

WHITINGS HILL SWIMMING POOL

NORMAL OPERATING PLAN (NOP)

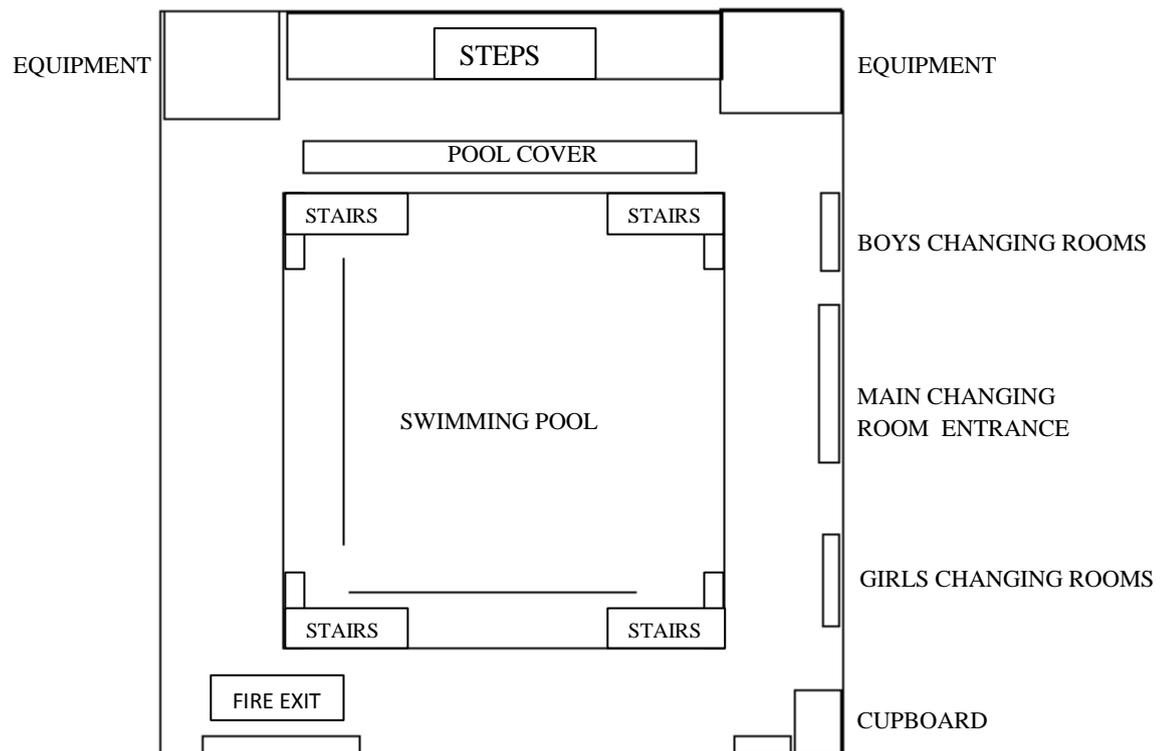
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EMERGENCY ACTION PLAN (EAP)

WHITINGS HILL SWIMMING POOL NORMAL OPERATING PROCEDURES (NOP)

1. DETAILS OF THE SWIMMING POOL

The swimming pool at Whittings Hill measures 8mx20m. The depth is 1.2m throughout which means no diving is permitted. The temperature is currently kept at 30 degrees. The pool is a deck level pool with poolside grills which can be sectioned into 4 lanes. This pool is used for swimming lessons from the school and is hired out to private swim schools for their lessons. This pool is not open for public swimming. There is also a fire exit on poolside. There are two changing rooms that lead onto poolside; girls changing room and boys changing rooms. There is also cupboard on poolside, which the swimming teachers keep their files in.



2. POTENTIAL RISK FACTORS

- Health problems (asthma, epilepsy, visual impairments).
- Children with disabilities or special needs.
- Entrance from the changing rooms onto poolside.
- Lifeguards on duty.
- Children walking around close to the pool edge.
- Irregular use of equipment.
- Running or jumping.
- Exiting the changing rooms and coming directly onto poolside and deep water.
- Entrapment dangers coming from the steps or grilles.

At no point should the swimming pool be unattended when:

- There are swimmers in it
- Non swimmers or weak swimmers especially when they are out of their depth
- Disabled swimmers
- Diving into the water as it is too shallow.
- Water Clarity.

These risks have all been assessed in the risk assessment which is attached.

3. SAFETY OF SWIMMERS + EMERGENCY EQUIPMENT

No one is to enter the pool unless a qualified lifeguard or member of staff is present on the poolside and has authorised such entry. Around poolside there are clear 'NO DIVING' signs and also several '1.2M DEPTH' signs so the swimmers are aware of how deep the pool is as it is too shallow to dive in.

There are two rescue buoys, 4 throw bags and 3 poles on poolside. These are located on the wooden pillars around on the poolside. These must be kept in their correct place and checked by a swimming teacher before each session.

We are unable to have a telephone on poolside so swimming teachers must have an assessable mobile that can be used to contact the school office and emergency services on.

Any person who complains of being unwell or displays an open sore is not to enter the water.

3.1 First Aid Supplies:

The first aid box is located next to the changing room entrance on poolside. There will be additional supplies in the school medical room. There is a list of qualified first aiders in the school office and medical room. All injuries that occur in the swimming pool area must be reported in the incident report book.

3.2 First Aid Training

Staff will make sure they keep their first aid and rescue qualifications up to date.

3.3 General Rules for Swimmers:

No Running.

No pushing

No Chewing gum

No screaming or shouting

No Diving.

No acrobatics.

No facemasks or snorkels.

Pushchairs and prams are not aloud onto poolside.

No walking on the grilles on poolside, swimmers must walk on the tiled floor.

Must remove all types of jewellery before swimming.

No food is allowed on poolside or in the changing rooms.

No outdoor footwear is allowed on poolside.

a. Use of Whistles

ONE SHORT BLAST – DRAWS ATTENTION TO BATHERS

TWO SHORT BLASTS – DRAWS ATTENTION TO OTHER STAFF

THREE SHORT BLASTS – LIFEGUARD/TEACHER IS ENTERING THE POOL DUE TO AN EMERGENCY

ONE LONG BLAST – BATHERS NEED TO CLEAR THE POOL

When there is a lot of background noise whistles can be very necessary but they should only be used when there is no other way to attract attention, as you do not want it to become ineffective.

3.5 Safety Prevention

The swimming pool must be kept locked when not in use; before lessons the children must be registered or counted and the lessons should begin with a gentle warm up. When the pool is used for lane swimming, lane ropes must be used to divide the pool into equal swimming areas. The lane ropes **must** be removed and stored neatly on the hooks provided when the session is finished. The children must understand and know the rules of the swimming pool, especially at their first visit at the pool and at all subsequent visits. The children need to be watched at all times. Discipline in lessons is a must especially when they are not following the rules. First of all they should be removed from the pool and then removed from the session if they continue to act dangerously. Glare across the water surface from natural light may restrict visibility to the bottom of the pool, in this case you may need to put the blinds down or move around the pool to maintain maximum visual awareness

4. RESPONSIBILITIES

Anyone hiring out the pool must ensure sure they follow the NOP consistently and make sure they check all the rescue equipment before their sessions starts and leave it all how they found it before they leave the poolside.

5. CONDITIONS OF HIRE

The swimming pool is primarily for the school use. The pool may be booked out to other swim schools or clubs. All booking requests must be made through the school office. The person responsible for the letting will sign a contract with the conditions of hire before the start date. The person responsible for the hire will receive a copy of the NOP and EAP they must sign that they have received it and will share it with all of their staff as it must be followed at **all** times. Any breaks in the conditions of hire could result in your contract being cancelled. These conditions are in the best benefit of the school.

6. OPERATIONAL SYSTEMS

Access to the pool: The entrances to the changing rooms must be shut at all times, there is a keypad lock which staff know, no children are allowed to have access to the pool on their own. No one should be in the swimming pool unless a qualified Lifeguard (NPLQ/NRASTC) is on poolside. Letting companies are allowed to give the codes out to their clients to allow access, but their clients still should not enter without a lifeguard present.

6.1 Maximum Bather Load:

The maximum number of children allowed in the pool at 1 time is 35; this is with 3 swimming teachers who are qualified lifeguards. 35 is the maximum amount of children allowed in the pool at one time during a lesson scenario, this is for the safety of the children. It must not exceed 35. For free play the maximum bather load will be 20. The maximum bather load will continue to be monitored.

6.2 Ratios:

The school swimming ratios follow the ASA ratios. 12:1 on parent and toddler lessons, 12:1 on non swimmers, 20:1 on mixed ability groups and competent swimmers. To get the best out of the swimmers we try to keep the ratios 10:1 on average.

6.3 Staffing Levels and Qualifications

During all swimming sessions a lifeguard (NPLQ, NTRASTC) must be present. The ratio of lifeguard to bathers ratio is 1:20 bathers. For lifeguarding children the ratio will be 2:20. Lifeguards must hold a current, nationally recognised pool lifeguard qualification. Only holders of an ASA, STA or fully qualified PE Teacher will be permitted to conduct swimming lessons

Equipment required for emergency use must be kept in its proper place, be checked regularly and maintained in good working order.

7. CHILD PROTECTION

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

WHITINGS HILL SWIMMING POOL EMERGENCY ACTION PLAN (EAP)

This document shows the procedure you should take when an emergency situation happens. After an emergency has happened it must be recorded in the incident report book. All equipment used for the emergency must be returned to its location or replaced as appropriate. There must always be someone who has a NPLQ (National Pool Lifeguard Qualification) or a NRASTC (National Rescue Award for Swimming Teachers and Coaches) present on poolside. A First Aid at Work qualification or a similar first aid qualification is also advised, especially to those who hire out the swimming pool when no office staff are present.

Swimming Pool Emergency Contacts

Position	Name	Mobile	Email	
Head Teacher	Sejal Patel	07968846318	head@whitingshill.barnetmail.net	Any other queries
Site Manager	Adam Collings	07545907483		Any immediate help with the swimming pool on the day of your booking
Caretaker	Lee Neighbour	07713996447		Any immediate help with the swimming pool on the day of your booking
Senior Swim Teacher	Olivia Gibson	07784112776	ogibson.302@lgflmail.org	Any issues or queries to do with dates/times/days.
School Administrator	Sue Boyd	020 8359 5361	sboyd@whitingshill.barnet.sch.uk	Any finance queries

The fire evacuation process is the same for people with disabilities. The process can be seen on number 1.6 of this document. If there is a group or persons with disabilities who are here as part of a club then please ensure that the supervisors provide the required assistance to make the evacuation as speedy as possible. All staff must be aware of the times and days of all disabled and special needs groups to make sure all the assistance required will be in place.

1. EMERGENCYS

1.1 Minor Emergency's

A minor emergency is when something if handled properly does not result in a life-threatening situation. This will be anything that can be dealt with in a few minutes which includes providing a plaster for a small cut, performing a simple reach rescue, handing out an ice pack for a small fall, nose bleed, cramp or nausea. When a minor emergency occurs the swim teacher must notify the other teachers and first aiders with one blast of their whistle and explain what has happened and what needs to be

done. It will not be necessary to clear the pool after a minor incident, as you don't need to over dramatise incidents. The first aider can then attend to the minor incident and make sure the incident is recorded in detail. If the casualty continues to feel ill then once they are changed make sure they are supervised to the school medical room.

1.2 Major Emergency's

A major emergency is when an incident happens which can result in serious injury or a life threatening situation. In this situation the pool will need to be cleared and the swim teacher will need to notify the office to get more staff on poolside. As soon as the office has been notified, they must send a first aider in to the swimming pool to help out. This includes a serious injury to a bather, a spinal cord injury, head injury, discovery of a casualty in the water, any circumstance where the teachers have to get into the water for an emergency, head injuries, over crowding, lack of water clarity, outbreak of fire, bomb threat, lighting or structural failure and emission of toxic gas.

When a major incident occurs like a serious injury to a bather or the discovery of a casualty in the water. A swimming teacher will follow the protocols on the NPLQ or NRASTC, so they will immediately blow three blasts on their whistle, this means a major incident has occurred and emergency action needs to be taken. They will then do one long blast with their whistle and this means to clear the pool. The class teacher and teaching assistant will immediately help to evacuate the swimmers from the pool into the changing rooms having conducted a head count from the swimming pool/class register. A swimming teacher will contact the emergency services and the school office by their mobile phone. The school office will then contact the head teacher and send in the qualified first aiders from the office to help on poolside.

The swim teacher or first aider will initiate the rescue and administer the first aid and CPR with the help of any other first aiders. The first aiders will then stay with the casualty until the paramedics are able to take control of the situation. The first aiders will then make sure the incident is recorded in detail in the incident book and the area is cleared making it safe for use and that all first aid stock is replenished. The school office have a list of first aiders in the building.

1.3 Head Injuries

When a head injury happens this needs to be treated as a major incident. Casualties that have suffered from a head injury should not be allowed to return into the pool. When the head injury is serious or if there is any doubt on the severity of the injury an ambulance must be called. If an ambulance doesn't need to be called the casualty should then be made to get dressed making sure they are accompanied at all times by their class teacher.

1.4 Overcrowding

The maximum bather load is recorded in the Normal Operating Procedures. Overcrowding should not occur as the swim teachers need to keep the numbers below the maximum bather capacities when planning their sessions.

1.5 Water Clarity

It is vital that the swimming teachers can see the bottom of the pool at all times so if the water begins to become cloudy the swimming teacher must immediately tell the site manager so he can carry out a pool test and then take any appropriate action. If the action taken does not become effective within a short amount of time then a decision of whether to leave the pool open is needed to be made. If you cannot see the bottom of the pool then the pool does need to be closed and no bathers are allowed to swim in it until sorted, a good way of testing this is throwing a diving brick into the pool and to see if it is visible. If it is not visible the pool must be cleared immediately. The school office and head teacher must be notified when this has happened. The site manager then may need to report this to the Health and Safety committee.

1.6 Outbreak of Fire

On hearing the fire alarm the swimming teachers will blow their whistle loudly and clear the pool as quickly as possible. If there is a suspicion of fire, the fire alarm must be pressed, these are on poolside. A head count must be done using the swimming pool/class register; the class teacher can do this. **Children and staff should then evacuate through the nearest exit making sure no one is left on poolside or the changing rooms. If you are on poolside you must use the poolside fire doors to exit The assembly point from the swimming pool is at the paved area out the front. If you are in the changing rooms you then exit into the service yard.** There are 35 evacuation blankets, which are in a green first aid bag next to the fire exit on poolside, the swimming teacher must take the bag outside with them. Another head count must be done when outside by the class teacher. No one will be allowed to enter the building until the head teacher, site manager or Fire Brigade have said its ok.

1.7 Bomb Threat

If a bomb threat has been made and the head teacher has given the orders to evacuate the building, you will follow the procedure for evacuating the building for a fire alarm. No one will enter the building until the head teacher; site manager or police have said it is ok to do so.

1.8 Lighting and Structural Failure

If there is any kind of lighting or structural failure and the head teacher has given the orders to evacuate the building, you will follow the procedure for evacuating the building for a fire alarm. If lighting failure happens in the swimming pool the emergency lights should come on, if they do not all the children must be cleared

from the pool and made to sit on poolside making sure they all stay calm and then follow instructions from the school office, if no instructions are given you must follow the fire evacuation procedure. No one will enter the building until the head teacher; site manager or police have said it is ok to do so.

1.9 Emission of Toxic Gas

If there is any emission of toxic gas and the head teacher has given the orders to evacuate the building, you will follow the procedure for evacuating the building for a fire alarm. An emission of toxic gas is most likely to come from the following source: The mixture of bleach such as sodium hypochlorite with another chemical containing an acid during a cleaning operation or a result of the pool water disinfections system becoming defective or accidental mixing of chemicals. If you are the one to suspect any toxic gas you must notify the school office and evacuate immediately using the procedure for the fire drill making sure you close doors to prevent the gases escaping further. If there has been a spillage of chemicals the building may not need to be evacuated however any staff or person who has inhaled chlorine gas must go to hospital immediately as symptoms may develop at a later stage. The area will need to be vacated and sealed off. No one will enter the building until the head teacher, site manager or police have said it is ok to do so. The site manager may then need to report the accident to the Health and Safety executive and the Health and Safety committee.

1.10 Spinal Injuries

If the casualty has had a fall and have struck their head, neck or back, this must be treated as a suspected spinal. The first aiders must stabilise the casualty and keep them exactly where they are until the paramedics get there with the spine board as we do not have a spine board on the premises. If the casualty does stop breathing CPR must start immediately as this takes priority.

2. DEALING WITH BLOOD, VOMIT AND FAECES

When blood, vomit or faeces are discovered in or around the pool the senior swim teacher must be notified. They will then assess what needs to happen, if a solid faeces is found the pool must be cleared, it can be removed from the pool and disposed of down the nearest toilet, a visual check will need to be done by the senior swim teacher and a water test will need to be done by the site manager to check contamination levels, lessons normally will be able to carry straight on. If diarrhoea or vomit is found in the pool the pool must be cleared immediately the senior swim teacher will inform the site manager so he can clean the pool correctly to ensure all bacteria has been removed, this can take a minimum of 8 hours. The office will need to be notified so they can cancel the rest of the lessons. A water test must be done and a visual inspection before allowing lessons to continue. Any equipment used to remove the faeces or that has been in contact must be thoroughly disinfected. Any blood or vomit on the poolside should be contained and wiped up with appropriate cleaning fluids and materials and the area will need to be disinfected.

3. INCIDENT REPORT BOOK

After any incident minor or major it needs to be recorded, these should be recorded straight away into the book. The incident report book is kept in the first aid kit on poolside. When writing up a report the following must be included:

- Date and time of the incident
- Location of the incident
- Casualties details: Name, Date of birth, Address, Contact Telephone Number must be recorded
- What happened
- Any treatment given
- RIDDOR (Reporting of Diseases and dangerous occurrences regulations 1995)
- Any follow up treatment needed or advice given
- Any witness's comments
- Details of the first aider: Name, Contact Telephone Number

The Senior Swim teacher will check the incident report book and they will review all the records and take any action that is required to stop any reoccurrences.

4. FIRST AID AND EMERGENCY FIRST AID

4.1 First Aid

There is a list of qualified first aiders in the school office and school medical room. There is a basic first aid box on poolside next to the entrance of the changing rooms. All stock should be replenished after use immediately. Immediate first aid can be done on poolside like a plaster or a small dressing but re entry into the water is not allowed. All first aid must be logged into the incident report book. If the casualty is still feeling ill after a minor incident, once changed they can be supervised to the school medical office.

4.2 Emergency Aid

The emergency/rescue equipment we have on poolside are: 3 poles, 4 throw bags and 2 torpedo buoys all located around on the swimming pool walls for easy access.

PARKING

Under no circumstances is anyone allowed to park in the service area. If the main school car park is open, and only if there are spaces, may you and your clients use the car park. Otherwise you will need to park on one of the roads nearby, please ask your clients to be considerate to our neighbours, not blocking drives etc.

This document is annually reviewed and endorsed by the head teacher and senior swim teacher.

Head Teacher Signature:

Senior Swim Teacher Signature:

Date of last review: 31/01/18

CONDITIONS OF HIRE

The person responsible for the letting must read the conditions of hire and sign that they have received this document which must be followed at all time by all members of staff.

Qualifications + Insurance

- When booking the school must receive current certificates of the qualified lifeguards (NPLQ/NRASTC) who will be on side during each session, these must be kept up to date
- The school must receive an in date copy of your public liability insurance
- No food is allowed on poolside or in the changing rooms, the school have a strict no nut policy which must be followed
- No clear plastic bottle caps are allowed on poolside, as these can easily end up in the pool which can cause a very likely choking hazard
- The blinds should be left down and should not be touched
- A qualified lifeguard must be present on site before anyone else enters and must not leave the building until all members have departed
- We recommend that you have a first aider on poolside that does not enter the water
- The person responsible for the hire must check the pool and changing rooms before departing
- Nothing should be left on poolside or the changing rooms
- The bins outside the changing rooms need to be emptied and the floors need to be clean before leaving
- The site manager will check after each session that this has been done properly and that the facilities are ready to be used for the next group
- All children must wear a swimming hat when in the water
- No cars are allowed in the service area
- Your members may use the staff car park after 3.45pm on weekdays and anytime during the weekend lessons
- The door should not be put on 'release'. You have been given the code to the entrance door, this may be given out to your clients
- You must make sure you clear the pool at the agreed time and let your clients know that you only get 15 minutes either side of your time for changing
- Please make sure you and your staff are aware of your own safeguarding procedures especially the use of photography

Invoicing

- Invoices will be sent out within the first three weeks of term. Payments need to be made within 30 days of the invoice date, if not you will receive a £50 admin fee, failing that if it is not paid within 60 days you will be charged a £200 fee, if it passes 60 days then we will have to assess your pool time.

Lost Property and Damage

- Any lost property found in the changing rooms or on poolside will be thrown away
- If anything is broken during your swim session Olivia Gibson must be notified immediately. This includes everything from minor to major breakages (ogibson.302@lgflmail.org)
- If any incidents happen on poolside please put it in the incident report book, which will be kept in the first aid box on poolside

Equipment

- You may use the school lane ropes and width ropes but these must be put away afterwards on the correct hooks provided
- The backstroke warning flags are not allowed to be moved

Any breaks in the conditions of hire could result in your contract being cancelled. These conditions are in the best benefit of the school. Thank you for your co-operation and support.

Head Teacher Signature:

Hirer Signature:

Date: