RLSS Approved Trainer to train staff in Rescue Test Supervisors of Children with Disability

All certificate copies and training records are maintained. An on-going training programme is provided for qualified Lifesavers. Minimum attendance for training is once a month.

1.3.2 Volunteers

All volunteers will be CRB checked prior to assisting with swimming. Volunteers **must** follow school policies and procedures as set out by the school whilst on the school premises.

The Swimming Pool Manager will train all volunteers and ensure they have been given/read appropriate documentations.

Volunteers must not use the pool hoist unless prior training has been provided; this would also require a member of staff to lead the hoisting process.

The Swimming Pool Manager will ensure volunteers will not work with any pupils who are a 'High Risk'.

1.3.3 Spotter

A key element in 'Spotting' duties is swimmer observation. 'Spotters' must be aware of warning signs that a potentially dangerous situation is developing, in particular:

- Worried expression on the face of a swimmer; wide open eyes
- Cries for help
- Deliberate waving of an arm
- Sudden submerging; bobbing in the water
- Two or more swimmers in very close contact
- A swimmer in a motionless face-down position
- Hair over the eyes or mouth

By remaining constantly vigilant and continuously scanning the water, 'Spotters' can detect a problem in its early stages and be ready to alert the lifesaver. Change of positions may be required to maintain awareness and head counts need to be maintained. A whistle must be worn at all times - one long loud blow to clear the pool, one short blow to get someone's attention.

The 'Spotter' must have been trained and is fully aware of pool procedures, location of alarms, telephone and fully aware of individual risk assessments and class procedures.

The 'Spotter' must remain in position at all times, and remain hydrated by drinking sufficient water. If a situation occurred which resulted in the 'Spotter' leaving the poolside momentarily, the person in charge must be made fully aware and act as or re-name a 'spotter'.

1.3.4 Ratios

Ratios are set out by the person in charge of the session assessing ability, medical needs & potential risks – as set out on individual risk assessments. Every class is different in their requirements and can differ week to week depending on any absences. Correct staffing will be made prior to the session.

1.3.5 The Lifesaver

A person acting as a 'Lifesaver' is RLSS qualified. They maintain continued updates and training they will be fit and capable enough to carry out a rescue. They must be free at all times whilst pupils are in the pool building to ensure full supervision is maintained of the pool. The lifesaver will not change a pupil and should not be restricted to supervising individuals.

If working 1:1 with a pupil who cannot be let go of, a quick assessment will be made prior to working with the 1:1 pupil to ensure either another lifesaver is free or the pupil can be passed over promptly upon an incident.

The lifesaver will be required to provide safety checks prior to the class arrival. The lifesaver must be the first one to enter and remain in the pool area at all times whilst the pool area is occupied. The lifesaver cannot be called away from his/her duties whilst acting in this capacity. No-one will enter the water until the lifesaver is happy everyone is ready and sufficient staffing is in place.

The key tasks of the Lifesaver when working in the pool area are to:

- Take charge of an emergency situation and ensure the correct people informed and incidents documented
- Stop a session or a pupil from swimming if a situation or activity is considered dangerous
- Maintain concentrated observation of the pool and pool users in order to anticipate problems and to identify any emergency quickly. Poolside supervision can be provided by a 'Spotter' who will have been trained and will act as the 'Eyes' alerting the Lifesaver to any situation.
- Supervise pool equipment ensuring it is used in a safe manner
- To be able to be aware of everything going on within the pool building
- Carry out rescues and initiate other emergency action, as and when necessary
- Give immediate first aid, in the event of injury to a bather, or other emergency in accordance to training provided
- Ensure pupils are participating in a safe manner, prevent any potential risks/hazards and maintain communication with colleagues
- Ensure all emergency first aid equipment and pool side emergency equipment is present and working correctly, including the fire doors
- Maintain safe, clean and hygienic conditions on the pool side and ensure the area is left in a clean state ready for the next class
- Be fully aware of how to handle a class evacuation and ensure everyone has left the building

At the end of the session the lifesaver must:

- Ensure all windows are shut (locked with the key at the end of the day)
- Lights are off (if required)
- Stereo is turned off
- Check every room to ensure all pupils and adults are clear from the building
- Equipment is stacked / stored safely in the cupboard / trolleys
- The emergency doors remain fully shut
- Nothing is left in the changing rooms, pool area or lobby
- The pool door is firmly shut – checking the lock has engaged
- The key is placed in the key safe (lifesavers aware of code)

1.4 Specialist Sessions

1.4.1 Snorkelling

Snorkelling sessions are run throughout the year. Flippers, masks & snorkels are used dependent on pupil's individual capability. A risk assessment is in place for this session. Snorkelling is taught by a BS-AC Qualified Snorkelling Instructor.

1.4.2 Other specialist classes

Water polo, water volleyball, water aerobics, galas, obstacle courses, physio, chill-out sessions and more are run throughout the year. Every session has a risk assessment.

1.5 Pool Operations

1.5.1 Pool Closure & Key

The pool will always remain closed for bathers until pool tests have taken place by qualified personnel and show correct readings.

A 'Pool Closed' sign can be used to place on the first door if there is a problem with the pool or the pool is not out of operation i.e. during school holidays– only a pool operator will remove this sign.

Whilst the pool is not in use, all windows will remain closed, the pool door firmly closed (ensuring the lock has engaged). Lights turned off. The main door key is kept in a key safe (located in the lobby) when the pool is not in use – Only qualified lifesavers, caretaker and Instructors are aware of the code. The key **MUST NOT** be kept on the hook if the pool is unsupervised by qualified personnel.

1.5.2 Bather Loads

0.9m depth – 1.5m depth = 1 bather per 2.7m²= 5m x 10m = 50, / 2.7 = **19**

Greenside Pool has a maximum bather load of **19 (22 overall – see below)**

ISRM documents state this is a guideline and can be amended following a risk assessment.

Due to every session being different with pupils' needs, support / assistance required, instructor assistance, physio's performing some activities and training sessions this number has been risk assessed for a slightly higher bather load in the pool.

Following the risk assessment and assessing qualified staff, the bather load will remain at **19 for pupils**. The number is permitted to increase by **3** with the agreement of the Swimming Pool Manager following an explanation in writing and risk assessment if necessary.

Exceeding from **19-22** is only permitted for additional ASA qualified staff in the pool. It may also increase for staff training, physio's, or parents as a 'one off'. All sessions are structured & controlled.

1.5.3 Medical Need Implications

A large number of pupils suffer from medical conditions. Qualified nurses are on site, pupils' medical needs are identified on their Individual Swimming Risk Assessment.

1.5.4 Private Hire

Private hire of the pool is allocated to Monday – Thursday 3.50pm – 5.20pm only.

A 'Lettings' pack is in place and filled out annually. Hire Conditions and PSOP are provided and adhered to. Insurance, CRB, qualifications, child protection policy and risk assessments are checked. The Swimming Pool Manager oversees the hiring and ensures the procedures are being adhered to. **Strokes Swim School** hires the pool Mon-Wed.. 3rd Party Insurance is required to hire the pool.

1.5.5 Equipment & Hoist

Pool alarms are checked weekly. Problems/shortfalls must be reported to the Head Teacher. Records of checks and problems raised are kept by the Head Teacher/Caretaker

Emergency nurse call is checked weekly by the School Nurse

Rescue equipment is checked daily by the Lifesaver who will ensure it is correctly placed.

Records of checks are documented

Pool Hoist – only trained staff and a small number of trained volunteers are permitted to operate the pool hoist adhering to the Pool Hoist Procedure. A list of pupils using the hoist with correct sling sizes and hook lengths are listed above each pool bed.

1.5.6 Water Testing

Water testing is carried out by an ISRM Pool Operator following correct protocols three times a day during approximately 8.00am, 12.00pm and 3.00pm (before each block of sessions). The pool will be closed if the resulting readings are not within correct limits.

1.5.7 Temperatures

Water temperature is maintained at 32° – 34°. Air temperature is maintained at between 29° – 34°

Both temperatures are checked daily. Air temperature can vary throughout the year.

A risk assessment regarding both air and water temperature is in place.

Due to warm temperatures, staff should wear light clothing/swimwear at all times in the pool area.

1.5.8 Backwashes

Backwashes are carried out by an ISRM Pool Operator following correct protocols twice a week. Additional backwashes may be required upon a soiling, sickness or clarity problem.

1.5.9 Plant Room

Only qualified ISRM Pool Operators are permitted to enter the plant room for day to day checks and maintenance. Senior Management can enter the plant room upon an emergency. The door **must** remain locked at all times. Due care by the Operator **must** be taken whilst using the plant room.

Contractors working in the plant room will be briefed regarding any safety information required throughout the scheduled work. Consideration to pupils using the playground adjacent to the plant room needs to be assessed. It may be necessary to suspend the activity/play until such time that it is safe to commence.

1.5.10 Chemicals

Disinfectant used: Calcium Hypochlorite **PH Correction used:** Sodium Bisulphate

Only qualified ISRM Pool Operators are permitted to handle the chemicals, which are stored either in the plant room (limited supply) or the chemical store located in a locked secure area.

Pool chemicals are taken from the chemical store to the plant room. This protocol is restricted to before/after school.

Protective clothing, gloves and respiratory mask is provided for each individual plant room operator, with an emergency mask situated in the Primary Department Courtyard (for Senior Management use).

1.6 Health & Hygiene

1.6.1 Footwear

Footwear used outside the pool area is forbidden to be worn within the pool area. This is to maintain a clean and hygienic pool floor.

Everyone should be barefoot to avoid any harm to pupils, although **Poolside only** flip flops are permitted to be worn.

Shoe covers are provided for visitors. Staff may wear these **only** if working in pool area with a non-ambulant class, due to harm still caused by standing on pupils' bare feet.

1.6.2 Showering

All persons should shower prior to swimming. The pool is not a bath; therefore everyone should be clean before entering the pool. Only exceptions are if the air temperature is lower than normal, pupils who are too young to cope with this procedure or pupils who require a wheel chair.

1.6.3 Towels

All pupils will take their towel to the bench and hang it on their named hook. This will ensure they are kept warm immediately after leaving the water. It also allows a prompt and additional covering in the unlikely event of an evacuation.

1.6.4 Protective Swimwear & Toileting

Pupils who normally wear nappies/pads in school (or on transport to/from school) must wear protective swimwear in the water which will include swim nappy or tight fitting underwear/traditional trunks, Aquatherms, plastic pants or similar swimwear.

Failure to wear correct swimwear will result in the pupil being **unable** to swim. The Swimming PoolManager will agree all protective swimwear.

Pupils who **are** toilet trained but have uncontrolled bowel movements, when in the pool, are prone to or have history of soiling, should wear similar protective clothing. Pupils who have recently been toilet trained will continue wearing protective swimwear for two – three terms after the process is complete, depending on any past soiling history.

Pupils who are toilet trained should be encouraged to use the toilet prior to going swimming.

1.6.5 Medical

All medication is kept in the Nurse's Room due to poolside temperatures. A list of all pupils' medical needs is displayed in the pool area.

- Open wounds - cannot swim, nurse to check if in doubt
- Antibiotics - depending on the reason of medication – check with the nurse if unsure
- Loose bowels - cannot swim if different than normal
- Varucca - cannot swim unless being treated or a verrucca sock is worn - check with nurse
- Past Diarrhoea - check with nurse
- Colds - well enough to be in school, well enough to swim, use judgment or check with nurse if in doubt
- Athletes foot - should not swim, check with the nurse if in doubt

EMERGENCY ACTION PLAN - (EAP)

Objective and Scope

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The Swimming Pool Manager has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonable possible emergencies:

- overcrowding
- disorderly behaviour
- lack of water clarity
- outbreak of fire or building evacuation
- bomb threat
- lighting failure
- structural failure
- emission of toxic gases
- serious injury to a swimmer
- discovery of a casualty in the water

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect. It demands a swift and immediate response.

Handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

2.1 Responsibility

2.1.1 Responsibility Checks

The Swimming Pool Manager should ensure that:

- all staff are adequately trained in the procedures detailed hereafter
- notices are displayed to show emergency arrangements, rules and safety
- exit door, signs, alarms, and break glass call points are regularly checked and kept free from obstruction
- all exit doors operate without the aid of a key whenever the premises are occupied

2.1.2 Person in charge

The Swimming Pool Manager (or chain of command upon absences) will be responsible to take charge in the event of an emergency.

The person delegated by the person in charge will be responsible to summon the emergency services in the event of an emergency.

2.2 Overcrowding

2.2.1 Exceeding Bather load

Overcrowding should not occur due to maximum bather loads in place. The person in charge during the day and after school lettings must adhere to this.

2.2.2 Overcrowding in areas

Some areas of the pool may at times become overcrowded. Should this happen, the lifesaver or person in charge will disperse the crowded area.

2.3 Dangerous Behaviour

2.3.1 Individual Pupils

Many pupils have potential of dangerous behaviour. Every pupil has a current Individual Swimming Risk Assessment which will identify any dangers previously shown or attempted to show.

The person in charge of the session will be fully aware of individual behaviours and appoint appropriate staff to such pupils.

2.3.2 Behaviour Management

Based on individual knowledge and any behaviour plans in place, pupils will be dealt with according to the situation and what works individually to channel the behaviour positively.

If a pupil is disregarding safety rules / instructions the following may happen:

- Warning
- Taken away from the risk/situation
- 1:1 if not already provided
- Removal from the pool for a few minutes
- Removal from the pool to end their session

2.4 Pool Problems

2.4.1 Lack of Water Clarity

If the water becomes cloudy alert the *Swimming Pool Manager / Person in charge* if unaware immediately. The Caretaker should be called, who will check the plant room.

An ISRM Pool Operator will undertake a water test and remedial action to correct the water quality.

If the water clarity has become so poor that a brick or lines can no longer be seen on the bottom of the pool then the pool will need to be closed and usage suspended until such time as the remedial action has taken place to reduce the cloudiness.

2.4.2 Lighting Failure

If the lights fail, the emergency lights will come on automatically. The person in charge will notify the ISRM Pool Operator who will check what has happened and check that the plant room is running correctly (this may have also gone down if a power failure, therefore the pool water may not circulate).

The pool will be cleared immediately as emergency lights may not be sufficient to fully illuminate the water. Everyone will wait away from the pool edge to wait further instruction.

The person in charge will make the decision as to whether sufficient lighting is provided to complete the session and checking with the plant room operator. The pool may need to be closed upon light failure.

The method of changing may alter depending on the availability of natural light and emergency lighting. Directions will be given by the person in charge. Caretaker will have torches if required.

2.4.3 Structural Failure

Should a structural failure occur, or if danger is suspected from the building structure, activate the fire alarm by breaking the nearest "break glass" panel. Alternatively inform the Head Teacher / Caretaker immediately.

An evacuation is to be initiated.

Evacuate pupils/adults from the building using whichever exit doors are unobstructed by the result of the structural failure.

2.4.4 Plant Room Shut Off

A plant room cut off button (red) is located on the wall at the deep end; this will automatically switch off the pool pumps. Only to be used by the Lifesaver who decides it is appropriate to the situation.

2.4.5 Emergency Blankets

Emergency blankets are located next to the fire doors on the right hand side, bag to be taken down in the event of an evacuation. Sufficient numbers of blankets are stored in the bag.

2.5 First Aid

2.5.1 First Aid for Pupils

Any first aid treatment for pupils will be provided by the school nurse who can be called by the telephone or emergency button (depending on seriousness).

2.5.2 First Aid for Adults

First aid for adults will be given by the Swimming Pool Manager who is currently qualified. Upon his absence, a first aider within school will be called upon.

Considerations may be required for relieving the Swimming Pool Manager from the duties he is doing at the time. Pool may be required to be cleared temporarily.

2.5.3 Location of First Aid Box & First Aiders

The pool first aid box is located at the shallow end, on the wall adjacent to the store cupboard. This is located on the pool map.

A list of school first aiders is displayed in the pool area, near the telephone.

2.5.4 First Aid Emergency

Swimming Pool Manager qualified to respond in the event of a first aid emergency. For pupils, the school nurse will be called upon using the emergency button. For adults, a first aider will act as necessary to their training. Swimming Pool Manager will attend to a pupil in the event of an emergency until the school nurse arrives.

Additional staff/lifesaver may be required to go to the pool to help maintain a safe environment

2.6 Qualified Lifesavers

2.6.1 Emergency Situation

In the event of a pool emergency, additional qualified lifesavers may be required to attend a situation to assist. Lifesavers are advised to keep a change of clothes in school in the event of entering the water clothed.

2.6.2 Qualified Staff

A list of all currently qualified lifesavers is displayed on the wall near the telephone.

2.7 Panic Alarm

2.7.1 Locations

Two 'Panic Alarms' are located in the pool area and one in the plant room; these are indicated on the poolside map.

2.7.2 Response to Alarm

The emergency alarm is not audible within the pool itself. If help does not arrive immediately, an adult should check that the alarm has been activated by checking with the staff arriving at the pool. All telephone calls should immediately be terminated.

The following people will go to the pool immediately: Head Teacher or Assistant Head Teacher, School Nurse, Caretaker, One member of staff from each of the three classes adjacent to pool, School lifesavers (if sent for by the lifesaver in charge of the emergency).

2.8 Emission of Chemicals

An emission of toxic gas would most likely come from the mixing of a bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process used in the pool water disinfection system.

2.8.1 Toxic Gas – Airborne

- If evacuation of the building is deemed necessary exits must be used which lead pupils/adults away from the danger area. Exit will be either back through the school or following the Evacuation Protocol
- If there is an emission from chemical mixing, the immediate area should be evacuated without delay, closing doors if possible to prevent the gases escaping to other occupied areas. Adjacent classes evacuated to an area of safety. The Head Teacher will be immediately be informed of the situation and emergency services called.
- Greenside Serious Incident Procedure implemented.
- Protective clothing (on the right side within the plant room) must be worn if a spillage is dealt with by school staff and disposed of safely when the emergency is over.
- Head counts and registers taken, ensuring plant room operator was not in plant room.
- Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given as required.
- The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the Head Teacher to initiate reporting, to the appropriate Safety Officer in the first instance, or following laid down procedures.
- Chemical substances must not be allowed to enter the school drains

2.8.2 Chemical problem in water

- If suspected problem, bathers will vacate the water immediately
- The Caretaker informed instantly to check plant room
- If water has affected skin, showering will commence promptly upon exiting the water.
- Toxic Gas – Airborne? Followed if necessary
- Medical assistance will be required by first aiders, school nurse or paramedics
- Pool operations shut down until problem can be rectified

2.9 Bomb Threat

There is not a direct line down to the pool; therefore any such calls to the school will go directly to the school office.

Greenside's procedure for this situation will be implemented

Evacuation Protocol will be followed as necessary

3.1 Outbreak of Fire &Evacuation Protocol

3.1.1 Arrangements to Raise Alarm

- the fire alarm is activated by a staff member assigned by the person in charge
- break glasses are located next to fire doors & next to the telephone
- the alarm sound is a continuous loud ringing tone
- upon hearing the alarm class procedures are followed to initiate an evacuation dependent on location of the incident. Person in charge will make the decision whether to evacuate the building, any beds required come over to the pool edge

A plan of the building is inserted and shows the locations of fire exits

Once the alarm has been raised the 'Spotter' should blow their whistle loudly and clearly to clear the pool as quickly as possible (pending class procedures).

The 'Spotter' will attempt to ascertain the location and nature of the fire. The person in charge will liaise with staff members and co-ordinate the evacuation process, following the class procedure.

In the event of an evacuation the emergency services should be called. The person making the call should ask for the Fire /Ambulance service (as required) and tell them the name of the school, its location and the location of the fire giving as much information as possible.

Everyone should be directed to the nearest emergency door, away from the source of the fire and to the evacuation point at the bottom of the Primary playground. Emergency blankets will be issued if necessary and will be brought to the assembly point by a member of staff

Once at the assembly point the person in charge will check all adults and pupils are present against the pool register.

3.2 Minor Emergency

3.2.1 Identifying a Minor Emergency

A minor emergency is an incident which, handled correctly, does not escalate in to a serious situation or is life threatening. It will be dealt with by the qualified lifesaver.

A minor emergency could be:- medical emergency i.e. nose bleed, cramp, pupil panicking, becoming aggressive or difficult to support.

3.2.2 Lifesavers Action

- Lifesaver comes/is made aware of an incident
- Lifesaver to lead the situation in line with training provided and directs other staff in the pool area to either press alarms or blow whistle to clear the pool as necessary to the situation.
- If the pool is reduced in supervision during the incident the pool must be cleared or additional staff called upon immediately. Full supervision of other pupils must be maintained.
- School nurse/additional lifesavers called if required.
- After an incident, appropriate records must be written. Head Teacher informed immediately (if not already aware). Any follow up procedures must be followed through – i.e. parents informed/advised to look for after signs.

3.3 Major Emergency

3.3.1 Identifying a Major Emergency

A major emergency is one where a situation occurs resulting in a serious injury or a life threatening incident. A major emergency may result in calling emergency services (9)999 or (9)112 from the pool telephone.

A major emergency could be:-

- A minor emergency not handled correctly, therefore turning in to a major emergency
- A delay in recognising a minor emergency
- Anyone getting into trouble in the water/drowning
- A serious medical emergency in or out of the water
- Anyone submerging under the water without control
- Release of toxic gas – *see above*
- Spinal injury – *see below*
- An evacuation – *see above*
- More than one minor casualty to deal with
- Banging head
- Use of pool incorrectly

3.3.2 Lifesavers Action

- Lifesaver comes/is made aware of an incident
- Lifesaver to lead the situation in line with training provided and directs 'Spotter' to press panic/nurse/fire alarm (as appropriate to situation). Spotter blows whistle to clear the pool immediately.
- Adults not involved in the situation will calmly take pupils to an area of safety/changing rooms/back to class/full evacuation – depending on the situation. Additional staff will be required to assist.
- Head/Assistant Teacher and School Nurse called to the pool. Additional lifesavers called to pool if required. Office staff to terminate phone calls as in **Response to Alarm 2.7.2**.
- Lifesaver carry on dealing and leading situation until such a time when Head Teacher/School Nurse/Emergency Services are able to take over control.
- Carry out appropriate first aid. In cases of serious injury, broken bones the patient should not be moved until first aid has been given.
- Bleeding should be stopped by applying a wound dressing, or if necessary, by the direct application of pressure on an artery.
- It is important that staff support casualties by speaking to them confidently and reassuringly.

- All cases of head injury should be treated as serious. An ambulance will be called and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.
- During/after an incident, appropriate records must be written. Head Teacher to ensure correct forms are filled out and any other follow up action completed.
- PSOP and Risk Assessment reviewed to see if any changes are required.

3.4 Discovery of an unconscious casualty

3.4.1 Lifesavers Action

- Before entering the water to recover a casualty activate the pool alarm system
- As soon as the alarm is activated, staff will immediately rush to the pool, Lifesaver will tell a named staff member to telephone for an ambulance (9)999 from the pool phone.
- Enter the water in a safe manner and check for breathing, If breathing has ceased, commence current CPR protocols, whilst in the water and whilst taking the casualty to the side. Land the casualty at the most suitable landing point (attempting to assess quickly for potential spinal cord injury – of which *see below*).
- Continue with CPR. School Nurse called, although priority to pupils first if casualty is an adult.
- Lifesavers are fully aware of resuscitation protocols
- Staff should ensure that a crowd does not gather around the casualty.
- As soon as possible after the incident all staff involved will be required to make a written statement. No statements shall be made to the press or other members of the public.
- The Head Teacher who will be fully aware of the situation will take full control and ensure correct people are informed and paper work completed.
- Lifesavers to practice the procedures

3.5 Action for an ambulance being called

If an ambulance is called the following will happen:-

- The Caretaker or bus driver will move minibus to allow ambulance access
- Pupils and staff using playground will return to classes and ensure doors are closed, due to the playground gate being opened
- The Caretaker/named person will open black playground gates, then the green gates, to allow ambulance to park as close to the pool as possible
- A named member of staff will wait for arrival of the ambulance and direct paramedics to the scene of incident as speedily as possible
- A named person will remain on the playground to ensure security and safety is maintained.

3.6 Removal of a casualty with a suspected spinal injury

Spinal injuries may be caused by:-

- Diving into water of insufficient depth
- Swimmers land on top of each other
- Banging head on another swimmer/wall/floor
- Jumping into the shallow end - insufficient depth

Priorities

- 1) Panic alarm pressed and ambulance called immediately.
- 2) Enter the water with as minimal movement as possible. If pool is in use, everyone must be told to stand still immediately and told to leave the pool calmly and extremely slowly to reduce water movement.
- 3) If the casualty is in a face-down position, they must be turned into a face-up position urgently. Lifesaver will have been trained to perform this task in a way that reduces movement. Of the spine.
- 4) If the casualty is not breathing, as many lifesavers as possible will immediately be summoned to attend the incident to assist with a careful lift as per training.
- 5) If the casualty is not breathing, a lifesaver will stabilise the casualty's head and commence CPR even if this risks further damage to the spinal cord.
- 6) Maintain the casualty in a horizontal position.

Minimum of 4 adults are required to perform a horizontal lift

3.7 Adaption for Lettings

The procedures above will be followed adaption in the event of an emergency nurses' or additional lifesavers will not be on site. Parents may be directed to act in their place where stated in this document.

The Lifesaver/guard for the club will take the lead. The panic alarm / fire alarm will be pressed as necessary. Response to the emergency alarm for lettings will involve - All telephone calls immediately terminated and the Head Teacher or Assistant Head Teacher and Caretaker will go to the pool immediately.

The person in charge of hire (or the lifesaver/guard if applicable) will take full control of the situation unless such emergency involves the school premises when senior school management will jointly control the situation.

4.1 Dealing with Blood, Vomit and Faeces

The Swimming Pool Manager is a qualified Lifesaver and Plant Room Operator therefore will act promptly and make any decisions about pool closures. If there is any suspicion that faeces have entered the water, the pool must close. Lifesavers will act in the Swimming Pool Managers absence. Staff members must not question any decisions made regarding a sudden closure, as safety and cleanliness of the pool is of the utmost importance.

The following circumstances in which the staff must take action immediately are listed below.

4.1.1 Blood

If substantial amounts of blood enter into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water. Plant room operator will be called and make a decision on the length of closure.

If small amounts of blood enter the water, the lifesaver will make the decision whether it is safe to continue in line with their training. If in doubt, the pool must close.

The pupil / adult will leave the water immediately and the School Nurse/First Aider to attend to the casualty.

Spillages of blood on the poolside should be contained and wiped up with appropriate cleaning cloths. Staff must ensure gloves are worn. The Caretaker will be called if required to provide correct cleaning agents.

The cloths used for this purpose should immediately be safely disposed of using a yellow sack.

4.1.2 Vomit

If substantial amounts of vomit enter into the pool, it should be closed immediately to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water. Plant room operator will be called to backwash and make a decision on the length of closure.

If a small amount of vomit enters the water and is cleared immediately, the session may be allowed to continue. Lifesaver at the time will make the decision whether it is safe to continue in line with their training. If in doubt, the pool must close.

The pupil / adult will leave the water immediately and the School Nurse/First Aider to attend to the Casualty.

Spillages of vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. Caretaker called if required to provide correct cleaning agents.

The cloths used for this purpose should immediately be safely disposed of using a yellow sack.

Yellow sacks are kept in the Caretakers room, garage or in the cupboard in the large swimming pool changing room – key for this is located on a ceiling hook near the door.

4.1.3 Diarrhoea

If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is suspected, the pool will be closed immediately and bathers will need to shower.

The Caretaker or Swimming Pool Manager in his absence will be called immediately to arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

The pool will remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, then the filters are backwashed and after having established that free chlorine levels are within the appropriate parameters, the pool will be reopened.

4.1.4 Solid Stools

It is essential that solid stools are retrieved quickly to prevent them breaking up and resulting in an extended pool closure.

If the presence of these is spotted by staff, they should be immediately retrieved from the pool using the net provided for this purpose, which is located **under** the blue poolside trolleys. They should be disposed of in the nearest toilet.

Depending on how many are found or if breaking up the pool could be closed immediately. The lifesaver will make this decision and explain the situation to the plant room operator.

After their retrieval, the plant room operator should be informed and will immediately carry out a water test to establish that free chlorine level and other plant operation aspects are within the recommended parameters.

Only a plant room operator will decide if the pool can be re-used immediately or the length of closure.

Reference Documents	
INTERNAL	EXTERNAL
Notices displaying Rules of Use	ISRM Safe Supervision
Employee Training Records	Managing Health and Safety in Swimming Pools
Pool Hire Conditions	PAS65- Management of Swimming Pools - General Management Code of practice.
Plans of the Building	BAALPE Safe Practice
Pool Hirers Normal Operating Procedure	BAALPE Safety in Physical Education
	Club qualifications, risk assessment, insurance and CRB checks.