

**The Meadows
Sports College**



Aim High and Smile

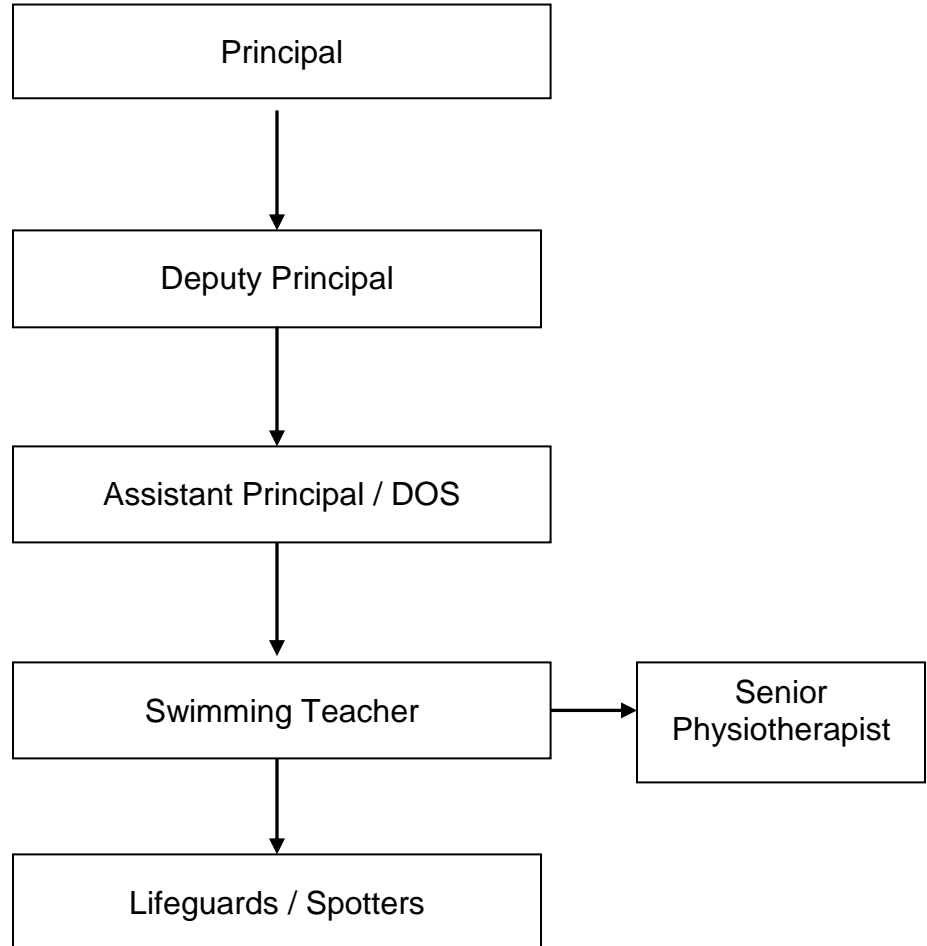
**Swimming Pool
Normal Operating Procedures
and
Emergency Action Plan**

June 2003
Updated May 2005
Review Autumn 2006
Reviewed July 2007
Approved by Governors Health & Safety Committee 18th October 2007
Updated September 2009
Updated October 2010
Updated May 2012
Updated October 2013

Contents Page

Line of Supervision and Safety Qualification	2
Dimensions of the main and Trainer/Hydrotherapy Pools	3
Plan of the swimming pool including:-	4
➤ Rescue equipment	
➤ Emergency alarms	
➤ Deep/shallow end/s	
➤ Changing areas	
➤ Fire exits	
➤ Teachers/Assistant swimming teachers office	
➤ Equipment cupboard	
➤ Plant Room.	
Lifeguard Ratios	5
Potential Risk factors	5
Safety Qualification	6
Safety Equipment	6
Safety Signs within the Pool Environment	7
Daily Duties and Responsibilities for Pool Care	8
Weekly Duties and Responsibilities for Pool Care	9
Lifeguard Duties	9
Expectation of the Spotters	10
Training	10
Hygiene/Safety and Health Rules	10 - 13
Child Protection Procedures	13
Risk Assessments	13
E.A.P – Emergency Action Plan	14
Action to be taken during an emergency	14
Action to be taken in the event of a swimmer in difficulty	14
Action to be taken in the event of lighting failure	15
Action to be taken in the event of a serious injury in the pool	15
Information of total evacuation from The Meadows Building	15 - 16
Action in the event of a fire from pool and changing areas	16
Action in the event of an escape of toxic gas	17

The Meadows Sports College
Normal Operating Procedures
Line of Supervision



Dimensions of the pool/s:-

Main pool

Length: 8.128m
Width: 4.100m and step bay
Shallow Depth: 1.000m
Maximum Depth: 1.400m

Maximum bather load = (length of the pool x width) divided by the recommended area per bather, 2 square metres.

Length of the pool = 8 metres
Width of the pool = 4 metres

Therefore, the maximum bather load for the trainer pool = 16

For The Meadows Sports College students, the maximum bather load = 8

Hydrotherapy pool/Training pool.

Length: 8.128m
Width 2.000m
Shallow Depth: 1.000m
Maximum Depth: 1.200m

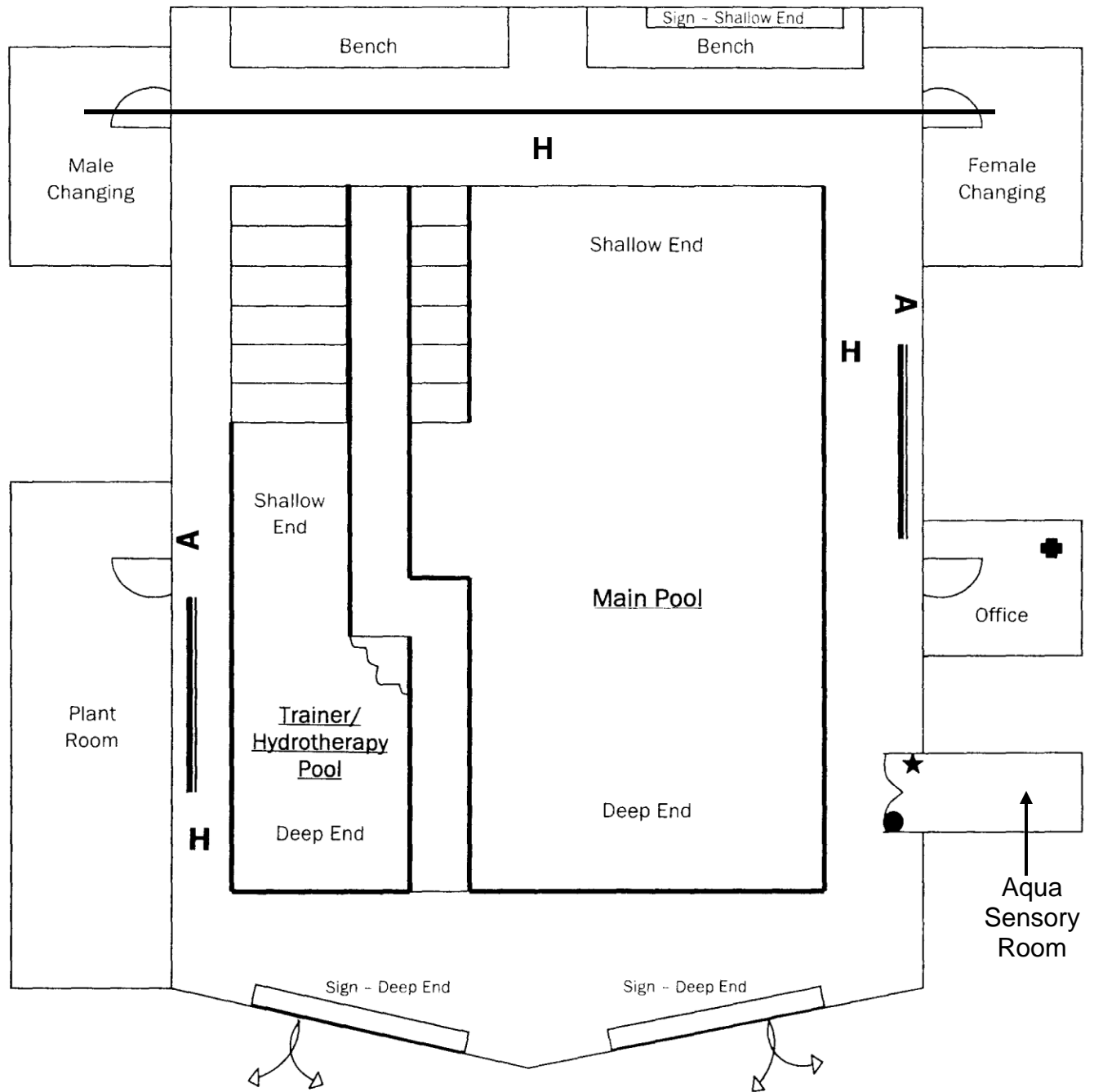
Length of the pool = 8 metres
Width of the pool = 2 metres

Therefore, the maximum bather load for the hydrotherapy pool = 8.

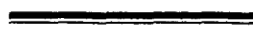
For The Meadows Sports College students, the maximum bather load = 4

NB: At no point, under any circumstances, should the bather loads detailed above be exceeded. This includes when the pool is used by outside organisations; the school has the right to carry out random audits to ensure that bather loads are adhered to.

Plan of the Swimming Pool



Key



Rescue Poles



Throw Bag



Emergency Aid Bag



Fire Exits



Hoist



Emergency Alarm Button



Steps



Hand Rails



First Aid Box

Lifeguard Ratio's

At The Meadows Sports College for our pools to open there **must** be a Lifeguard present in the pool area at all times.

Main Pool: One Lifeguard or trained Spotter watching the pool
If it's fun session two Lifeguards' or Spotters must watch the pool
One at the shallow end and one deep end

Spa Pool: One Lifeguard or trained Spotter watching the pool

Both Pools: One Lifeguard or Spotter for each pool.
If this cannot be staffed only one pool will be open due to health and safety

Teaching Ratio's

Swimmers with disabilities: 8:1

With an appropriate number of helpers; but maximum bather load must not be exceeded.

Adult & Child classes: 8:1

That is up to eight pairs (one adult and one child) to each teacher.

Non-swimmers and beginners: 12:1

If more than this number is being taught, other adults may be used to help the teacher/coach; but maximum bather load must not be exceeded.

Improved swimmers: 16:1

Swimmers of similar ability to each other who can swim at least 10 metres.

Mixed ability: 16:1

Swimmers with a range of ability.

Competent swimmers: 16:1

Swimmers who can swim at least 25 metres.

Aerobics: 16:1

Participants must be at depth where they can safely stand; or in deeper water, use a buoyancy aid or be a competent swimmer.

Diving: Not allowed

Potential Risk Factors at The Meadows Sports College

1. The pool itself: Water is dangerous.
2. No one is to swim alone.
3. Having staff/students/parents/children on the poolside and in the Aqua Sensory Room. If not supervised they can cause a distraction to the lifeguard/spotter or a danger to themselves. They risk falling into the pool, falling over on the poolside etc.
4. Male changing rooms open onto the poolside at the shallow end of the hydrotherapy pool near the steps.
5. Female changing rooms open onto the shallow end of the pool of the trainer pool; there is risk of diving into shallow water.
6. Equipment left on the poolside. This may cause injury to staff or students.
7. Pool covers: students may be tempted to walk on them, thus risking injury to themselves.
8. Visibility may be affected by glare on the pool surface, making it difficult to see in certain areas, i.e. pool floor.
9. Benches on the poolside: Students could fall off them.
10. Pool bed chairs: Students falling/rolling off them onto poolside or into the pool
11. Pool hoists: Risk of bumping into them, students playing with them.
12. Over-head tracking weight limit is 160 kilos (25 stone and 2lb) and hanging hoop bars.
13. Aqua Sensory Room opens onto deep end of the pool. Floor surface: Slippery at all times, dependable on the amount of students that have been in and out of the pools.
14. Steps – care should be taken on the steps to avoid accidentally slipping. Manual instruction and support may be needed for some students. Students should hold onto rails.
15. Risk of student putting limbs in between bar and wall of pool. Close supervision of student needed at all times.
16. Putting limbs into pool cover cavity and getting them caught or stuck. Close supervision of students needed at all times.

Safety Qualification

It is important that the staff responsible for the teaching and safety of the students in the water satisfy the following requirements:

1. To have obtained a life-saving award recognised by the Authority in the last two years. (RLSS, NRASTC or RISS Pool Lifeguard, and STA Nars to renew every 2 years)
2. Where a teacher is teaching swimming in a school pool they MUST hold an appropriate swimming teacher qualification.
3. Where a teacher is responsible for the safety of students using a shallow learner pool he/she must be competent at resuscitation and have undergone a course within the last three years.
4. A swimming Instructor/Teacher responsible for the safety of students in the water must hold: An Amateur Swimming Association (ASA) teachers certificate or equivalent

qualification, Swimming Teachers Association (STA) teacher's certificate and a recognised life-saving award in the last year (RLSS Rescue Test for Teachers).

Safety Equipment

The following rules should be obeyed whilst in the pool area:-

1. No smoking in pool area or changing rooms.
2. No eating, chewing gum or sweets.
3. No outdoor shoes to be worn on poolside – use shoe covers provided.
4. Staff to wear appropriate clothing; t-shirt over costume, no jewellery and long hair tied back.

There are various items of rescue equipment around the pool. There are three reaching poles; one situated either side of the pools and one throw bag and one torpedo bouy situated on the window ledge by the swimming teachers office.

The first aid box is situated in the office and is marked with a green square and a white cross. The 'Incident Report Form 012' are in the staffroom filing cabinet.

Safety signs are situated around the pool accordingly.

In case of an accident occurring poolside or in the water the CCTV system will be activated automatically when the red pool alarm button is pressed. The alarm buttons are situated on either side of the main and spa pool on the wall. Once pressed it will sound an alarm in the admin office, therefore informing that extra staff are needed and medical assistance is required.

Safety Signs Within The Pool Environment

The following signs are situated around the pool accordingly and can be clearly seen:

No Diving	this notice is displayed in the pool area in pictorial and written form. They are positioned at a height of 1.8m and are displayed on the walls in the pool area
No Running	this notice is displayed on both walls either side of the training and spa pool
Deep End	clearly marked on both walls next to the pools
Shallow End	clearly marked on the wall positioned at the shallow end of the pool
Water Depth	clearly marked on both walls

Signs requesting all swimmers to shower prior and after entering/exiting the pool will be clearly marked in the changing area near the showers.

All emergency signs: Fire Exit, Evacuation Plan, Assembly Points and First Aid Box are clearly marked. The emergency evacuation plan will be in both changing areas and on the poolside. The emergency aid bag is in the store cupboard on the floor. The first aid box, accident book and a list of first aiders can be found in the swimming teacher's office on the notice board.

Signs requesting appropriate footwear to be worn whilst in the pool environment both within the changing areas and poolside. These signs can be clearly seen on the doors of both male and female changing areas.

A copy of the N.O.P. and E.A.P. can be found in the P.E./Swimming office and on the school Intranet.

Daily Duties and Responsibilities for Pool Care

Daily Duties	Responsibility
Uncover and recover pools	Trevor, Peter, Jayne, Mark
Monitor water temperature and clarity	Trevor, Peter, Jayne - a.m./mid-day/p.m.
Monitor cleaning of pool	Trevor, Peter, Jayne
Monitor changing areas	Jayne, Staff
Monitor pool surround, cleanliness and tidiness	Jayne
Check hoist/chair bed	Jayne
Check pool hoists	Jayne
Monitor changing room hoists	Jayne
Check Fire Exits	Jayne
Check First Aid Box	Jayne
Check equipment i.e. armbands, goggles etc.	Jayne

Sample of check sheet: for Weekly Duties.

Date:

Daily Duties	Monday	Tuesday	Wednesday	Thursday	Friday
Water Temperature and Clarity - midday					
Monitor Changing Areas					
Monitors Cleaning of Pool					
Monitor pool surround cleanliness and tidiness					
Hoist / Beds / Chairs / Pool Lift checked					
Check First Aid Box					
Check Equipment					
Any Other Concerns					

Weekly Duties and Responsibilities for Pool Care

Weekly Duties	Responsibility
Test hoists (pool and changing rooms)	Jayne
Test alarms (Monday morning)	Trevor, Peter
Six monthly maintenance check on all hoists, beds and chairs	Arjo Ltd. (non-fixed hoists) Lift & Engineering Ltd (fixed hoists)

Sample of check sheet: for Weekly Duties.

Date:

Weekly	Monday	Tuesday	Wednesday	Thursday	Friday
Pool and Changing Room Hoists					
Alarms Tested					

Lifeguard Duties

1. To ensure the safety of the students and staff during the lesson
2. To ensure the safety of all visitors to The Meadows Sports College when in the pool and changing area
3. To effect a rescue and call for assistance/first aid in the event of any incident occurring and report any such incident to Senior Management as soon as possible after the incident, filling in appropriate paper work/procedures set by The Meadows Sports College
4. To write a report in the incident book no matter how trivial, making sure all details have been recorded and the book signed by Senior Management
5. To ensure all incidents are avoided by early intervention in potential risk situation
6. NEVER leave the pool unattended. Accidents happen when least expected
7. Be aware of the position of all safety equipment, check every day for damage. If used, check the equipment is in working order after use
8. Be aware of all emergency exits
9. Be conversant with the pools N.O.P (Normal Operating Procedure) and the E.A.P. (Emergency Action Plan)
10. To set out and put away equipment at the start and end of a lesson
11. Be able to work as part of a team and to communicate well with other members of staff/professionals
12. For any faeces released into the pool, or any rashes, to complete the blue book in the Pool Office,
13. To co-operate with other members of staff during lesson times
14. To be neat and have a professional appearance at all times whilst on duty
15. To direct spotter to observe all points in pool and hazard areas
16. Make risk assessments for individual groups and procedures in case of an emergency known to the spotters
17. There will always be a lifeguard on site whilst the pool is being used
18. The staff at The Meadows Sports College are trained on a regular basis to keep up to date with any changes to do with spotting and use of the hoist

Expectations of the Spotters

1. All spotters must receive spotting training from the swimming teacher before any spotting duties are carried out. This involves an explanation of their duties as well as the content of the NOP and EAP, and enables them to supervise the pools, whilst teaching is carried out, and a qualified lifeguard is present on site.
2. The designated spotter must watch the students and staff in the water at all times
3. The spotter must not look through the window, read or use a mobile phone on the poolside
4. The spotter **MUST NOT** leave the poolside under any circumstances
5. The spotter is to watch for any signs of the student in distress, unwell, loss of aids or signs of a seizure
6. The spotter is to watch for any incidents which could endanger the students or staff
7. The spotter is to scan the surface and the bottom of the pool at all times
8. All queries must be referred to the swimming instructor
9. Ensure safety of all students/staff within the class at all times
10. Ensure each student is given appropriate support and close supervision
11. To be updated on EAP and NOP in staff meetings

Role of a Spotter During a Seizure

The spotter is responsible for activating the alarm button situated on poolside to alert medical staff that help is needed when the seizure starts. The swimming teacher will deal with the seizure appropriately until medical help arrives. The spotter and other members of staff will remove any other students from the water and poolside in a calm manner into the changing areas and ensure that the students are supervised in getting changes.

Training

Staff hold RISS National Award for Swimming Teachers and Coaches. This award last for 2 years, when staff will be re-trained (or earlier if anything changes).

Training on aquatic rescues should take place on a set date every 2 months to enable lifeguards and assistants to practise skills that are required for safe rescues.

CPR training should take place also on a set date every 2 months to coincide with rescue skills.

Spotter training should take place when necessary. All this training can be done in-house unless it is felt that outside training is needed.

NOP and EAP Training for all staff who teach, lifeguard, spot or maintain the pools.

The swimming teacher is trained in the use of the spinal board.

Health and Hygiene

Students should be encouraged to use the toilet before entering the water and also after the session. All staff and students should use the shower before and after being in the water. Long hair should be tied back or hats should be worn.

Students should have a one piece suit or trunks. They must also bring sufficient clean towels and any other equipment used i.e. Goggles, ear plugs, swim cap etc.

If students/staff have veruccas they should be treated on a daily basis and a verucca sock worn to prevent any contamination. If not treated staff/students not to enter pool

No plasters should be worn in the water. Swimming lessons should not take place within half an hour of a student having a meal

To prevent any water contamination, student who have contagious infections will not be allowed to enter the water. This includes infections like: sickness and diarrhoea, cold sores, impetigo, conjunctivitis, open and infected wounds etc.

Other conditions that affect entering the water asthma, unstable diabetes, known aneurism, severe seizure and students on oxygen. These students will have an assessment made on them each time before entering the water by the swimming team and medical team and will not be allowed to swim if problems are too severe and is seen to be a risk if the student enters the water.

The spotter on duty will be made aware of any medical problems before the student enters the water and extra staff will be asked to spot if it is felt to be needed.

Jewellery

Watches, earrings, rings, necklaces and any other form of jewellery should be removed before entering the water for both staff and students. If for any circumstance they cannot be removed then an assessment shall be made by the swimming teacher to determine whether it would be safe for the student to enter the pool.

If the safety of a student is compromised by wearing jewellery then the student will not be allowed to enter the water and other activities will be found for the student to take part in.

Requirements of religious and cultural needs will be taken into consideration when swimming is taking place.

Glasses

Not to be worn incase pulled off face, kicked in face cause facial injury. If glasses are needed optical goggles to be worn.

Actions for Faecal Release

In the release of a solid stool it should be retrieved quickly using a scoop and disposed of immediately. Disinfect the scoop ready for use again. If in other respects the pool is operating normally, no further action is required.

If the stool is runny (diarrhoea) the pool should be cleared of bathers immediately. Use the scoop to dispose of solid stools, inform the Site Manager and close pool immediately until treatment has been carried out. Closure is usually up to 24 hours or until it is safe to use.

If a student is known to have runny stools or the water has a tendency to release faeces then plastic pants should be worn underneath their swim wear before entering the water. If a student/adult has had diarrhoea then they will not be allowed to enter the pool for a period of two weeks after the last motion.

Any stools released are to be recorded in the incident book allocated in pool office, and follow instructions in front cover.

Fluids and Breaks

It is important for the swimming team to take frequent breaks out of the water during sessions as working in water with temperature of 34° and above can lead to raised blood pressure and a raised heart rate. Taking frequent breaks allows for the body temperature to return back to normal and a normal heart rhythm to be maintained.

The maximum temperature of the pool water should exceed 35 degrees with a maximum of 60% of humidity. The external temperature out of the pool should be between 25 and 28 degrees Celsius. It should not be necessary to operate a hydrotherapy pool at temperature and humidity levels beyond these stated. Hydro therapists should not spend more than 3 hours per day in the pool.

It is important for the swimming team to drink plenty to replace fluids that are lost. If a member of the swimming team feels unwell they must inform the swimming teacher immediately and not enter the water

Physiological Effects of Immersion

These effects are predominantly caused by the pressure of the water around the lower legs pushing and fluid towards the heart. Water warmer than 35.5 degrees Celsius will cause more profound changes in the heart and these effects can be damaging to health

On the heart: (water between 33 and 35.5 degrees Celsius)

- Heart output rises by 30%
- Stroke volume rises by 50%
- Rate is unchanged
- Resistance to blood flow drops by 30%

On the lungs

- Breathing effort rises by 58-60%
- Lung capacity reduces

On the kidneys

- Six or seven fold increase in urine output
- Two or three fold increase in sodium and potassium excretion

On the sympathetic nervous system

- Adrenaline output reduces

To prevent dehydration liquid refreshments after a lesson of hydrotherapy/swimming needs to be taken, as bodily fluids are lost and need to be replaced to prevent dehydration

Temperature and Chemistry of Chlorination in Swimming Pool Water

Water temperature for both pools should not exceed 35.5°C or lower than 32°. Free chlorine should be between 1.3 and 4.0 and the PH should be between 7.2 and 7.6 ideally held at 7.4. Should these levels not be met then the pool will be closed until the situation has been rectified.

The readings are checked at least three times a day and recorded in the plant room by Site Managers and swimming team. The pool temperature shall be displayed at all times on the temperature board which is situated in the plant room and is recorded on the sheets.

Child Protection Procedures

Any concerns regarding marks, cuts or bruises are to be reported immediately to the Child Protection Officer and follow procedures by filling in the appropriate forms and forwarding them on immediately

Risk Assessments

Each student is individually assessed and a risk assessment is written to accommodate their needs. Also, equipment has been assessed and written down on the risk assessment form. The risk assessments can be found in the swimming team's office on the book case in a folder marked risk assessments.

With the sizes of our classes at The Meadows Sports College the Swimming Teacher does a risk assessment at the beginning of every lesson of the amount of people who will be in the pool at any one time. This could be anything from the recommended 8 people to 16 people. This could be stretched so students don't miss out.

For moving and handling in and out of the pool look on the system under 'Shared Teachers' documents under 'Moving and Handling'.

A lone working risk assessment has been carried out, which outlines the requirements of working in the pool area.

Pool not in use

When the pool is not in use, pool covers must be closed at all times. No students, or hirer should be in the pool area, and access to the pool can only be gained using an electronic fob system. Access to the changing rooms can only be gained by entering the correct code to the door key pad.

Emergency Action Plan

A key role for poolside staff (lifeguards, swimming teachers, physio's and spotters) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

Action to be taken in the event of Swimmer In Difficulty

Action by the lifeguard

This action must be carried out immediately. It has been observed that a swimmer is in difficulty, whether the lifeguard is required to enter the pool or not.

1. Alert pool staff verbally of an incident occurring as set out in the N.O.P. This warns staff immediately that there is a problem and you may need assistance
2. The emergency button is activated by spotter.
3. Carry out the rescue procedures as per your training, getting the student to the side of the pool as quickly and as safely as possible.
4. Carry out First Aid procedures until the medical team or first aider arrives and assess whether emergency services is required.
5. If an ambulance is required it will be requested by admin staff on instructions from the medical team
6. As soon as incident is over, complete appropriate report forms and take to senior management immediately

Action by other staff

This procedure should be carried out immediately after the alarm has been raised.

1. Assess the situation. If the lifeguard in the water requires immediate assistance, this takes priority. The swimming assistant should also have a RLSS National Pool Lifeguard qualification or National Rescue Award for Swimming Teachers and Coaches.
2. Clear the pool or bring students to the side of the pool depending on severity of the incident.
3. While the pool is being cleared, assess whether or not an ambulance is required and designate someone to call emergency services.
4. Assist in lifting the swimmer from the pool and in giving first aid as per training, assess again if an ambulance is required and summon as above. If not required, give further assistance, and then continue to help supervise other students on the poolside until the incident is over.
5. When the incident is over, inform the swimming teacher/senior management.

Action to be taken in the event of a lighting failure

The following action is to be taken by all staff:

1. Clear the pool immediately, instructing swimmers to change and leave the poolside.
2. Instruct all spectators' to leave the poolside through the normal exists.
3. Proceed into changing areas and stay there until all students/staff are out.
4. Make way out into corridor and head count.
5. Call for site manager/senior management.

Action to be taken in the event of a Serious Injury in the Pool – by the Lifeguard

1. Verbally inform staff of incident.
2. Assess the situation as per your training.
3. Activate emergency alarm button.
4. Get student to the side as soon as possible and administer appropriate treatment and first aid.
5. Continue with first aid until school nurse/first aider or emergency services arrive.
6. When incident is over, it is the responsibility of the swimming teacher to write a report of the incident and forward onto senior management.

NB: The Meadows Sports College has a spinal board on site. Due to the body alignment of some students they would not be secure on the board. Also, due to the nature of students they may not tolerate the board when being strapped on to it. Staff must be trained in the use of the board before attempting to use it.

Action to be taken in the event of a Serious Injury in the Pool – by Other Staff

1. On hearing the verbal warning clear the pool immediately
2. The school nurse/designated first aider should take charge of the situation as soon as possible.
3. Assess the situation and call for any emergency services if required.
4. Assist with any first aid that is needed as per your training.
5. Take other students away from the incident and into changing rooms.
6. Ensure that no one goes into the pool whilst the incident is in progress.
7. When the incident is dealt with, a report should be made by the swimming teacher and forwarded onto senior management.

Action to be taken in the event of a Casualty being discovered on the pool floor

1. On discovering the casualty the pool alarm must be raised immediately.
2. Emergency services should be contacted immediately; explaining the situation.
3. A qualified life saver should enter the pool and attempt to rescue the casualty.
4. Once casualty has been removed from the water, commence CPR as trained.

5. Report the incident to LA health & safety unit.

Total Evacuation

When needing to exit the Meadows Sports College Building

ALL STAFF should be familiarised with all means of escape from the building and the appropriate procedures. The fire alarm will be activated for any emergency except for a pool incident. If the fire alarm sounds then there is a fire. The location and sound of the fire alarm can be found and heard in the vicinity of the poolside. The fire evacuation procedures plan can be found at various points within the swimming pool environment i.e. one in each male and female changing areas and on the wall next to the phone by the main pool.

Assembly Point

Location of the assembly point will be identified in the fire evacuation procedure plans which are also placed at the points above.

Emergency Bag for Evacuation

The emergency bag containing foil blankets and blue shoes (which must be put over bare feet) can be found in the storage cupboard on the left hand side behind the door. This must be taken out on evacuation by a member of staff in the pool area.

Action in the event of a fire

From Pool

1. On hearing the fire alarm the swimming teacher and assistant swimming teacher will clear the pool of all swimmers.
2. The swimming teacher will then collect the attendance register from the office and evacuate the building.
3. The class teacher/LSP's will assist in clearing the students from the water in a calming reassuring manner
4. The spotter will open the fire exit doors and collect the emergency bag.
5. The students will be evacuated through the designated emergency exits and the students will be escorted from the building by swimming teacher/staff etc.
6. The assistant swimming teacher will be situated at the end of the file to ensure that all students are evacuated from the pool area.
7. A head count will take place when all students/staff are assembled at the designated assembly point.

Changing Room

1. On hearing the fire alarm the class teacher/LSP's will calm and reassure the students, and line them up in an orderly file.
2. Students will be evacuated through the designated emergency fire exit door and escorted from the building by a member of staff.
3. An LSP should be situated at the end of the file to ensure that all students are evacuated from the building.
4. A head count will take place when all students are assembled at the designated assembly point.

Action to be taken in the event of an escape of Toxic Gas

This procedure is written on the basis that relevant gases can be liberated by the handling or mixing of chemicals. Generally, these chemicals will be confined to the plant room or store room, but may leak onto the poolside.

Action to be taken by all staff

1. Upon discovering a release of toxic gas, clear the pool immediately and evacuate the building **IMMEDIATELY**.
2. Activate fire alarm.
3. Do not stop to pick up belongings, just leave.
4. The swimming teacher will make sure everyone is out of the pool and escort students to the assembly point
5. The assistant teacher will make sure female changing room is empty.
6. The spotter will make sure the male changing room is empty.
7. Assemble at assembly point.

NOTE:-

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services **MUST** be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.

Prevent anyone re-entering the building until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

Lack of water clarity

If the water is cloudy or has a milky appearance then the pool is to be closed and not opened until tests have taken place and the situation has been rectified

Structural failure

If there is any sign of structural failure whilst the pool is in use, close immediately and follow procedure of emergency evacuation, also alerting management straight away

Window breakages

If there is a window that is broken or cracked, clear area of students and staff immediately and close pool until all glass has been cleared and the window has been mended.

Conditions of Hire to outside Organisations / Groups

1. The hirer must designate a representative who will be in charge of the group; this person must be present in the pool area at all times throughout the hire period.
2. The hirer must inform the school on numbers participating and their level of swimming skills.
3. At least 1 qualified lifeguard (dependant on participant numbers), arranged by the hirer, must be present at all times throughout the hire. The hirer will present the lifeguards qualifications to the school before hire will be approved.
4. The hirer will sign to state that they have read and understood the 'Swimming Pool Normal Operating procedures and Emergency Action Plan (NOP)' before the hire will be approved.
5. The responsible person should have access to a mobile phone so that they can contact the emergency services if needed.
6. In the event of
 - i) an emergency arising from activities for the group using the pool; the hirer is responsible for following the emergency procedures outlined in this document. The responsible person must ensure that they notify the member of school staff on-site of any incidents.
 - ii) other emergencies (e.g. power failure); the hirer must ensure that all users exit the pool to an area of safety, as per the Emergency procedures, and inform the member of school staff on-site, who will deal with the issue and keep the hirer updated.
7. The hirer must ensure that they have briefed their staff (lifeguards in particular), volunteers, users, etc. on the content of the NOP, as appropriate, and ensure that the procedures outlined in this document are being followed at all times. The school may carry out periodic checks to ensure that the procedures are being followed; these will be without notice to the hirer.
8. The hirer must ensure that they have carried out specific risk assessments with regards to the needs of their swimmers.
9. The hirer must ensure that the following behaviour is enforced at all times during the session:
 - Swimmers should not consume any alcohol and food immediately before swimming.
 - Swimmers must shower before entering and when exiting the pool.
 - No outdoor footwear is allowed poolside; shoe covers are provided in the changing rooms.

- No smoking in pool area or changing rooms.
- No eating, chewing gum or sweets.
- No running.
- No diving.
- No plasters to be worn in the pool.
- To prevent any water contamination, swimmers who have contagious infections will not enter the water.
- Jewellery should be removed before any swimmer enters the water.

9. The hirer must ensure that the pool area remains clear of obstructions and equipment.

10. Any spectators must be seated on the benches provided at the shallow end of the pool.

11. The hirer must ensure that pool covers are closed after use of the pool. If there are any concerns or issues regarding the pool covers, these must be reported immediately to the site staff. Under no circumstance must the hirer attempt to resolve any issues with the covers.

11. The hirer must ensure that they notify the school as soon as possible of any concerns regarding the swimming pool and the pool areas.