

# Queen Elizabeth's School

## POOL OPERATING PROCEDURES

(September 2017)

The Health and Safety at Work Act 1974 places responsibilities on swimming pool owners, managers and users to establish sound procedures which reasonably ensure that swimming activities are carried out safely.

Extract from the School's Health and Safety policy:

### Introduction

Queen Elizabeth's School offers a safe, secure and healthy environment for its staff, pupils and any visitors to its site including governors, parents and contractors.

### Governors

The Governing Body accepts that it has a duty to take such measures within its power to ensure that the school premises are safe and not hazardous to the health of staff, pupils or visitors.

### Key Staff

The Headmaster, Senior Managers and the Site Manager are the key personnel responsible for ensuring that staff, pupils and visitors follow the Health and Safety regulations. Health and Safety is an integral part of every employee's role and responsibility.

### Individuals

It is the responsibility of every employee:

- to take reasonable care of the health and safety of himself/herself and others, who may be affected by his/her acts or omissions at work;
- to report hazardous situations to their line manager, premises staff or the Site Manager.

It is the responsibility of all pupils:

- to follow the school code of conduct in order to ensure their own and others' health and safety whilst in school.

## SUPERVISION AND RESPONSIBILITY FOR SAFETY

- ◇ The Site Manager is responsible for the safe and smooth running of the pool and its operating systems;
- ◇ The Director of Sport has overall responsibility for the reporting of all defects within the pool to the Site Manager;
- ◇ The Director of Sport is responsible for the issuing of the School's pool procedural document to all teachers;
- ◇ The Site Manager is responsible for the issuing of the School's pool procedural document to all site staff;
- ◇ The Business Manager is responsible for issuing the School's pool procedural document to all hirers of the pool;
- ◇ A signature or email confirmation will be required on receipt of the original and subsequent amended copy; and
- ◇ A formal internal review of the document will be undertaken every year.

Whenever the pool is in use a member of staff will be designated as 'on call' to respond immediately in the event of an alarm or emergency.

Telephone nos:

School: **020 8441 4646** Porter: 07840 124253

Front Office:  
x221  
**Accident  
Reporting  
Point  
(ARP)**

Director of Sport:  
x262

Site Manager:  
x227 or mobile 07906  
711196  
**Accident  
Reporting  
Point  
(ARP)**

Resident Caretaker:  
x226 or mobile  
07411 451800

Business Manager:  
x225  
**Accident  
Reporting  
Point  
(ARP)**

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### POOL DESIGN AND DEPTH

The swimming pool is rectangular in shape. The pool is 2m deep throughout though there is a shallow end in one third of the pool when the moveable floor is raised. There are four entry and exit steps in total, one in each corner.

The pool dimensions are:

- ◇ Length: 25 metres
- ◇ Width: 17.5 metres, 8 lanes
- ◇ Depth: 2m standard length. Moveable floor in one third.

Floor depth can only be set to pre-designated heights and requires training. Only members of the Site team or PE department are permitted to alter the pool depth by adjusting the moveable floor.

### STAFFING LEVELS AND QUALIFICATIONS

During all swimming sessions at least one teacher or lifeguard must be present at all times. The ratio of teacher or lifeguard to bathers for the pool is one to twenty bathers.

Staff, lifeguards or coaches must hold a current, nationally recognised pool lifeguard qualification such as:

- ◇ **RLSS** National Poolside Lifeguard Qualification (**NPLQ**)
- ◇ **PADI** Rescue Diver Qualification
- ◇ **BSAC** Lifesaver Award
- ◇ **NARS** National Aquatic Rescue Standard
- ◇ **RLSS** Rescue Test for Teachers

Furthermore:

- ◇ Only holders of an **ASA** Teachers qualification, fully qualified PE Teachers or PE Staff will be permitted to conduct swimming tuition;
- ◇ Only holders of an **ASA** Coach/Teachers qualification can implement swimming training/exercise schedules; and
- ◇ All lifeguards must be conversant with the **RLSS NPLQ** Site Specific module.

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### POOL SAFETY

Teachers and lifeguards must comply with all conditions of the School's Pool Operating Procedures. If an incident occurs that requires the pool to be evacuated the Senior Manager for PE and Games and the Site Manager must be informed immediately.

All safety rules must be displayed in a prominent place within the pool area and read as follows:

- ◇ No person to enter the pool unless a qualified lifeguard or member of staff is present on the poolside and has authorised such an entry;
- ◇ Any person displaying an open sore or wearing a surgical dressing is not to enter the water;
- ◇ Any person who complains of being unwell is not to enter the water;
- ◇ There must be no unauthorised use of the lifeguard chair; and
- ◇ Any person under the influence of alcohol or drugs is not to enter the water.

It is essential that pupils or any other users of the pool are well behaved during all swimming activities. School staff and/or swimming teachers should explain the required procedures and reasons for them.

The following are prohibited in and around the pool:

- ◇ Running
- ◇ Pushing/throwing in
- ◇ Bombing
- ◇ Chewing gum
- ◇ Gymnastics
- ◇ Screaming or shouting
- ◇ Eating or drinking
- ◇ Glass or chinaware
- ◇ Outdoor shoes
- ◇ Electrical equipment

### HEALTH AND SAFETY

- ◇ The Site Staff are responsible for the upkeep and contents check of the poolside First Aid box;
- ◇ The Pool Manager will review the contents and report deficiencies weekly;
- ◇ The First Aid box must be filled with materials as specified by The First Aid at Work Regulations 1981; and
- ◇ All injuries that occur in the swimming pool area must be reported on the School's Accident and Injury form. Forms must be passed on to the Second Master and Senior Manager for PE and Games.

All teachers and duty lifeguards will sign to confirm their receipt of and adherence to the School's Pool Operating Procedures.

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### GENERAL RULES

- ◇ The entrance doors to the pool must be kept locked when the pool is not in use;
- ◇ Pupils/bathers must be registered or counted both before and after all swimming sessions;
- ◇ Pupils/bathers must be informed about standard procedures, deep and shallow water, and relevant notices both before and at the start of their first visit to the pool. They should be reminded at the start of all subsequent visits;
- ◇ No bathers should enter the water until they have taken a shower;
- ◇ Bathers with medium or long hair must wear swimming hats;
- ◇ Pupils should not be permitted to run on the pool surrounds;
- ◇ Ball games will be permitted in the pool only at the discretion of the teacher or duty lifeguard;
- ◇ Staff and/or swimming teachers should be able to see all the pupils/bathers throughout the swimming session;
- ◇ Spectators and non-swimming personnel (including swimming teachers and lifeguards) are not permitted on the side of the pool in outdoor footwear;
- ◇ Spectators are to adhere to any instructions given to them by the teachers or duty lifeguards;
- ◇ Access and departure of the pool area must be via the main entrance. The emergency exits must not be used for this purpose, or for the depositing of equipment;
- ◇ All swimmers must change in the swimming pool changing rooms;
- ◇ Apart from emergencies, school staff or swimming teachers should not enter the water if this would leave no supervising adult on the poolside;
- ◇ If a teacher or lifeguard, for any reason, cannot remain alert or has to leave the poolside, they must arrange cover, or alternatively must clear the pool;
- ◇ Glare across the water surface from natural or artificial light may restrict visibility to the bottom of the pool. In these circumstances, it may be necessary for those supervising to move around the pool (or take other appropriate action) in order to maintain maximum visual awareness;
- ◇ The maximum number of bathers in the pool is 40. If these numbers are reached the teacher or lifeguard must then only allow access on a one out, one in basis; and
- ◇ The maximum bather load must not be exceeded under any circumstances. If it is anticipated that numbers attending are likely to exceed the maximum allowed then arrangements should be made for another responsible person to be available to supervise access and egress from the pool complex.

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### TEACHER AND/OR LIFEGUARD DUTIES

Effective supervision requires high levels of concentration and attentiveness.

The key responsibilities of teachers and lifeguards are to:

- ◇ Be vigilant at all times over the pool and the pool users, exercising the appropriate level of control;
- ◇ Communicate effectively with pool users and colleagues;
- ◇ Ensure that all swimming pool rules and regulations are adhered to at all times;
- ◇ Anticipate problems and prevent accidents;
- ◇ Not enter the water unless an emergency arises. In the event of an emergency, the School's Pool Operating Procedures must be followed;
- ◇ Be familiar with the location of all the emergency and first aid equipment;
- ◇ Be aware of, and monitor the number of bathers using the pool at all times;
- ◇ Never leave the pool unattended;
- ◇ Complete and sign the relevant Accident and Injury form if an accident occurs and inform the Senior Manager for PE and Games without delay; and
- ◇ Clear the pool at the end of each session.

All Lifeguards must be in distinctive dress (not swimming costume) and must be divorced from the water activity i.e. poolside supervising and:

- ◇ All teachers and lifeguards **MUST** carry a whistle;
- ◇ The teacher and/or duty lifeguard must not take reading material into the pool area; and
- ◇ The Director of Sport and Site Manager respectively, must ensure that all teachers and duty Lifeguards understand the School's Pool Operating Procedures.

### REGULAR STAFF TRAINING

- ◇ All teachers are to undergo regular training in all aspects of lifeguarding, to include preventative measures, resuscitation, rescue techniques, spinal injuries and realistic incident training;
- ◇ General first aid training will be undertaken at regular intervals by all teachers and lifeguards;
- ◇ Designated caretaking staff will undergo regular training to enable routine inspection, maintenance and testing of the facility; and
- ◇ All training sessions will be recorded and supervised by the Director of Sport, as appropriate, and reported to the School's Health and Safety Committee.

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### ALARMS AND SIGNALS

All teachers and lifeguards must be familiar with the fire alarm siren and must act in accordance with the School's evacuation procedures.

The following whistle code to be used by all teachers or lifeguards:

- ◇ **One short** whistle blast to gain the attention of a bather.
- ◇ **Two short** whistle blasts to gain the attention of another teacher or lifeguard.
- ◇ **Three prolonged** whistle blasts indicates that a teacher or lifeguard is taking emergency action.

### SAFETY EQUIPMENT

Equipment provided for emergency use must be kept in its proper place, be checked regularly and maintained in good working order. Staff and other authorised users should be trained in the use of the equipment and a record kept of the training that has taken place.

The following safety equipment can be found poolside:

- ◇ 1 Extendible hooped reaching pole
- ◇ 1 Pool floor cleaner extendable pole
- ◇ 2 small poles
- ◇ 2 extendible poles
- ◇ 5 Lifebuoys
- ◇ 5 Ropes
- ◇ 4 Horseshoe rings

The following can be found in the offices:

- ◇ 2 Emergency telephones (in the Pool and First Aid offices)
- ◇ 1 First Aid box (In the First Aid office)

### SWIMMING POOL SYSTEMS, MAINTENANCE AND CLEANING

- ◇ The Site Manager is responsible for the safe and smooth running of the pool and its operating systems;
- ◇ The site staff will clean the swimming pool, its surrounding area and the pool changing rooms;
- ◇ The electrical vacuum cleaning device will be used every half term break or more frequently if needed, to clear debris from the bottom of the pool. Safety warning signs will be displayed during this time;
- ◇ No swimming will be permitted during the cleaning process;
- ◇ Maintenance of the pool building, plant and equipment will be arranged by the Site Manager in accordance with the instructions provided by the suppliers or manufacturers, where available and as appropriate; and
- ◇ Inspections and tests will be carried out at the specified intervals.

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### CONDITIONS OF HIRE

The swimming pool is primarily for the use of the School. The pool may be booked out to other parties. All booking requests must be made through the Business Manager.

The following information must be submitted on the application request:

- ◇ Name of person applying and contact number;
- ◇ Date (s) required;
- ◇ Duration of swim period;
- ◇ Event e.g. Gala, Sub Aqua etc;
- ◇ Numbers of all those taking part;
- ◇ The names of all those taking part, if possible;
- ◇ Equipment requirements.
- ◇ Name of the teacher(s) and lifeguard(s) and confirmation of valid qualifications ; and
- ◇ Proof of public liability insurance covering to at least £5 million.

The Business Manager will confirm all bookings and inform the Site Manager of all authorised outside swim sessions. The Site Manager will not permit access to any personnel who have not followed the booking procedure. The Site Manager will provide access to the pool area and to secure it on completion of the session.

The responsible person for the letting will sign to confirm their receipt of and adherence to the School's Pool Operating Procedures and must:

- ◇ Be, or provide, a qualified person with a current and accepted lifeguard qualification;
- ◇ Not enter the pool, but remain poolside and supervise the swim activity;
- ◇ Remain in the pool area until all his / her members have departed;
- ◇ Be present on poolside before the intended swim party are permitted to enter the water;
- ◇ On departure must check the pool and changing areas to ensure complete clearance; and
- ◇ Report all damage that occurs during their swim session, to the Site Manager.

### CHILD PROTECTION

If a member of staff has concerns about a *possible* Child Protection issue, he/she should act in accordance with the School's Child Protection Procedure and report the matter immediately to the Designated Safeguarding Officer.

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### EMERGENCY ARRANGEMENTS

- ◇ All injuries that occur in the swimming pool area must be reported on the School's Accident and Injury form. Forms must be passed on to the Second Master and Senior Manager for PE and Games; and
- ◇ If first aid treatment is to be administered by a solitary teacher or lifeguard they must first clear the pool of all bathers.

### MINOR EMERGENCY

A minor emergency is an incident that if handled properly, does not result in a serious or life-threatening situation.

- ◇ Teacher or lifeguard is made/becomes aware of an incident;
- ◇ Teacher or lifeguard immediately notifies other members of staff or ARP that he/she is responding to an incident;
- ◇ Teacher or lifeguard involved administers immediate aid or provides appropriate assistance;
- ◇ Teacher or lifeguard refers the casualty to an appropriate location - changing room, first aid room or hospital; and
- ◇ After the incident is under control, the teacher or lifeguard should complete the appropriate incident report form and return to normal duty. The form should be passed to the Senior Master overseeing Accident Reporting and the Senior Manager for PE and Games.

### MAJOR EMERGENCY

A major emergency is an incident that could result in a serious or life-threatening situation. Below are the initial steps to be taken, thereafter the School's Incident Management Plan will be invoked if necessary.

- ◇ Teacher or lifeguard identifying the problem raises the alarm using their whistle and hand signals;
- ◇ Teacher or lifeguard initiates the fire alarm/rescue/administers first aid/evacuates building;
- ◇ Teacher or lifeguard calls emergency services, if necessary;
- ◇ All changing rooms must be checked and those changing should be evacuated using the nearest available exits;
- ◇ Staff deployed to direct the ambulance to the casualty/assist with specialist equipment and to control spectators; and
- ◇ After the incident is under control, the teacher or lifeguard should complete the appropriate incident report form and return to normal duty. The form should be passed to the Senior Master overseeing Accident Reporting and the Senior Manager for PE and Games.

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### INJURIES

- ◇ All head injuries should be treated as serious injuries;
- ◇ Casualties with face/head injuries must not be allowed to return to the pool;
- ◇ Where the injury is serious an ambulance must be called;
- ◇ If the injury appears to be of a less serious nature, the casualty should be made to dress and should be accompanied at all times by a responsible person whilst doing so;
- ◇ If there is any doubt about the severity of the injury an ambulance should be called; and
- ◇ After the incident is under control, the teacher or lifeguard should complete the appropriate incident report form and return to normal duty. The form should be passed to the Senior Master overseeing Accident Reporting and the Senior Manager for PE and Games.

### OVERCROWDING

- ◇ The teacher or lifeguard must ensure that the number of bathers does not exceed the recommended capacity;
- ◇ If numbers approach the maximum bather limit, access to the pool area must be restricted or halted.
- ◇ The teacher or lifeguard must not leave the poolside, but should summon additional assistance;
- ◇ When numbers do approach maximum capacity, entry to the pool must be controlled on a one out, one in basis;
- ◇ If numbers exceed the maximum capacities the whole pool must be cleared; and
- ◇ Bathers can only return to the pool once numbers are below the maximum capacity.

### DISORDERLY BEHAVIOUR

- ◇ Where the behaviour of an individual or group of individuals is creating a nuisance/hazard to other pool users, the teacher or lifeguard must try to take control of the situation;
- ◇ If the problem continues further assistance should be summoned and the pool cleared; and
- ◇ Bathers must only return to the pool when order has been restored.

### LACK OF WATER CLARITY

- ◇ If the water becomes cloudy the teacher or lifeguard must clear the pool immediately;
- ◇ The teacher or lifeguard must ensure that all bathers change and leave the pool area;
- ◇ When all the bathers have vacated the pool area the teacher or lifeguard must immediately report the problem to the Site Manager and Director of Sport;
- ◇ Normal bathing can only resume when the problem has been rectified and clearance given by the Site Manager; and.
- ◇ The Site Manager will report the incident to the Health and Safety Committee.

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### OUTBREAK OF FIRE OR THE SOUNDING OF THE ALARM TO EVACUATE THE BUILDING

#### On discovering a fire:

- ◇ The person who discovers a fire must immediately activate the fire alarm system at the nearest available fire alarm point. There are 8 'Break Glass' fire alarms situated in the swimming pool area. These can be found adjacent to the exit doors;
- ◇ The teacher or lifeguard must ensure that all bathers are evacuated to safety using the nearest available fire exits;
- ◇ All changing rooms must be checked and those changing to be evacuated using the nearest available exits;
- ◇ Teacher or lifeguard calls the emergency services;
- ◇ Two pupils sent to the ARP to report the fire;
- ◇ All evacuated personnel must assemble on Stapylton Field; and
- ◇ Only the Site Manager can authorise re-entry into the building.

The primary objective is to ensure that all personnel are evacuated from the building.

#### On hearing the fire alarm:

- ◇ The fire alarm when activated is a continuous loud siren;
- ◇ The teacher or lifeguard must ensure that all bathers are evacuated to safety using the nearest available fire exits;
- ◇ All changing rooms must be checked and those changing to be evacuated using the nearest available exits;
- ◇ All evacuated personnel must assemble on Stapylton Field; and
- ◇ Only the Site Manager can authorise re-entry into the building.

### BOMB THREATS

'On hearing the fire alarm' procedure applies.

### LIGHTING FAILURE

- ◇ If the main lighting system should fail, the emergency lighting will come on automatically, in both the pool area and the changing rooms;
- ◇ If a power failure occurs, the teacher or lifeguard must clear the pool of all bathers and assemble them poolside;
- ◇ If no other staff are present, two pupils are sent to the ARP to report the incident;
- ◇ ARP despatch teacher(s)/lifeguard(s) to cover the area and help clear the pool if necessary;
- ◇ If the lighting is inadequate for safe bathing, all bathers must be organised into small groups and be led into the changing rooms by the teacher or lifeguard;
- ◇ The teacher or lifeguard must ensure that all bathers are evacuated to safety using the nearest available fire exits;
- ◇ All changing rooms must be checked and those changing should be evacuated using the nearest available exits;
- ◇ All evacuated personnel must assemble on Stapylton Field; and
- ◇ Only the Site Manager can authorise re-entry into the building.

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### STRUCTURAL FAILURE

'On discovering a fire' procedure applies.

### EMISSION OF TOXIC GAS

An emission of toxic gas could occur from a fault in the pool's disinfection system. In the event of an emission of toxic gas, the following procedure should be followed:

- ◇ The teacher or lifeguard must sound the fire alarm;
- ◇ The teacher or lifeguard should immediately clear the pool of all bathers;
- ◇ The teacher or lifeguard must report to the ARP immediately. ARP will contact the emergency services;
- ◇ All changing rooms must be checked and should be evacuated using the nearest available exits;
- ◇ All evacuated personnel must assemble on Stapylton Field;
- ◇ Any person who has inhaled chlorine gas should be taken to hospital, as serious symptoms may develop at a later stage;
- ◇ The Site Manager will authorise re-entry into the building.
- ◇ The Site Manager will report the accident to the Health and safety Executive, as stipulated under RIDDOR; and
- ◇ The Site Manager will report the incident to the Health and Safety Committee.

### SERIOUS INJURY TO BATHER

- ◇ In the event of a bather suffering a serious injury, assistance of a responsible person must be called for;
- ◇ If there are two teachers or lifeguards present, attention can be sought by sounding three blasts on a whistle;
- ◇ Teacher or lifeguard calls the emergency services;
- ◇ Two pupils sent to the ARP to report the situation;
- ◇ The teacher or lifeguard must evacuate the pool, sounding one prolonged blast of their whistle;
- ◇ ARP despatch second teacher(s)/lifeguard(s) to cover the area and clear pool if necessary;
- ◇ All changing rooms must be checked and those changing should be evacuated using the nearest available exits;
- ◇ The teacher or lifeguard must carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved if possible until first aid has been given;
- ◇ Bleeding should be stopped by applying a wound dressing, or if necessary, by direct application of pressure on an artery.
- ◇ All cases of head injuries should be treated as serious. The patient's head, if appropriate, can be elevated slightly to reduce blood flow. Under no circumstances should the casualty be permitted to return to the pool at any stage, even if they seem to be well, as delayed concussion is a real possibility and may lead to loss of consciousness;
- ◇ The teacher or lifeguard must support the casualty by speaking to them confidently and reassuringly;
- ◇ Staff should be deployed to direct ambulance to the casualty/assist with specialist equipment and to control spectators; and
- ◇ After the incident is under control and the teacher or lifeguard should complete the appropriate incident report form and return to normal duty. The form should be passed to the Senior Master overseeing Accident Reporting and the Senior Manager for PE and Games.
- ◇ The Site Manager will report the accident to the Health and safety Executive, as stipulated under RIDDOR; and
- ◇ The Site Manager will report the incident to the Health and Safety Committee.

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### DISCOVERY OF A CASUALTY IN THE WATER

'Serious Injury to Bather' procedure applies.

### REMOVAL OF A CASUALTY WITH A SUSPECTED SPINAL INJURY

'Serious Injury to Bather' procedure applies.

### RESCUE FROM DEEP WATER

'Serious Injury to Bather' procedure applies.

### RESCUE FROM SHALLOW WATER

'Serious Injury to Bather' procedure applies.

### REMOVAL OF A SPINAL CORD INJURY FROM THE WATER

'Serious Injury to Bather' procedure applies.

### DEALING WITH BLOOD, VOMIT AND FAECES

The following are circumstances in which the teacher or lifeguard must take immediate action:

#### **DIARRHOEA**

- ◇ The pool must be cleared immediately if a loose, runny stool (diarrhoea) is deposited into the water;
- ◇ The teacher or lifeguard must inform the Site Manager and the Director of Sport of the incident;
- ◇ The pool must be closed until the Site Manager has checked contamination levels and given clearance for use; and
- ◇ The Site Manager will report the incident to the Health and Safety Committee.

#### **BLOOD AND VOMIT**

- ◇ If blood or vomit is spilled into the water, the pool must be cleared immediately of all bathers;
- ◇ The pool must be closed until the Site Manager has checked contamination levels and given clearance;
- ◇ Spillage of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning fluids and materials; and
- ◇ The Site Manager will report the incident to the Health and Safety Committee.

#### **SOLID STOOLS**

- ◇ The pool must be cleared immediately if a solid stool is spotted or reported;
- ◇ The offending substance should be removed from the water, and disposed of down the nearest toilet;
- ◇ The pool must be closed until the Site Manager has checked the contamination levels and given clearance for use; and
- ◇ The Site Manager will report the incident to the Health and Safety Committee.