



**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:

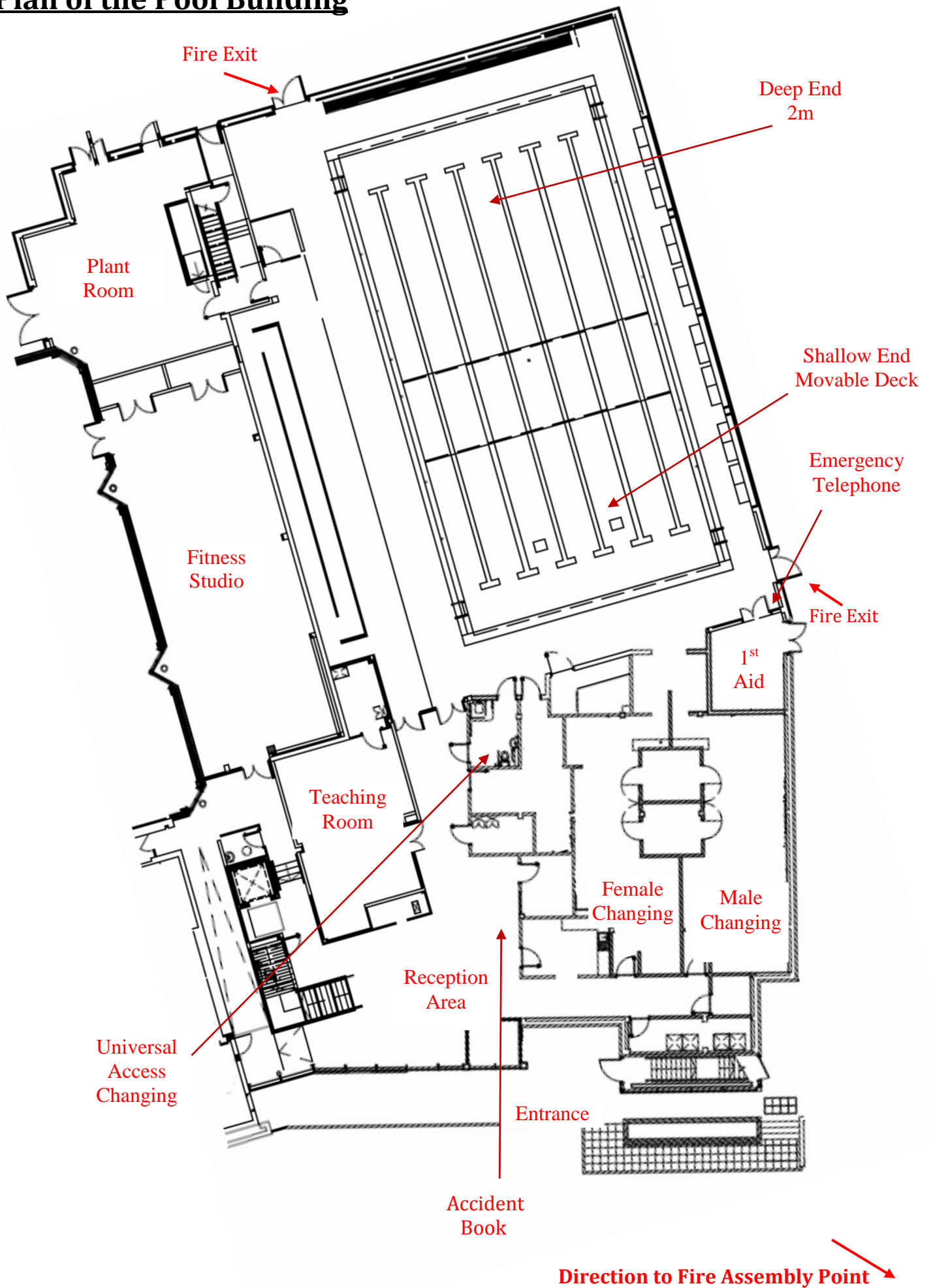
The school employs a Pool Manager, whose role it is to ensure that the pool and associated spaces are ready for use during the school day. The Pool Manager is the primary key holder for the building during school hours and it their responsibility at the start of the day to turn off alarms, open internal 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 is 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 is 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 outlined 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)