



Terms & Conditions of Hire

Northampton School for Boys

1 Interpretation

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Agreement	means the agreement for the hire of School Premises/Facilities entered into between the School and the Hirer;
Sports Lettings Supervisor	means the nominated representative of the School, who is Geoff Finning contactable on 07764 278510 or any person duly authorised by the head teacher to act on his behalf with regard to the Agreement;
VAT	value added tax chargeable under English law for the time being and any similar additional tax.

1.2 Clause, schedule and paragraph headings shall not affect the interpretation of these Conditions of Hire.

1.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's permitted assigns.

1.4 The schedules form part of these Conditions of Hire. Any reference to these Conditions of Hire includes the schedules.

1.5 Words in the singular shall include the plural and vice versa.

1.6 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

1.7 Where the words include(s), including or in particular are used in these Conditions of Hire, they are deemed to have the words without limitation following them. Where the context permits, the words other and otherwise are illustrative and shall not limit the sense of the words preceding them.

2 Applications for Hire of the Premises/Facilities

2.1 No person under the age of 18 years will be accepted as a Hirer.

2.2 Applications for hire of the Premises/Facilities must be made to the Events Co-ordinator at least one calendar month prior to the date of use.

2.3 Applications for hire of the Premises/Facilities shall be treated equally, in line with the School's equal opportunities policy;

2.4 The School shall have the right to refuse any application for use of the Premises/Facilities. The School must be assured that the purpose of the Premises/Facilities hire will not result in controversy, disrepute, legal action or disorderly behaviours.

3 Facilities

- 3.1 Use of the Premises/Facilities only includes use of the areas expressly agreed by the School in the Agreement.
- 3.2 The School will make available such chairs and tables as are referred to in the Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs and returned to the original layout at the end of the period of hire.
- 3.3 Should a “hired” room be unavailable a suitable alternative will be offered.
- 3.4 The School’s responsibility during the period of hire is set out in Part A of Schedule 1.
- 3.5 The Hirer’s responsibilities during the period of hire are set out in Part B of Schedule 1.

4 Hire Charges

- 4.1 Hire Charges for the Premises/Facilities are as specified in these Conditions of Hire at schedule 2 and may be revised by the School from time to time.
- 4.2 The School may, at its discretion request an advance deposit to be paid in full to the School on entering into the Agreement as security for the Hirer complying with their obligations under the Agreement. Such sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.
- 4.3 Payment for the hiring must be paid to the School no later than 20 days from the date of invoice issued by the School to the Hirer.
- 4.4 All charges are reviewed annually by the School at the commencement of the new financial year. Any changes will be notified to the Hirer in writing.

5 Cancellation by the Hirer

- 5.1 If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give written notice to that effect to the Events Co-ordinator.
- 5.2 Charges in accordance with the following scale will be made for any cancellation:-
 - 5.2.1 between 2 months and not less than 4 weeks before the period of hire – deposit retained
 - 5.2.2 less than 4 weeks before the period of hire – hiring fee to be paid in full.

6 Cancellation by the School

- 6.1 The School may cancel the Agreement up to 14 days prior to the period of hire if the Premises/Facilities are required for use for School activities. In the event of such cancellation, the School will give to the Hirer the maximum practicable notice and refund any deposit paid, but shall not otherwise be liable to the Hirer.
- 6.2 The School will not accept responsibility for any loss, or other expenses, howsoever incurred by the Hirer, in the event of cancellation by the School of the letting as a result of circumstances beyond its control or if the Premises or Facilities to be hired are unsuitable (i.e. pitches being unsuitable for play as a result of weather conditions (including without prejudice to the generality of the same, industrial action, by its employees or others, fuel shortage, failure of gas /electric supply). The decision of the School as to whether a letting should be cancelled is binding on the Hirer.
- 6.3 The School may cancel the Agreement at any time before or during the period of hire if:-
 - 6.3.1 the Hirer fails to comply with any of the terms of the Agreement; or

- 6.3.2 details of any particulars referred to in the Agreement have not been supplied as required, or if supplied, are not approved by the School.

In the event of such a cancellation no refund of any deposit will be made to the Hirer and the School will not be liable to the Hirer in any respect.

- 6.4 If the School is closed due to poor weather conditions and hiring of the Premises/Facilities cannot take place, this will be published on the School's website.

7 Late Payment

If payment of any invoice is not received within the timescales set out at clause 4.4, the School reserves the right to charge a one-time late payment fee of £10.00. For every additional full day the invoice remains overdue, we reserve the right to charge 2% of the outstanding net amount daily. In addition, the School reserves the right to request full payment in advance if previous invoices have not been paid within the contractual 30 day period. Hirers will be notified of this by letter before the commencement of the period of hire.

8 Use of the Premises/Facilities

During the period of hire, the Hirer shall ensure that:-

- 8.1 no part of the Premises/Facilities are used for any purpose other than that described in the Agreement;
- 8.2 the Premises/Facilities fittings, fixtures and furniture at the Premises/Facilities are not subjected to damage (whether accidental or otherwise) or undue wear and tear;
- 8.3 no part of the Premises/Facilities is used for any unlawful purpose or in any unlawful way or in any way likely to invalidate any insurance;
- 8.4 no animal is brought into the Premises/Facilities or allowed to enter the Premises/Facilities without prior consent of the School (except guide dogs for the blind or hearing dogs for the deaf);
- 8.5 the Premises/Facilities or any part of the Premises/Facilities are not sub-hired;
- 8.6 all users of the Premises/Facilities by virtue of the hiring shall restrict themselves to the areas hired and shall not enter other parts of the School;
- 8.7 the Hirer will leave the Premises/Facilities in the same condition as at the beginning of the letting. If additional cleaning is required as a result of the Hirer's use of the Premises/Facilities, or the School has had to dispose of excessive waste, the School will invoice the Hirer for the all cleaning costs/waste removal incurred. The Hirer will be required to pay the invoice within 7 days.

9 Maximum Capacities

It is the Hirer's responsibility to ensure that maximum capacities, as stated by the School, for the Premises/Facilities are not exceeded.

Maximum capacities as stated, shall include all persons attending or present at the Premises/Facilities including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

10 Supervision

- 10.1 During the period of hire the Hirer is to be responsible for the effective supervision of those attending or present at the Premises/Facilities including:-
- 10.1.1 the effective control of pupils/all persons
- 10.1.2 the orderly and safe admission and departure of persons to and from the Premises/Facilities

- 10.1.3 the safety of the Premises/Facilities and the contents of the Premises/Facilities
- 10.1.4 supervision of car parking arrangements so as to avoid obstruction of the highway.
- 10.2 The Hirer shall use sufficient supervisors/assistants to maintain good order during the period of hire and expel any person acting in a disorderly manner, or disobeying School or Hirer instructions. In default, the School may expel such persons.
- 10.3 The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises/Facilities and that no person shall trespass on parts of any School Premises/Facilities not included in the hiring.

11 Safety Requirements

During the period of hire, the Hirer shall ensure that:-

- 11.1 they are fully familiar with the School's First Aid/Fire Safety/Emergency Procedure policies, information of which shall be provided by the Sports Facilities Supervisor/Theatre Manager/Estate Staff (relevant to whichever facility is hired). The Hirer is expected to take all reasonable steps to ensure that all persons using the Premises/Facilities by virtue of the Agreement are also familiar with this information;
- 11.2 fire-fighting apparatus at the Premises/Facilities is kept in its proper place and is only used for its intended purposes;
- 11.3 one person in the Hirer's party has access to a mobile telephone so that in the event of an emergency, the Sports Lettings Supervisor/Theatre Manager/Estate Staff (whichever relevant) and/or the emergency services may be contacted;
- 11.4 any safety issues, however slight, or outbreak of fire are reported immediately to the Sports Lettings Supervisor/Theatre Manager/Estate Staff (whichever relevant) and if necessary activate the fire alarm system;
- 11.5 no obstruction should be placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access at all times;
- 11.6 no performances or use takes place which could involve danger to the public;
- 11.7 for safety and fire prevention reasons, no garlands or decorations are used other than those agreed in advance with the School, which must not be of a combustible nature;
- 11.8 no highly flammable substances are brought onto or used in any part of the Premises/Facilities;
- 11.9 no smoke machines/pyrotechnics are used other than those supplied and operated by designated staff at Northampton School for Boys;
- 11.10 no additional heating appliances are brought into and used on the Premises/Facilities;
- 11.11 any accidents or damage which shall be reported to the Sports or Lettings Supervisor/Theatre Manager/Estate Staff (whichever relevant) before the Hirer leaves the Premises/Facilities; and
- 11.12 the Hirer is responsible for security at the Premises/Facilities during the period of hire.

12 Lighting and Electrical Safety

During the period of hire, the Hirer shall ensure that:

- 12.1 no lighting, heating, power or other electrical fittings or appliances in the Premises/Facilities are altered, moved, or in any way interfered with; and
- 12.2 no additional lights or extensions brought onto and used on the Premises/Facilities (without prior written permission of the School).

13 First Aid

The Hirer shall ensure that a person with appropriate First Aid skills is present at the Premises/Facilities during the period of hire. The Hirer must ensure that a suitable First Aid kit is provided for use by such person during the period of hire. In the event of First Aid being administered, a written report will be forwarded to the School. The report must contain the name, address, type of injury, First Aid administered and the reason/cause of the injury.

14 Alterations, Advertising and Care of Premises/Facilities

- 14.1 If the Hirer is going to advertise an event in advance, the Hirer will submit to the School for approval, a draft of any poster or advert relating to the event and comply with all requirements that the School may reasonably impose in relation to content/publication. It is the responsibility of the Hirer to ensure that the law is not broken.
- 14.2 The Hirer is to take good care of and not cause any damage to the Premises/Facilities fittings/equipment. The Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises/Facilities.
- 14.3 No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the Premises/Facilities by the Hirer nor shall any placards or other articles be fixed to any part of the Premises/Facilities.
- 14.4 No advertisements of any type are to be displayed inside or outside of the Premises/Facilities by the Hirer without the prior approval of the School.
- 14.5 No alterations shall be made to the Premises/Facilities by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School.
- 14.6 The Gymnasium and hall floors are used by children for physical education and no substance is to be applied to the floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn on the Premises/Facilities.

15 Food, Refreshments and the Sale of Goods

- 15.1 The Hirer may not sell or allow to be sold on the Premises/Facilities any food, refreshments or goods without first obtaining the written consent of the School.
- 15.2 The Hirer must, if selling food, refreshments or goods on the Premises/Facilities, comply with all relevant legislation.

16 Prevention of Nuisance

- 16.1 The Hirer must ensure that any music played or provided at the Premises/Facilities, or noise levels from functions or activities taking place on the Premises/Facilities, do not cause a nuisance either within the School or to surrounding Premises/Facilities or any nearby residential accommodation.
- 16.2 The Hirer must ensure that cars belonging to those attending are not parked so as to cause an obstruction at the entrance to, or exits from, the School and must not obstruct or delay access to the School by emergency vehicles.

- 16.3 The Hirer must take all reasonable measures to ensure that cars belonging to those attending do not obstruct the public highway access to adjacent private property; and also that undue noise is not caused on arrival or departure.
- 16.4 The Hirer shall comply with any requirements of the School with regard to parking of vehicles.

17 Statutory Requirements

- 17.1 The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises/Facilities.
- 17.2 The Hirer shall comply with all conditions and regulations made in respect of the Premises/Facilities by the Fire Authority, the Council in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.
- 17.3 The Hirer is responsible for obtaining any licences which may be required for the period of hire. Copies of such licences are to be provided to the Events Co-ordinator 7 days in advance of the period of hire.

18 Equal Opportunities

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises/Facilities.

19 Copyright and other Licences and Permissions

- 19.1 In the use of the Premises/Facilities, the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder. If the hirer is in any doubt about whether permission is required it is their responsibility to check with the appropriate licensing authorities and obtain any necessary consent/licence.
- 19.2 Any Hirer who uses recorded music in its activities or performs live music is responsible for checking whether a licence is required and if so, to obtain one.
- 19.3 The Hirer must obtain a public entertainments licence from the Council for any public music, singing and dancing.
- 19.4 The School reserves the right to request copies of any consents or licences obtained in order to comply with the above provisions.

20 Gambling

Nothing shall be done in the Premises/Facilities or at the School by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

21 Intoxicating Liquor

- 21.1 During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises/Facilities without the prior express permission in writing of the Events Co-ordinator.
- 21.2 No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell intoxicating liquor without the prior express permission in writing of the Events Co-ordinator.

22 Smoking

The Hirer is advised that smoking is not permitted anywhere on the Premises/Facilities, or immediately outside the School Premises/Facilities and shall ensure that his patrons comply with this requirement.

23 Hours of Use

The Agreement does not entitle the Hirer to use or enter the Premises/Facilities at any other time than the period of hire unless prior arrangements have been made and agreed with the School.

24 Storage

No goods or equipment shall be left at or stored on the Premises/Facilities without the prior agreement in writing of the School.

25 Rights of Entry

Throughout the period of hire the right of entry to the Premises/Facilities is reserved to any duly authorised officers or employees of the School, their agents or contractors and any emergency service.

26 Expiration of Hire period

26.1 At the expiration of the hire period the Hirer shall ensure that all those attending and present leave the Premises/Facilities.

26.2 The Hirer must ensure that the Premises/Facilities are left in a clean and orderly state, free of litter. All equipment of the Hirer must be removed. If the Hirer fails to do so, the School will be entitled to charge the Hirer for the costs of any necessary work required.

27 Injury to Persons and Damage to Property

27.1 The School will not be liable for the death or injury of a person attending the Premises/Facilities for the hiring or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death or injury is due to the negligence of the School.

27.2 The School will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought onto or left at the Premises/Facilities either by the Hirer for his own purposes or by any other person.

27.3 The School will not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the School which may cause the Premises/Facilities to be temporarily closed or the hiring to be interrupted or cancelled.

28 Insurance and Indemnity

28.1 It is a requirement that all Hirers have up-to-date Public Liability Insurance with at least indemnity of £2,000,000.00 against third party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises/Facilities by the Hirer.

28.2 The Hirer may be required to produce the current insurance certificate prior the hiring.

28.3 The Hirer will indemnify the School against any damage theft, losses, claims, demands, actions, proceedings, damages, costs or expenses arising as a result of the hire of the Premises/Facilities by the Hirer including the cost of reinstating, repairing or replacing any part of the Premises/Facilities which is

damaged, destroyed, stolen or removed as a result of the hire of the Premises/Facilities by the Hirer. The evidence of the School as to the cost or expenses incurred shall be accepted by the Hirer as final, on production of reasonable proof.

29 Lost Property

The School will not accept responsibility for any items that are left on the Premises/Facilities after a period of hire. The School will keep the items for 7 days and then the items will be disposed of.

30 Safeguarding

The School is committed to safeguarding and promoting the welfare of children.

30.2 The Hirer will ensure that all persons instructing or participating in events where young people under the age of 18 are present have an Enhanced Disclosure and Barring Service check. The School may postpone or cancel a booking, without prejudice and at no cost to the School, if an adult in charge of the booking does not produce the appropriate documentation. The School may accept Disclosure and Barring Service checks made through other organisations.

31 Pool Use

The Hirer agrees to observe, perform and follow the Normal Operating Procedure and Emergency Action Plan for any hire of the swimming pool facilities. Please see further information within this document.

SCHEDULE 1

PART A - RESPONSIBILITIES OF THE SCHOOL

To provide facilities as agreed. The service includes:

1. Providing clean and tidy rooms
2. Providing use of a telephone for emergency calls only.
3. Providing site team staff to assist with issues that may arise relating to the condition and function of the leased rooms.
4. Providing heating, hot water and lighting within the building and lit external access if needed.
5. Providing toilet and hand washing facilities.
6. Conforming to legislation and the School's requirements that relate to Health and Safety and Equal Opportunities policies.

PART B - RESPONSIBILITIES OF THE HIRER

To leave rooms and facilities in the condition in which they were found:

1. Furniture in a tidy state, where furniture has been moved, it must be replaced to the original positions.
2. Whiteboards clean.
3. Equipment turned off (unless requested to leave on).
4. Classroom lights turned off and windows shut.
5. Not to allow food and drink to be brought into classrooms.
6. Not to allow smoking on the Premises/Facilities.
7. To bring own pens, paper, materials etc.
8. Ensuring that no damage is done to the fabric of the building, the furniture and any classroom displays, equipment or work.
9. Ensure that all rooms are cleaned after use.
10. To ensure that all persons are supervised whilst on the School Premises/Facilities.
11. To follow the evacuation plan in the event of an emergency.
12. To report any damage whether wilful or accidental, to the site team staff so that repairs may be effected to ensure rooms are available for School use.
13. Not to use the Premises/Facilities for any other purpose than that which the letting was agreed nor sub-let facilities to any other party.
14. To be responsible for complying with legal requirements on admission of persons to the Premises/Facilities during the letting and for obtaining any necessary licences and consents not covered by those obtained by the School.
15. To undertake to indemnify the School against all losses, claims, demands, actions, proceedings, damages or costs arising in any way from the letting or by breach of any conditions of letting by the hirer.
16. Maintain good liaison with the School by informing the site team staff and/or Events Coordinator or Director of Sport as soon as possible when there are changes to facility requirements
17. Ensure the Premises/Facilities are secure and that the School Representative is informed when the area is vacated and ready to be locked and alarmed.



Northampton School *for Boys* - Artificial Football Pitch

Conditions of Use

The following information is intended to act as a guideline for lettings use of the NSB artificial football facility (*referred to hereafter as the AWP*) by any and all external users.

Users

- Any organisation taking a letting on the facility is responsible and accountable for the behaviour of players, coaches, parents and spectators associated with their organisation. In short, any person on the school site because this letting is in effect.
- Users are to be made aware that the school grounds are a non-smoking environment, it is particularly relevant that this is reinforced with spectators who are inside the perimeter fence of the AWP.
- Users are also to be made aware that the school has a 'no dogs' policy in operation, to protect students and users from the possible risks of toxicosis.

Parking:

- It is hoped that the coaches will be able to encourage visiting parents and spectators to park considerably in the appropriate areas of the school site.
- Cars parking in the sports hall car park must use the spaces provided, whilst avoiding the access points marked in yellow. Under no circumstances can cars visiting this area spill over onto the grassed areas. If the car park is full, additional drivers can use the quad, the Old Northamptonians or the local streets.
- The Quad is located on the right hand side at the top of the access drive. Cars parking in the Quad must not block the emergency vehicle 'clearway', which will be marked in red on the tarmac.
- There is limited parking at the entrance to the pitch for 2 or 3 cars, to be used by coaches and team managers only. Parents and other spectators should park in the areas provided for them.

Changing:

- Users are asked to respect the changing areas and use litter bins as provided.
- Players may wear their training footwear in the changing areas, if clean.
- Players / coaches are to use the tarmac pathways to move from the changing areas to the playing areas.

Letting Timings:

- Users are reminded that their letting may follow or precede other lettings on the pitch.
- Groups are not to enter the playing area inside the fence line, whilst other groups are on the surface.
- All groups have a duty to leave the playing area on time at the end of their letting.

Entering the playing Area:

- All players / coaches are requested to enter the facility through the players entrance at the dug outs.
- Users are requested to clean footwear of any mud, using the boot scrapes provided at the players entrance, before entering the playing area.
- Users are requested to briefly scrape boots upon exit to limit the amount of crumb taken back into the changing areas.

Footwear

- **All forms of metal studs are prohibited on the carpeted area.**
- It is absolutely essential that this point is observed and enforced by the organisation taking the letting.
- If another team is visiting the facility for a competitive match, the lettee will inform the visitors prior to the fixture of the footwear requirements.
- Players and staff who enter the playing surface are permitted to wear moulded studs, plastic blades, plastic studs or trainers.

Accidents / Injuries

- Geoff Finning as Sports Lettings Supervisor is responsible for recording accidents and injuries which occur to visitors during sports lettings. As such, all injuries significant enough to warrant reporting should be recorded through Geoff Finning on the night of the letting.
- If any letting requires emergency services, lettees are instructed to call GFI for support immediately.

Goals:

- All six goals are integra-weighted, there is no need to use additional weights.
- The goals must be moved in an appropriate manner. Dragging them across the surface will damage the carpet.
- Side goals can be moved to and from the side lines by simply lifting the front end using the handles provided at the base of the posts and walking the goal forward or back. There is no need to 'drop' the wheels over shorter distances, but users should have a third person pulling the net on transit to avoid the net being caught in the roller as the goal is moved.
- Main goals are moved using the wheels, which pop down using the red handled leavers.
- If a lettings group move any goals for their training session, they must return them after the session ends to the appropriate area of the facility.
- The folding metal 9 v 9 goals are not to be used by lettings groups.

Team Shelters:

- Users are asked to ensure their players do not kick balls into or around the team shelter areas, as a direct hit to the perspex side of the shelter could cause it to shatter.

Playing Equipment:

- The school will provide pitch, goals, flags and team shelters.
- The understanding is that all lettees will supply their own additional training / playing equipment, in the form of balls, bibs, cones and such.
- Any training aid that would ordinarily be driven into a grass surface using metal spikes, such as slalom poles or passing gates, are strictly forbidden. Unless used with an appropriate plastic base.

Litter:

- Litter bins are provided at the dug outs for use by the playing and coaching staff.
- Litter bins are provided in the spectator area for the spectators and parents.

Support Contacts:

- Your on-site support throughout the letting will be the Sports Lettings Supervisor - Geoff Finning, who can assist with any issues throughout the time of your letting, on 07764 278510
- Your contact at the school for official enquiries relating to the letting, including invoicing is the Events Coordinator, to be contacted in office hours through the school switchboard on 01604 230240.
- If there are any operational issues that you would like to discuss, please contact the Director of Sport, Jamie Wilcock, on his direct line number 01604 258649.

Please be advised that considerable time, planning and financial resources have gone into creating, what we feel to be, an excellent sporting environment. It is hoped that all users who enter into a letting agreement with the school will respect this fact and endeavour at all times to ensure their users follow the Conditions of Use outlined above. Northampton School *for Boys* reserve the right to cancel a letting arrangement at short notice should it be felt that a particular lettings group have not respected the Conditions of Use and through their actions are affecting the quality of the facility or equipment provided.



Northampton School *for Boys* - Cricket Facilities

Conditions of Use

The following information is intended to act as a guideline for lettings use of the NSB cricket facilities by any and all external users.

Users

- Any organisation taking a letting on the facility is responsible and accountable for the behaviour of players, coaches, parents and spectators associated with their organisation. In short, any person on the school site because this letting is in effect.
- **No alcohol** is to be consumed on the school site.
- Users are to be made aware that the school grounds are a **non-smoking environment**, it is particularly relevant that this is reinforced with spectators.
- Users are also to be made aware that the school has a 'no dogs' policy in operation, to protect students and users from the possible risks of toxycosis.

Parking:

- It is hoped that the staff will be able to encourage visiting parents and spectators to park considerately in the appropriate areas of the school site.
- Cars parking in the sports hall car park must use the spaces provided, whilst avoiding the access points marked in yellow. Under no circumstances can cars visiting this area spill over onto the grassed areas. If the car park is full, additional drivers can use the quad, the Old Northamptonians or the local streets.
- The Quad is located on the right hand side at the top of the access drive. Cars parking in the Quad must not block the emergency vehicle 'clearway', which will be marked in red on the tarmac.
- There is limited parking at the entrance to the pitch for 2 or 3 cars, to be used by coaches and team managers only. Parents and other spectators should park in the areas provided for them.

Changing:

- Users are asked to respect the changing areas and use litter bins as provided.
- **NO SPIKES TO BE WORN IN THE PAVILION.**

Letting Timings:

- Users are reminded that their letting may follow or precede other lettings.
- Organisers must sign the Lettings Sheet on arrival (Sports Facilities Supervisor will arrange).
- All groups have a duty to leave the playing area on time, allowing for smooth transitions between different user groups.

Footwear

- It is expected that players use the correct footwear suitable for the relevant sport being played.
- **NO SPIKES TO BE WORN IN THE PAVILION.**

Site Screens: These should only be moved with the support of the school's Sports Facilities Supervisor.

Playing Equipment:

- The school will provide Site Screens & Scoreboard plus Pavilion, including kitchen area for refreshments, changing & toilet facilities.
- The understanding is that all Lettees will supply their own additional training / playing equipment in the form of balls, bats, stumps, bails, boundary markers, pads, gloves, helmets and such like.
- Any training aids that would ordinarily be driven into a grass surface other than cricket stumps are strictly forbidden.

Litter:

- Litter bins are provided on the school site for use by the playing and coaching staff.
- Litter bins are provided on the school site for spectators.

Support Contacts:

- Your on-site support throughout the letting will be the Sports Lettings Supervisor - Geoff Finning, who can assist with any issues throughout the time of your letting, on 07764 278510
- Your contact at the school for official enquiries relating to the letting, including invoicing is the Events Coordinator, to be contacted in office hours through the school switchboard on 01604 230240.
- If there are any operational issues that you would like to discuss, please contact the Director of Sport, Jamie Wilcock, on his direct line number 01604 258649.

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Northampton School for Boys

Conditions of Use - Strength & Conditioning Room

The following information is intended to act as a guideline for lettings use of the NSB Strength & Conditioning facility (*referred to hereafter as the S&C room*) by any and all external users.

Users

- Any organisation taking a letting on the facility is responsible and accountable for the behaviour of players, coaches, parents and spectators associated with their organisation. In short, any person on the school site connected with this letting in any way.
- Users are to be made aware that the school grounds are a non-smoking environment.
- Users are also to be made aware that the school has a 'no dogs' policy in operation, to protect students and users from the possible risks of toxicosis.

Parking:

- It is hoped that coaches will encourage all visiting participants, parents and spectators to park considerately in the appropriate areas of the school site.
- Cars parked in the Sports Hall Car Park must use the spaces provided, whilst avoiding the access points marked in yellow. Under no circumstances can cars visiting this area spill over onto the grassed areas. If the car park is full, additional spaces can be found in the Quad, the Crescent at the front of school, The Cripps Hall Car Park at the Old Northamptonians RFC or in the local streets.
- The Quad is located on the right hand side at the top of the access drive. Cars parking in the Quad must not block the emergency vehicle 'clearway', which will be marked in red on the tarmac.

Changing:

- Users are asked to respect the changing areas and use litter bins as provided.
- Users who require a changing space for the S&C room are asked to use the male/female changing rooms in the Sports hall.
- The changing rooms are often used by multiple groups simultaneously or on an overlapping basis and as such, users are requested to take their belongings to the activity area with them. Any items left in the changing rooms will be done so at the owners own risk.

Letting Timings:

- Users are reminded that their Letting may follow or precede other Lettings in the room.
- Groups are not to enter the room whilst other groups are active.
- All groups have a duty to end sessions and leave the room on and at the contracted time.

Entering the Strength & Conditioning Room:

- All users are requested to enter and leave the room via the doors from the foyer at the Edward Cripps Human Performance Centre.
- All users are prohibited from using the door to the school's adjoining fitness suite.

Footwear

- Users are permitted to use appropriate indoor footwear for activity in the S&C room as deemed necessary.
- Users are required to ensure that footwear is clean and that mud/dirt is not traipsed in on shoes.
- Astroturf style shoes are prohibited from use in the S&C room.

Accidents / Injuries

- Geoff Finning as Sports Lettings Supervisor is responsible for recording accidents and injuries which occur to visitors during sports lettings. As such, all injuries significant enough to warrant reporting should be recorded through Geoff Finning on the night of the Letting.
- If any Letting requires emergency services, Lettees are instructed to call GFI for support immediately.

Equipment:

- User groups are permitted use of the mats as necessary. If mats are used, Lettees are required to stack these mats in the appropriate area after use and leave the room in the condition it is found.
- User groups are prohibited from using the strength & conditioning equipment which is stored in several areas around the periphery of the room.
- User groups are prohibited from entering the store cupboards in the S&C room.
- User groups are welcome to bring any equipment which they deem appropriate for their activity onto site and into the room for use during their Letting. However, such equipment must be removed after the Letting.
- All user groups are prohibited from engaging in any activity which could cause damage to the mirrored area or the plasterboard walls. This is particularly true of any activity which involves projectiles being thrown either between users or against walled surfaces.
- User groups are welcome to use the drinks fountain provided in the S&C room.

Litter:

- Litter bins are provided in the buildings for use by Lettings groups and users are politely requested to use the bins provided.

Support Contacts:

- Your on-site support throughout the Letting will be the Sports Lettings Supervisor - Geoff Finning, who can assist with any issues throughout the time of your letting, on 07764 278510
- Your contact at the school for official enquiries relating to the Letting, including invoicing is the Events Coordinator, to be contacted in office hours through the school switchboard on 01604 230240.
- If there are any operational issues that you would like to discuss, please contact the Director of Sport, Jamie Wilcock, on his direct line number 01604 258649.

Pleased be advised that considerable time, planning and financial resources have gone into creating, what we feel to be, an excellent sporting environment. It is hoped that all users who enter into a letting agreement with

the school will respect this fact and endeavour at all times to ensure their users follow the Conditions of Use outlined above. Northampton School *for Boys* reserve the right to cancel a letting arrangement at short notice should it be felt that a particular Lettings group have not respected the Conditions of Use and through their actions are affecting the quality of the facility or equipment provided.



Northampton School *for Boys*

Swimming Pool

Normal Operating Procedure and Emergency Action Plan

September 2015

The swimming pool at the Edward Cripps Human Performance Centre, Northampton School *for Boys* was constructed in 2014. This document outlines 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 to satisfy the relevant requirements of 'Safety in Swimming Pools' and the requirements of the Health & Safety at Work Act and regulations made thereunder, the Health & Safety (Safety Signs and Signals) Regulations 1996 and the Management and Health & Safety at Work Regulations 1999, which requires risks of swimming pool activities and the making of arrangements for:

- Implementing health and safety measures identified to reduce risk
- Appointing competent people to help implement arrangements
- Providing clear information and training to employees
- Establishing procedures for employees to follow.

All persons supervising in this pool must be familiar with and comply with the procedures laid down.

The Normal Operating Procedure (NOP) outlines the day to day operational procedures for the swimming pool. These procedures set out the arrangements for users' safety and should be followed by whoever is responsible for any group using the pool.

The Emergency Action Plan (EAP) outlines what emergency action to take, and who assumes leadership, in the event of a foreseeable emergency situation arising.

All persons leading classes or clubs for the school or individuals leading community or partnership groups at this pool will be made aware of the NOP and EAP and be given a copy. A copy will also be displayed in the ECHPC Foyer area.

This document will be reviewed annually or following an incident / accident.

Normal Operating Procedure

Details of the Pool:

- Indoor heated pool
- Length: 25 metres
- Width: 13 metres
- Pool Surround is non-slip tiles
- The pool has a flush deck to the sides, the ends are raised to accommodate racing blocks.
- The deep end is a constant 2 metres.
- Fixed depth markers indicate the depth of the water at the deep end.
- The shallow end has a mechanised movable pool floor which can alter depth from 0.0m to 2.0m.
- Electronic depth markers indicate the depth of the water at the 'shallow end'.
- There are steps to exit the pool at each of the four corners.
- There are emergency exits at opposing corners of the deep and shallow ends.
- The First Aid room is located at the 'shallow end'.
- An emergency telephone is located on poolside at the first aid room.
- The light switches are located on the wall alongside the entrance to the spectator area.
- There is fixed spectator seating for 75 over 3 levels behind a safety glass barrier.

Pool Manager:

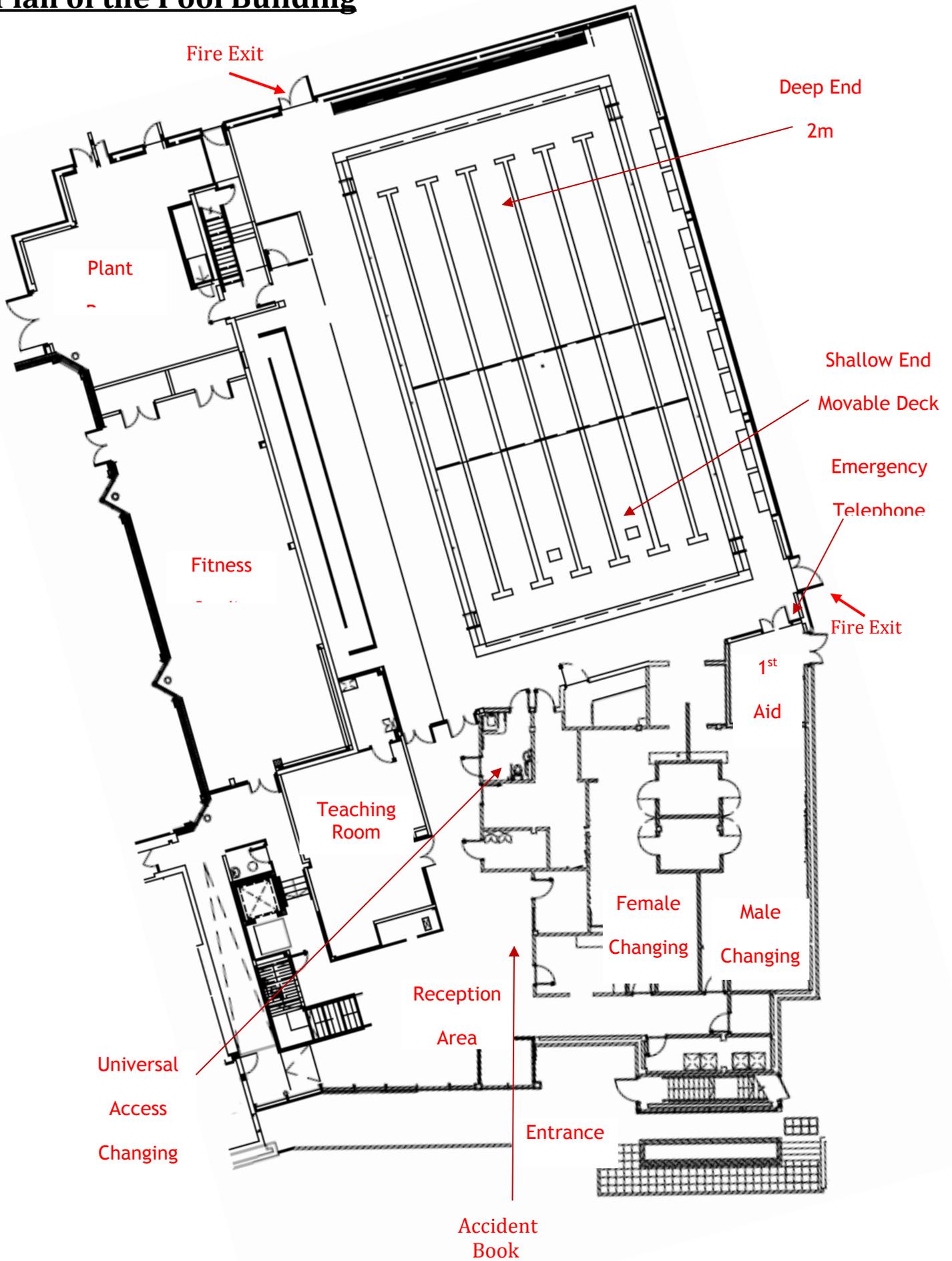
The school employs a Pool Manager, whose role it is to ensure that the pool and associated spaces are ready for use during the school day. The Pool Manager is the primary key holder for the building during school hours and it their responsibility at the start of the day to turn off alarms, open internal doors as appropriate, turn lights on and remove the pool cover. Teachers will liaise with the Pool Manager ahead of lessons regarding their requirements in terms of pool depth, equipment and support for their forthcoming class. The Pool Manager will be responsible throughout the school day for general cleanliness in the building and for ensuring that the building is 'made safe' after swim lessons, by locking all doors that provide access to the pool room.

Out of Hours Sports Lettings Supervisor:

The school employs an Out of Hours Sports Lettings Supervisor, whose role it is to ensure that the pool and associated spaces are ready for use by partnership and community groups during periods outside of the school day. Most typically these periods cover 17:00 – 22:00hrs on weekdays and any lettings use of the pool over the weekend period. The Lettings Supervisor is the primary key holder for the building during lettings use. It is their responsibility to prepare the facility for use by the school's lettees, to 'manage' the facility during such lettings and to close the building down after evening and weekend use. Lettees will liaise with the Lettings Supervisor ahead of lettings regarding their requirements in terms of pool depth and equipment for their forthcoming group. The Lettings Supervisor will be responsible throughout lettings periods for general oversight of the facility and for all school based liaison with the lettings groups at the actual time of the lettings. In the Sports Lettings Supervisor's absence, all lettees will liaise with his appointed deputy.

It is envisaged that the Pool Manager and Lettings Supervisor will liaise to ensure that the pool is appropriately readied for weekday lettings. It is expected that both will also liaise with each other, the Site Manager and the Director of Sport over any issues associated with the safe operation of the pool facility.

Plan of the Pool Building



Access to the Pool:

- Entry to the pool room for swimmers is possible via male changing and female changing.
- Entrance to the pool room from the foyer area is possible through staff changing, Universal Access toilet, spectator entrance and poolside entrance.
- Each of these doors will be locked after each swimming session by the Pool Manager 8.30 – 5.00pm weekdays and the Lettings Supervisor at all other times.
- No swimmers are permitted on poolside unless supervised by a suitably qualified teacher, coach, Pool Manager or appointed lifeguard.
- Following lessons or lettings the portable pedestrian barrier will be placed between the shower areas and the pool room as a deterrent for users to return to the pool room for any reason after their session.

Footwear for Swimmers:

- Pool users will be expected to remove footwear and socks before entering the changing rooms.
- Benching with shoe racks has been provided in the corridor outside the changing rooms for this purpose.
- Users will be required to leave their footwear on these racks for the duration of their time in the changing room and pool areas.

Footwear for Teachers and Coaches:

- No outdoor footwear is permitted on poolside at any time. The teacher's changing room will provide a space for teachers and coaches to store outdoor footwear whilst supervising on poolside.

Clothing for Swimming

- Correct swimwear should be worn by all swimmers.
- For school swim lessons students should be actively discouraged from wearing any form of longer, pocketed shorts.
- If a student attends a lesson / club wearing Bermuda or beachwear style shorts, the teacher reserves the right to refuse the student entry to the pool on safety grounds.
- All jewellery and watches must be removed prior to entry.

Valuables:

- During the school day, all swimmers will be encouraged to place valuable items in a valuables tray as they pass through the foyer on entering the building. These valuables will then be locked in the reception office for the duration of the lesson and returned as students leave the building.
- The school will not take responsibility for valuable items belonging to members of lettings groups. Lettees will be expected to direct their swimmers according to their own club policy.

Changing Room Supervision During the School Day

- Teachers and the Pool Manager can access the changing rooms to check behaviour and safety of pool users and to maintain a professional presence around classes and extra-curricular groups during a normal school day.
- Adults will use their discretion when entering the pool changing rooms.

- At no time will an adult enter a changing room for users of the opposite gender unless it deemed essential and unavoidable to do so for safety reasons.

Changing Room Supervision During Community / Partnership Group Use

- Only appointed coaches, the Lettings Supervisor (and teachers / the Pool Manager as necessary), can access the changing rooms to check behaviour and safety of pool users at times when community or partnership groups are using the facility.
- Adults will use their discretion when entering the pool changing rooms.
- At no time will an adult enter a changing room for users of the opposite gender unless it deemed essential and unavoidable to do so for safety reasons.

Changing Rooms

- Checks of the changing rooms, toilets and shower areas will be made after each use by the Pool Manager during the school day and the Lettings Supervisor at other times.
- A suitable level of cleanliness will be maintained throughout and any maintenance issues or vandalism will be reported to the Director Sport and/or Site Manager for school based activities and the session leader for specific community / partnership groups as necessary.
- The changing rooms will be locked after each use once groups have left the building.

Bridging Changing Rooms

- The changing rooms have been designed with two smaller changing spaces bridging the main changing rooms. It is envisaged for most use that one large and one small changing space will be sufficient for a typical sized class / group. Group leaders are advised to hook open the doors to the bridging rooms when in use to avoid misbehaviour in those enclosed spaces.
- If alternative arrangements are required, given a specific gender imbalance in user numbers, doors can be locked / unlocked to create a more appropriate sized changing space.
- Unless otherwise requested, the doors will be configured to provide male and female changing with one large and one smaller changing space each.
- It is essential that the correct adjoining doors are locked when groups of male and female users are changing simultaneously and this shall be the responsibility of the Pool Manager / Lettings Supervisor.

Lockers

- Both changing spaces have lockers which require a £1.00 coin to operate. These lockers will remain locked and keys stored centrally behind the reception desk. It is envisaged they will only be used on specific request or at times deemed necessary by the school.

Showers

- Users will be required to shower prior to entering poolside.
- Users are to be made aware that the showers and surrounding areas may become slippery with the use of soap.

Entry to Poolside

- No swimmers will access poolside unless a suitably qualified teacher or coach is present on poolside to supervise their entry to the pool room.

- It is expected that all teachers and coaches will recognise the significance of this statement, will brief their swimmers accordingly and will organise their pool staff appropriately.

Depth of Water

- The shallow end of the pool has a movable pool floor which can be raised or lowered in 10cm increments from 0.0m at shallowest to 2.0m at deepest.
- Controls for the movable floor are positioned in a locked cabinet on the wall at the shallow end.
- Teachers will liaise with the Pool Manager ahead of lessons to ensure the pool floor is set at an appropriate depth for their lesson prior to entry.
- Coaches and teachers leading lettings sessions must liaise with the Lettings Supervisor to ensure the pool floor is set at an appropriate depth for their session prior to entry.

Discipline

- It is the expectation that good discipline be shown by all users at all times and maintained by the teacher / coach of all specific sessions.
- There will be no running on poolside at any time, no pushing, no bombing and no ducking.
- It is expected that any user whose actions are deemed unsafe to themselves and / or others will be removed from the lesson / coaching setting.

Entry to Water

- Steps are positioned on each corner of the pool for access to and from the water.
- Most swimmers, and all developing swimmers, will use the sit and slide method of entry.
- Swimmers should not dive unless they have been instructed to do so, are confident to do so, are being supervised at times of dive entry and are diving into a depth of 2.0 metres.
- No users will enter the water from the racing blocks unless they have been instructed to do so, are confident in entering from the raised height and are being directly supervised at times of use.
- Users should be discouraged from jump entry to the water.
- There will be no 'bombing' at any time.

Supervision of Lessons / Sessions.

- All pool lifeguards, swim teachers, coaches and the Pool Manager must hold a current National Pool Lifeguard Qualification (NPLQ) or RLSS National Rescue Award for Swim Teachers and Coaches (NRASTC) and should be Cardio Pulmonary Resuscitation (CPR) trained.
- All qualifications must be current and kept up to date.
- For all lessons, clubs and lettings, two qualified pool staff will be present throughout.
- This guidance will be recommended of our lettings partnership groups.

Safety Equipment

- Life saving equipment positioned around the poolside includes throw bags, reaching poles, telephone and pool alarm.
- No safety equipment should be used unless at times of emergency or for specific training purposes.
- There are instructions displayed above the telephone instructing the user on how to contact the school reception during school hours, the Lettings Supervisor outside of school hours or how to summon support from emergency services as necessary.

First Aid

- The first aid room is located at the shallow end of the pool and is signed appropriately.
- The first aid room should only be accessed under the instruction and supervision of the swim teacher, coach, Pool Manager or Lettings Supervisor.
- There is an emergency exit point leading directly to the access pathway to the car park within this room, for use by emergency services as necessary.
- A hazardous waste bin is provided for the disposal of clinical waste, so too is a freezer for the supply of ice and associated first aid supplies.

Pool Alarm

- The emergency pool alarm can be sounded by pressing the green buttons positioned at regular intervals on the walls around poolside. The alarm sounds a distinctive and repetitive high pitched beep which can only be turned off by pressing the 'alarm off' buttons positioned above the alarm units. All users must be instructed, that upon hearing the pool alarm, they evacuate the water at the nearest safe exit point and move away from the waters edge to await further instruction.

Reporting of Injury or Accident

- Any accident or injury that occurs during the school day must be recorded in the Injury / Accident Book which I located at school reception.
- Any accident or injury that occurs during lettings hours must be reported in the first instance to the Lettings Supervisor, who will in turn record this in the injury / accident log located at the pool reception office.
- In either instance there is a duty of care to notify the Site Manager or Director of Sport if it is felt that the risk assessment, NOP or EAP requires review given the nature of the injury / accident.

Pool Lettings to Community / Partnership Groups

- All normal hiring procedures will be in place in line with the schools policies and procedures for lettings and partnership use.
- All such groups will be given a copy of the NOP and EAP prior to first use.
- All such groups will be required to provide the school with a copy of their risk assessment and proof of sufficient first aid competency.
- All such groups will be required to liaise with either the Pool Manager or Sports Lettings Supervisor regarding their requirements for pool depth and equipment for specific sessions.
- It is expected that all community / partnership groups will be aware of and adhere to the NOP and EAP, whilst conducting their own risk assessments specific to their particular user groups.
- All such groups will provide evidence of the lifesaving qualification of their staff members and their insurance documents prior to first use.
- All lettings groups will accept reasonable responsibility for the actions of their swimmers, accompanying parents, their siblings and all spectators associated with their group booking. This includes their actions whilst in the pool room, changing areas, spectator area, foyer and all common spaces within the building.
- It is also expected that lettings groups will support the school by ensuring all visitors to the school site adhere to the policies of the school as regards no smoking on the school site, no dogs on the schools site and responsible parking in designated bays only. If the sports hall car park is full, it expected that visitors will have been briefed by the lettings group to use alternative parking areas, to include the school quad, the crescent, the Old Northamptonians or local streets as necessary.

Pool Capacity and Teaching Ratios:

It is expected that all users will adhere to the recognised pool capacity recommendations as outlined for the various aquatic activities by the RLSS:

- The maximum capacity for the swimming pool in general is 99 swimmers.
- For the teaching of beginner / learner swimmers 1:12
- For the teaching of mixed ability 1:20
- For the coaching of competent or competitive swimmers 1:30

First Use and Pool Familiarisation:

- At first visit swimmers need to be made aware of hazards associated with the buildings and use of the pool, to include:
 - behaviour in changing rooms
 - sensible movement at all times in changing spaces and around poolside (no running)
 - pool orientation, to include depths, exit steps, slope from shallow to deep
 - procedures for entry into and exit from the water
 - associated safety features of the poolside to include notices, ropes, reaching poles
 - pool alarms and emergency signal for pool clearance

Emergency Action Plan

The purpose of this procedure is to outline the actions to be taken in the event of an emergency within the pool and poolside areas.

Responsibility for carrying out the actions listed herein rests with the pool staff responsible for the group in action at that time, be these swim teachers, swim coaches or lifeguards.

The pool staff enacting the EAP are responsible for:

- controlling the incident / accident
- for taking the decision to evacuate the pool
- for reporting the implementation of the EAP to the Pool Manager, Lettings Supervisor or Director of Sport as necessary.

Minor Emergency / Incident. (no threat of serious injury or threat to life)

Minor emergencies, if handled properly, will not result in risk of significant injury or threat to life. Minor cuts and bruises, slips on poolside and simple reach rescues can be commonplace in pool environments but should be handled appropriately to ensure no increase in risk.

- The teacher should notify the support teacher of the incident.

- The teacher will deal with the casualty / situation as appropriate.
- The support teacher will support the teacher / other bathers as appropriate.
- Immediate risk assessment by pool staff will be conducted to assess whether or not other bathers need be evacuated from the water whilst the incident is dealt with.
- Following the incident the teacher will assess how best to direct the casualty, be this returned to the water, asked to change or referred for further first aid treatment.
- Accident / Incident Report will be completed as necessary.

Major Emergency / Incident. (potentially serious injury or life threatening situation).

A major emergency constitutes serious injury or threat to life. Such an incident will result in evacuation of the pool, multiple adult support and most commonly emergency services. In all cases of major emergency a relative of the casualty will be informed of the incident.

- The teacher will raise the alarm by activating the poolside drown alarm or by signalling the support teacher to do so through use of a single continuous blow of the whistle.
- The teacher will initiate rescue / first aid and removal of casualty from the area as appropriate.
- The supporting teacher will sound the poolside drown alarm if this has not been activated and will evacuate the pool and 'make safe' the poolside area.
- The supporting teacher will assist the teacher with the casualty.
- The teacher will ensure an ambulance is requested and together with the support teacher will manage the casualty, pool area and other bathers as appropriate, until emergency aid arrives.
- During school hours the teacher will ensure that the school's reception is notified as soon as possible.
- Outside of school hours the teacher will ensure the out of hours sports lettings supervisor is notified as soon as possible.
- A member of staff or responsible participant will be assigned to meet the ambulance and direct them to the scene of the incident.
- Responsibility is assigned to the ambulance crew once they start to treat the casualty.
- The teacher will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action.
- The teacher will ensure that all Accident / Incident Reports are completed and the necessary follow up action is taken.

Actions to be Taken in the Event of Specific Emergencies:

Discovery of a Casualty in the Water:

First response is to attempt a reach rescue with pole or rope. Wherever possible avoid hand to hand contact until the casualty is under control and the risk of being pulled into the pool is reduced.

- The pool will be evacuated if necessary.
- If entry to the pool is necessary the pool should be evacuated of other bathers as outlined above.
- The teacher will enter the pool in a safe manner, recover the casualty and land them at the nearest suitable point.
- The teacher will follow protocols as outlined in NPLQ / NRASTC training.

Serious Injury to a Bather:

In the event of a serious injury to a bather the teacher will follow protocols as outlines in NPLQ / NRASTC training until such time as an ambulance crew take over.

Head Injury:

All head injuries will be treated as serious injuries and teachers will follow protocols as outlined in NPLQ / NRASTC training. In addition:

- Casualties with head / facial injuries will not be allowed to return to the pool.
- An ambulance will be called if the injury appears serious. If the injury appears less serious, the casualty will be made to dress and will be supervised by a responsible adult whilst doing so.
- If there is any doubt as to the severity of a head injury, further first aid support will be sought or an ambulance will be called due to the possibility of delayed concussion / loss of consciousness occurring.
- A relative of the casualty will be informed.

Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious injuries and teachers will follow protocols as outlined in NPLQ / NRASTC training. In addition:

- On entering the water the teacher must inform the support teacher the suspected spinal injury.
- All other bathers will be carefully directed away from the casualty so as not to disturb the water or casualty.
- The teacher will preserve life and stabilise the casualty as per NPLQ / NRASTC training.
- The teacher will not attempt to land the casualty, rather will wait for ambulance assistance.
- A relative of the casualty will be informed.

Lack of Water Clarity

It is vital that all pool staff can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. In the case of poor water clarity:

- Bathes will be evacuated from the water and instructed to change.
- The problem will be reported immediately to the Pool Manager during school hours and the Lettings Supervisor during lettings periods.

- These individuals will be responsible for reporting the problem to the Site Manager who will lead the school's response in assessing and dealing with the problem.
- The Site Manager will confirm when the pool is once again fit for use.

Fire Alarm

All users should be made aware of fire exits upon their first visit to the pool. Upon hearing the fire alarm:

- The teacher will evacuate the pool. If there are no signs of fire at the shallow end, users will line up at the shallow end fire exit alongside the first aid room.
- The teacher will retrieve the box of exposure blankets from the first aid room and distribute amongst the group. If there are any signs of smoke or fire the teacher will evacuate the building and take the group to the sheltered rally point at the pavilion.
- Upon hearing the alarm, if there are any signs of smoke or fire at the shallow end, the pool will be evacuated via the deep end fire exit.
- If there are no signs of fire, the teacher should call the school reception during school hours or the Sports Lettings Supervisor during lettings hours for support and clarification. before evacuating the building.

Dealing with Bodily Fluids / Waste

Definitions:

Turnover Period - the time taken for a volume of water, equivalent to the entire pool water volume, to pass through the treatment plant and back to the pool. For this pool 3.3hrs.

TDS - Total Dissolved Fluids

Blood

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of bathers to allow the pollution to disperse and any infectious particles within to be neutralised by the disinfectant in the water.
- When clearing blood the correct personal protective equipment must be worn, i.e. plastic gloves.
- Spillages of blood on poolside will be contained, covered in paper towels to soak up the blood and wiped away immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of in the clinical waste bin in the first aid room. The area will then be disinfected.

Vomit

- If substantial amounts of vomit are spilled into the pool, the pool will be closed to bathers in order to allow for its removal.
- The vomit should be removed with a pool scoop, placed in a bucket and flushed down a toilet.
- A minimum of three turnover periods of the affected pool will elapse to ensure removal of bacteria.

- Prior to reopening a water quality test will be conducted to ensure that chlorine levels and TDS levels are within agreed parameters. A visual inspection will also be conducted.
- When clearing vomit the correct personal protective equipment must be worn, i.e. plastic gloves.
- Spillages of vomit on poolside will be contained, covered in paper towels to soak up the vomit and wiped away immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of in the clinical waste bin in the first aid room. The area will then be disinfected.
- Any equipment that has been used to scoop or dispose of vomit must be thoroughly disinfected after use.

Diarrhoea

- If diarrhoea is discovered in the pool, the pool will be closed immediately in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of six turnover periods to the pool will elapse to ensure removal of bacteria.
- Prior to the pool reopening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.

Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed in a bucket and flushed down a toilet.
- The decision to close the pool for a short period, in order to maintain 'customer care standards', rests with the pool staff.
- A careful visual check will be undertaken to ensure that no particles remain and a water quality test carried out to ensure what quality is within agreed parameters.
- Any equipment that has been used to scoop or dispose of the stool must be thoroughly disinfected after use.

Emergency Calls

To Contact An Ambulance / Emergency Services

Dial 9 for an outside line

Dial 999

- Operator will answer
- Tell operator what service you require
- If required to give the telephone number from which you are calling:
 - Pool Number 01604 258634
 - School Number 01604 230240
- Wait for emergency service to answer
- Explain the problem as outlined to you
- Give directions to the swimming pool:
 - Approaching NSB on Billing Road
 - Turn onto school site immediately next to the pedestrian crossing near St Andrews Hospital
 - Drive through metal gates and to bottom of the access road
 - Pool is the glass fronted building on the right hand side of the car park
- Provide any other information as necessary

SCHOOL HOURS**Contact The School's Front Office**

8.30am – 4.30pm

Dial 0

- Inform receptionist an ambulance has been called
- Ask receptionist to open access gates and give them information as requested

LETTINGS GROUP**Contact the Sports Lettings
Supervisor**

5.30pm – 9.30pm weekdays or weekends

Dial Geoff Finning

Dial 9 for outside line

07764 278510

(Or appointed deputy as directed)