

Ursula Taylor C of E Primary School

Normal Operating Procedures – Swimming Pool

May 2017

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|  | **Normal Operating procedures – Swimming Pool** **URSULA TAYLOR C OF E PRIMARY SCHOOL**  | Date: 23.5.17 |
| ***The purpose of this document is to provide information for anyone who is involved in the operation and management of the swimming pool. It has been written using the guidance in the Health & Safety Executive document HSG179 “Managing Health & Safety in Swimming Pools”.******It is a requirement of all users of the pool (including hirers) that they are familiar with this document and adhere to the guidance it provides at all times.****Please attach a plan of the pool to this PSOP detailing any alarms, fire alarms, fire extinguishers, emergency exit routes and any other relevant information.* |
| **Swimming Pool Name & Address:** | **Ursula Taylor Church of England Primary School** |
| **Name/ job title/ contact details of Pool Operator (responsible person on site):**  | **Victoria Morrall – Headteacher****Nick Ruff – Site Manager** |
| **Name/ contact details of Maintenance Contractor:** | **Crystal Leisure Pools, Shefford. 01462 819003****Aquatech, Sharnbrook 01234 783569** |
| **Associated Documentation:** | **e.g. Swimming Pool Risk Assessments, Pre-Open Checklist, Emergency Action Plan, H and S for Pools review / Action Plan documents.** |
| **NOP 1 – Pool Details** |
| **Type of Pool:** **Outdoor Above Ground** |
| **Width: 25ft** | **Length: 50ft** | **Depth: Approx 1m** | **Volume of Water: 20.000 cu litres** |
| **Water Operating Temperatures: 81° F****Heated:** **Yes** | **Ladders:** **Fixed x 2** |
| **Ramps: No** | **Changing Rooms:** **Yes****Showers:** **Yes (x 1 if required)** |
| **Specialist Equipment or specific hazards:**  | **N/A** |
| **Water Filtration System Turnover Time:**  |  **4 hrs** |
| **Type of Disinfectant used:** | **Trichlor tablets for automatic doser. Ficlor granules for hand dosing / super chlorination** | **Free Chlorine/ Operating Parameters:** | **Ideal 1 – 3.5 / Acceptable 1 - 5****If above 5 cease swimming immediately and Site Agent informed** |
| **Type of pH Balancer used:** | **Sodium Bisulphate (ph-)****Sodium Carbonate (ph+)** | **pH Operating Parameters:** | **Ideal 7.2 – 7.6** **Acceptable 7.0 – 8.0** **Any higher/lower swimming must cease and Site Agent informed** |
| **Type of coagulant used:** | **Aluminium Sulphate** |
| **Frequency of Microbiological testing (min. monthly):** | **Prior to Pool Opening and Monthly thereafter** |
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| **Maximum Bathing Load:** | Children Programmed Swimming Lessons: | **Max children per class 30****(20 in water at any one time) Foundation Stage children all able to swim at the same time due to significantly higher numbers of adults and staff in the water.****Max of 5 classes a day swimming. (Total number of children 150)** |
| Public Swimming: | **N/A** |
| Children Un-Programmed swimming: | **N/A** |
| Disabled Persons: | **N/A** |
| **Maximum Bathing Load per day:** | **20 children in water at a time. (Classes split to ensure no more than 20 at once)** **Foundation Stage Max 30 children at any one time – adult: child ratios much higher. At least 4 adults around the pool, and additional adults in the water.****Maximum of 5 classes swimming during a school day. (Total of 150 children)** |
| **Detail how the pool is used e.g. programmed swimming lessons, un- programmed sessions, hire, competitions, diving etc.** |
| **All swimming are pre-planned lessons which are timetabled throughout the school day. There is NO after school swimming, or hiring of the school pool.**  |

**NOP 2 POTENTIAL RISK FACTORS**

This document should be read in conjunction with the following risk assessments ‘Swimming Pool Risk Assessments’ which take account of:

**PEOPLE TASK/ACTIVITY** **STRUCTURE**

Disabled and special needs Swimming Fire

Large groups Security procedures Gas

Contractors Maintenance work Power failure

Very young or 50 + Life guarding Heights/roofs

Hirers/special events Administering 1st Aid/ Medicines Water

Employee stress Handling chemicals Noise

Disorderly persons Electrical work Electricity

Pupils Housekeeping

**Hazards Identified**

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| Slips, trips, falls | Misuse of equipment | Fire/ Emergency |
| Lack on information on pool operation | Inadequate supervision, instruction and training | Inadequate signage/poor/ Lack of understanding – language barriers |
| Hirers | Unsafe behaviour | Drowning/difficulties in the water/ injury |
| Ill health of pool users/staff | Bodily fluids | Overcrowding |
| Manual Handling | Electricity | Maintenance Activities |
| Cleanliness | Hazardous substances | Water clarity |
| Glare/ Lighting | Heat/ Ventilation/ Water Temp. | Noise |
| Use of buoyancy aids/ inflatables | Physical characteristics of pool tank | Condition of pool tank |
| Commissioning/ Decommissioning Pool | Contractors | Access/security |

**NOP 3 MAXIMUM BATHER LOADS**

**MAXIMUM BATHER LOADS (include curriculum, public and hire sessions**)

**20** Maximum\* (Foundation Stage maximum 30 children in the water at any one time. This is acceptable due to higher ratios of staff: children (Minimum of 4 adults poolside, plus adults in the water)

\* ensure this is no more than 1 bather per 3m2 of water (as recommended in HSG179)

**NB.** See also NOP 6 to check that supervision ratios are appropriate.

**NOP 4 PRE-USE CHECKS**

**Pre-Use Check**

**3x per day** **Nick Ruff – Site Manager or Sam Wintle – Sports Leader**is responsible for taking and recording:

* pH and Chlorine recordings;
* air and water temperature checks;
* and water clarity checks.

Recordings must be noted in the log book in **Swimming Pool Shed**and displayed at **Swimming PoolEntrance**for the information of staff conducting swimming lessons.

These readings must be notified to **Victoria Morrall – Headteacher** **/ Sam Wintle – Sports Leader**, and any recordings outside of the acceptable parameters must be resolved before swimming takes place***.* (See Page 1 for parameters)**Additionally:

* Changing Rooms must be checked and clean.
* Pool surrounds must be washed down daily with chlorinated water.
* Any obstructions around the pool or in the changing rooms should be moved to prevent, slips and trips.

**Before each session** commences the **responsible member of staff** **(Class Teacher)** must check that:

* Ph and Chlorine levels are within the acceptable parameters.
* Water temperature is within acceptable parameters
* Emergency Rescue Equipment has been checked and is in correct location.
* Clarity of Water is good.
* The water has been netted (to remove any debris)
* Children have used the toilet.
* Outdoor shoes are reasonably clean for wearing around the pool area.
* Footbath water has been changed before each swimming lesson.

**Any concerns must be notified to Nick Ruff or Victoria Morrall and swimming must not take place until any issues have been resolved.**

**NOP 5 PROVISION OF SAFETY INFORMATION AND POOL RULES**

**(a) Safety Information**

* All safety signs displayed will conform to Health and Safety legislation and will be regularly checked for condition, clarity and relevance.
* Pool rules will be displayed poolside and in changing rooms (where relevant) and will be in a suitable format and take account of any language barriers. Pool rules will be explained to children prior to swimming.
* Fire Action notices will be displayed in relevant locations giving instructions to pool users of action to take in the event of fire and/or evacuation.
* Swimmers will be controlled and behaviour standards enforced by teaching staff.

**(b) Pool Rules**

* Both staff and swimmers must be wearing suitable clothing.
* No running on poolside
* No fighting, pushing or throwing other bathers into the pool
* The use of masks, snorkels and fins is restricted to programmed sessions
* No gymnastics e.g. shoulder stands, somersaults etc
* No excessive screaming or shouting
* No eating or drinking on the poolside
* Chewing gum to be removed before entering the pool
* Users under the influence of alcohol will not be admitted to the facility
* Only clean outdoor shoes permitted on the poolside or shoe covers to be worn.
* Non-swimmers and weak swimmers must remain in the shallow end of the pool; bathers wearing buoyancy aids must not stray out of the designated shallow end (Pool consistent depth throughout)
* For programmed lessons a suitably qualified adult (TEACHER) should be present at the poolside who is able to affect a rescue from the water and carry out cardiopulmonary resuscitation. It is expected that at least THREE people will be poolside at all times.
* Where specialist aquatics teachers are employed to lead the lesson, school staff should remain on poolside to provide an assisting role.
* For unprogrammed lessons / Hirer sessions – N/A
* Buoyancy aides are recommended for all non-swimmers – Tummy Bands
* No tag games allowed
* Children over 6 months and under 2 years are required to wear suitable water nappies - N/A (In the event a child with SEND needs swim pants – these will be accepted)
* No electrical equipment is allowed on the poolside without the agreement of the **Headteacher – Mrs V Morrall**. (With the exception of the School Mobile Phone (No camera facility) – which is only to be used for emergency situations)

**NOP 6 RESPONSIBILITIES, MINIMUM QUALIFICATIONS, SUPERVISION RATIOS AND DBS CHECKS**

**Responsibilities**

**The Governing Body of Ursula Taylor C of E Primary School** has overall responsibility for ensuring safety in swimming in schools. Bedford Borough Council provides guidance to help e.g. Managing Health & Safety in Swimming Pools, Safe Practice in School Swimming and Educational, Visits and Journeys.

**Lifeguarding, rescue and 1st aid:**

* Must be familiar with NOP (Normal Operating Procedures) & EAP. (Emergency Action Plan)
* Be observant of the pool and pool users at all times.
* Initiate any rescues or other emergency action required.
* Be able to affect a rescue from the bottom of the deepest part of the pool.
* Administer 1st Aid.
* Prevent unsafe activities.
* Assist in the running of emergency drills.
* Secure the pool against unauthorised access when not in use.
* Communicate clearly at all times with all users/ teachers/ volunteers in the pool.

**Class Teachers**

* Supervision of children when changing and control of young people at all times.
* Take head counts prior to, regularly during and after each session.
* Be familiar with and enforce pool NOP and EAP.
* Observation of teaching of children and conduct of class.
* Ensure delivery of National Curriculum.

**Mrs V Morrall / Miss D Daleywill be responsible for ensuring that training qualifications are adhered to and arrange refresher training where required.**

**SHALLOW WATER LEARNER POOLS ON SCHOOL SITES**

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| **ROLE** | **TEACHING** **QUALIFICATION** | **LIFEGUARD Cover** |
| A | Classteacher leading session or supporting qualified ASA teacher/ instructor | ASA level 1 or equivalent (progressing to ASA level 2) | Qualified person poolside who can conduct shallow water rescue and CPR. |
| B | Swimming teacher/ instructor for swimmers with disabilities | ASA Teacher (Disabilities) orAs per A if working alongside ASA Teacher (Disabilities) | Qualified person poolside who can conduct shallow water rescue and CPR. |
| C | Teaching Assistants supporting class teacher in a supervisory capacity |  | Qualified person poolside who can conduct shallow water rescue and CPR. |

**Disclosure & Barring Service (DBS) Checks:**

All staff and volunteers involved in swimming activities are required to have a Disclosure and Barring Service (DBS) check. Details are kept securely in the school office. No adult will be in contact with any children during swimming unless supervised directly by a member of staff.

**MINIMUM TEACHER TO PUPIL**

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| **Who?** | **Ratio** | **Information**  |
| Basic general swimming lesson | **1:20 / 30**  | Should not be exceeded. In the majority of primary schools ratios will be less than this |
| Children less than 7 | **1:12** | Irrespective of swimming ability group size should be restricted |
| Non-swimmers and Beginners | **1:12** | Unable to swim 10 metres unaided on back and front. |
| Improving Swimmers | **1:20** | Keep in depth, similar abilities, can swim >10m on back and front. |
| Mixed Ability Groups (Improving to competent) | **1:20** | Consider techniques, stamina and deepwater experience.  |
| Competent Swimmers | **1:20** | Can swim >25m unaided on front and back and tread water for 2 mins. |
| Swimmers with Disabilities | **1:8** | Each situation must be considered individually, as often 1:1 support may be required. |
| Specialist Swimming Activities  | **Various** | Refer to guidance at <http://www.swimming.org/go/> to establish ratios. |

**NOP 7 RESCUE EQUIPMENT**

Reach Pole available for use – checked for safety and maintenance **by Nick Ruff – Site Manager**.

**NOP 8 FIRST AID, ACCIDENT REPORTING & EMERGENCY MEDICINES**

**(a) Training requirements for first aider**

A minimum of one fully trained First Aider holding First Aid At Work Certificate will **ALWAYS** be on duty when the pool is in use. **Senior first Aider – Miss D Daley is available during swimming and can be alerted via ‘Red Card’ or telephone system. Other staff trained in first aid will be available during swimming sessions. ALL Teachers complete annual CPR training (April)**

Hire Organisations will be asked to provide the same level of cover and asked to provide evidence of training undertaken. – **N/A**

In order to provide indemnity under the terms of the Academy’s liability insurance any first aid training provided must meet specified standards.

**(b) First Aid equipment provided:**

* Swimming Pool Area **– First Aid Kit / Sickness Kit**
* Plant Room **Basic First Aid Kit available.**

Each box shall display a contents list, a nominated first aider will be responsible for checking/ replenishing stock and ensuring expiry dates are not exceeded.

**(c) Treatment**

All first aiders must make a record in the First Aid Treatment Book after administration of any treatment or advice provided.

**(d) Accident Reporting**

Any accidents or near misses that occur during swimming activities must be reported through the school’s usual accident/ incident reporting procedure.

**(e) Emergency Medicines**

Any emergency medicines required for children during swimming activities must be easily accessible, and stored according to guidance in the school’s Managing Medicines Policy. Any medicines administered must be recorded. **Inhalers / Epipens (where applicable) – will be taken to the Swimming Pool area in case of requirement.**

**NOP 9 ALARM SYSTEMS AND EMERGENCY SYSTEMS, MAINTENANCE AND TESTING**

**(a)** Fire alarm call points and extinguishers are identified on the building plan (see NOP 1) and within the fire risk assessment. They are tested as part of the periodic tests for the whole school fire alarm system and tests are recorded into the fire log book.

**(b)** Fire alarm bells are located:  **In all Classrooms / Break out spaces. The alarm in Year 4/5/6 block is loud and can be heard from the pool.**

 **(c)** Emergency lighting shall provide illumination in the event of a power failure. **Not applicable – no swimming after school hours.**

**(d)** Emergency pool/ are identified on the building plan (see NOP 1) and are used when there is an emergency situation in the pool. They alert staff and bathers in the pool hall to vacate the pool and make their way to the changing room area***.* There are NO pool alarms in school, however, in the event of an emergency situation, staff are trained to use the ‘Red Cards’, School mobile and to evacuate the pool.**

**NOP 10 SECURITY**

All doors and areas specified (pool hall, changing rooms, plant room, chemical storage) must be locked unless in use. Keys shall be issued to**V Morrall / N Ruff and 1 set for the Pool are kept securely in the server room for Teachers to use. Keys must be returned to the server room after use.**

Signage is in place to identify areas of restricted access e.g. pool plant room and to warn trespassers of danger.

**NOP 11 SYSTEMS OF WORK (Pool Cleaning, Chemicals, Maintenance, Pool Water Treatment, Personal Protective Equipment, Use of Pool Cover)**

**1. Pool cleaning**

**Surround washed down daily with chlorinated water. Footbaths cleaned out and refilled prior to each swimming session with chlorinated water. Footpaths are swept and disinfected (poolside) daily. Pool netted for leaves / debris daily. Pool bottom vacuumed weekly. Pool filter backwashed weekly. Skimmer filter baskets cleaned daily.**

**2. Use of Chemicals**

Chemicals must only by used by competent members of staff in line with guidance provided in section 5.4 of the “BBC Guidance for Schools Who Have Their Own Pool”.

All chemicals used for cleaning and maintaining the pool and pool water quality of the pool shall be listed and a COSHH assessment completed using the information on the manufacturer’s Safety Data Sheets: **Copies in Pool Plant room and Pool records folder.**

The assessments must be kept with the chemicals to inform users of safe methods of use, requirements for personal protective equipment (PPE), dilution rates, dealing with accidents, storage etc.

Staff using cleaning materials and chemicals should be trained in their safe use by **Nick Ruff. (N.B. Nick Ruff and Crystal Pools / Aqua Tech are the only people qualified and responsible for the maintenance of the pool)**

Acids and alkalis should NOT be mixed together, in the case of swimming pool disinfectants this can produce chlorine gas, which can be fatal if inhaled.

Water should NEVER be added to a chemical as this can cause a violent reaction, the chemical should be added to water.

**3. Storage of Chemicals**

* All containers should be kept securely closed, cool and dry.
* Chemicals supplied in paper or plastic sacks should be stored in plastic bins before opening and securely closed after use.
* Each chemical should be stored separately from all other chemicals, large quantities of liquid chemical storage areas should be separated by sealed bunds with sumps. Small quantities of liquid chemicals should be stored in a container which is capable of capturing the full volume contained should it leak.
* Non-returnable containers should be flushed out with water before appropriate disposal. Do not use empty containers to store other chemicals.
* Procedures should be in place to deal with safe disposal of products which are no longer required or which have exceeded their shelf life (advice is available from the environmental waste team at Bedford Borough Council).
* Chemical stores should have warning signs, be secure and accessible only to authorised, appropriately trained people.
* Chemical stores should have adequate natural ventilation to a safe open area or mechanical ventilation providing four air changes per hour.
* Stores should be dry, clean, tidy.

**4. Pool Maintenance**

* pumps **Mr N Ruff responsible for checking, Crystal Leisure Pools / Aqua Tech for maintaining**
* boilers **Mr N Ruff responsible for checking, Christy Plumbing for maintaining / servicing**
* other equipment and the processes **Mr N Ruff responsible for checking / maintaining**
* pool structure/ building **Mr N Ruff responsible for checking / Crystal Leisure Pools / Aqua Tech for maintaining**

**5. Pool water treatment**

* Chemical **treatment - disinfection, pH correction, flocculation (if appropriate) Responsibility of N Ruff and Crystal Leisure Pools / Aqua Tech**
* pool water testing **3 times daily** dosing with chemicals (Detailed at start of NOP)ordering **N Ruff, provides order****to P Mulholland for order, V Morrall signs order as accounting officer***.*  Receiving deliveries **P Mulholland / D Daley / N Ruff**
* backwashing – **Weekly, completed by N Ruff**
* strainer cleaning **Weekly by Nick Ruff**

**6. Personal Protective Equipment**

Any tasks which have been assessed through COSHH or risk assessment as requiring protective equipment (e.g. Use of chemicals, cleaning the pool), shall be undertaken using such equipment on every occasion.

**It is the duty of the Headteacher (Mrs V Morrall)to provide adequate and suitable protective equipment to staff; equally it is the duty of the employee to use the equipment as trained.**

**7. Use of Pool Cover**

**The pool cover must be put in place at the end of each day during the swimming season. (Mr N Ruff is responsible for this) The pool cover is removed each morning to allow for cleaning, water testing and daily swimming.**

**At the end of the Swimming Season – the Pool cover must be installed on the pool to reduce debris entering the pool over winter and to minimise the repair work required prior to the next season. During the ‘off’ season, the pool should be checked at least weekly, and damage / wear and tear noted and the area around the pool kept clear from weeds, leaves and debris.**

**Weekly checks will be recorded in the Pool Maintenance record.**

1. **Commissioning/ De-commissioning seasonal pools**

The pool will be commissioned/ de-commissioned each season by **N Ruff and Crystal Leisure Pools / Aqua Tech**

Pool cover will be used over winter (large tarpaulin), ball / bottles placed on surface to prevent ice up, water level will be lowered - although not emptied.

**NOP 12 CONDITIONS FOR HIRE TO OUTSIDE ORGANISATIONS**

**NB – The swimming pool at UTPS will not be let to any third party. The school pool is only for use during the school day and by members of staff who have successfully completed the appropriate training.**

**Review completed 22nd May 2017. Next Review Due: May 2018**

**By V Morrall and N Ruff**