



**HIGH MARCH SWIMMING POOL  
NORMAL OPERATING PROCEDURES (NOP)**



**EMERGENCY ACTION PLAN (EAP)**

**THE POOL MAINTENANCE PROCEDURE (PMP)**

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**This policy applies to the Early Year Foundation Stage,  
Key Stage 1 and Key Stage 2**

**Useful Websites**

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## **A. NORMAL OPERATING PROCEDURES**

### **1. Objective and Scope**

It is the objective of High March to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial practice. This procedure identifies the processes and procedures designed to ensure a safe, healthy and controlled environment for all users. The procedures are used in conjunction with other operational procedures to satisfy the relevant requirements of 'Safety in Swimming Pools' and the requirements of the Health and Safety at Work Act and regulations made thereunder, the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Management and Health and Safety at Work Regulations 1999 which require the assessment of risks of swimming pool activities and the making of arrangements for

- implementing health and safety measures identified to reduce risk
- appointing competent people to help implement arrangements
- provide clear information and training to employees
- establishing procedures for employees to follow

These procedures have been reviewed by reference to "Safe Practice in School Swimming Policy" dated October 2015 and prepared by Buckinghamshire Learning Trust in association with Bucks County Council. Regard has also been given to 'ASA Guidelines for School Swimming 2015' and 'Standards for Safeguarding Children in Sport'.

### **2. Details of the Pool**

Indoor heated pool

Length: 20 metres Width: 8.5 metres

Depth: 0.9 metres going down to 2 metres

Pool surround: non-slip tiles

The shallow end is a constant 0.9 metres before it slopes down into deeper water indicated by the pool depth signs on the wall. The water level in the pool is on the same level as the poolside.

### **3. Access to the Pool**

Entry to the poolside from the foyer is via a number-code security door to prevent access by unauthorised persons and in particular pupils and siblings with their parents visiting the pool to collect pupils. The pool may also be accessed via the changing rooms. Minors are not permitted poolside unless supervised at all times.

Upon vacating the poolhouse, the code lock to the poolside door must be reset and the door securely locked.

### **4. Changing Room Supervision**

Supervisors have access to the changing rooms to check behaviour and safety of pool users. Supervisors will use their discretion when entering the changing rooms. Only staff employed by High March and those adults who have been given specific permission by the Head/Bursar may enter the changing room areas during normal school hours. Supervisors have authority to check showers, seating, floors, equipment such as hairdryers and toilets.

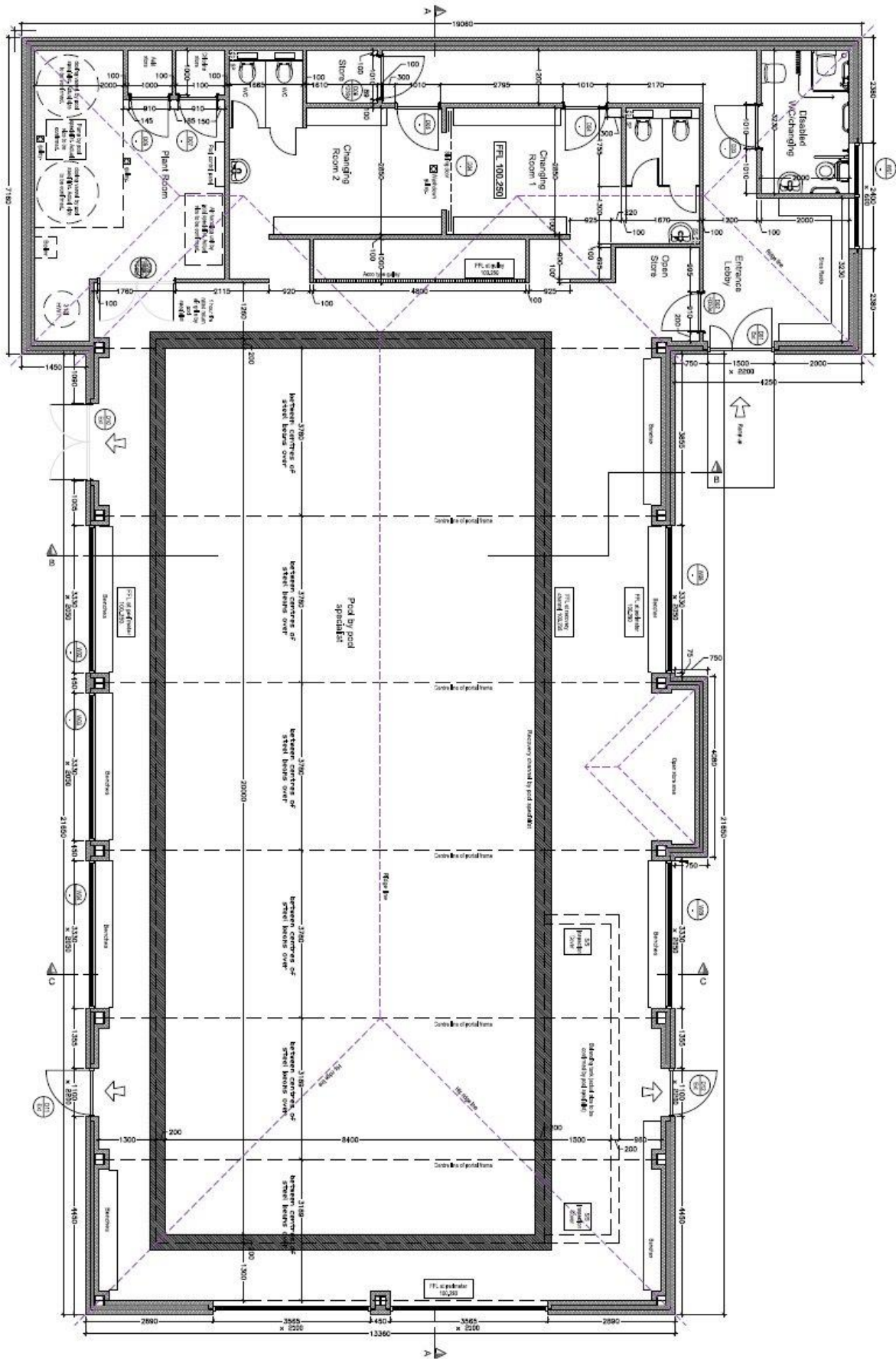
The changing rooms must always be supervised by a member of staff during curriculum swimming lessons, stroke improvers and free swimming or squad training sessions.

Supervisors and all staff involved in swimming teaching and supervision will have due regard to the terms of the School's Safeguarding and Child Protection Policy.



# 5. Plan of the Pool

Floor Plan  
Scale 1:50



## **6. Risk Factors**

### **6.1 Awareness of Risks – Main Hazards and High Risk Users**

Under the basic principles of risk assessment, risk factors within the pool and pool house are assessed and reviewed informally daily (whenever the pool is in use) by the Pool Technician and/or Head of Maintenance, formally on a weekly basis by the Pool Technician who also checks safety equipment and from time to time on an informal basis by the PE staff and swimming coaches. Swimming pool practice/procedure and facilities are reviewed on a termly basis by the Swimming Staff and Extra-Curricular Swimming Staff. The NOP/EAP is reviewed and amended as necessary on an annual basis by Health and Safety Committee and by SMT. There is hence continual on-going assessment of risks in and around the pool.

#### **Known Hazards**

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and therefore should be considered as possibilities:

- Prior health problems e.g. heart trouble, asthma, epilepsy etc.
- Youth and inexperience (half of those who drown are U15)
- Alcohol, drugs or food before swimming
- Poor behaviour – running on poolside
- Direct access from all changing rooms
- Possible breakage of large glass windows on either side of pool
- Reduced visibility due to reflection from windows/glare factor
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water
- Pool users returning to the pool from the changing rooms after supervised session has ended
- Missing pupils
- Unruly behaviour and misuse of equipment
- Assault on staff or pupils
- Swimming aids and other objects in the water can obscure the supervisor's view
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool staff in an emergency
- Lane ropes can take pupils out of their depth

### **6.2 Users at Risk**

- Weak and non- swimmers
- Children under the age of 16 including spectators
- Disabled children
- The boisterous and show-offs
- Those wearing arm-bands or other forms of buoyancy aid
- Swimmers using inflatables and other fun flotation aids
- The elderly
- Swimmers with disabilities/special needs
- Swimmers under the influence of alcohol and /or drugs
- Swimmers inadequately/inappropriately supervised
- Unauthorised swimmers

The supervisors on duty are best placed to observe, before they enter the water area, users who may be considered to be at particular risk. Some may be excluded from entering the pool.

### **6.3 Reducing the Risks**

All pool users must: -

- observe the code of conduct strictly for all groups
- only dive into the deep-end shown by notices on the poolside

All pool supervisors must:

- Take a head count before and after any swimming class. This should be recorded.
- Ensure that everyone is out of the pool area at the end of each session and that the number code security doors are firmly shut.
- Understand that STRICTLY NO ACCESS for unauthorised persons to the poolside is permitted unless a supervisor is present.
- Comply with SENDA.
- ensure that reasonable adjustments are made to assist any disabled pupils to learn to swim
- Ensure that any disabled swimmers are offered access to a hoist if required.

Pool operators must:

- Observe safe recruitment and safeguarding principles in accordance with the School's Child Protection and Safeguarding policies including regular training.
- Observe the provisions of the School's Missing Pupil Policy as relevant and necessary (see below: EAP) in the event that a child goes missing.

It is the responsibility of High March parents/guardians/carers to notify the school of any medical conditions or learning difficulties relevant to their pupils, at the commencement of each term. All swimming staff are notified by the School, by means of the Holistic Registers, and Overview of Medical Conditions and Dietary Needs at the beginning of each term, of any special needs, learning difficulties or medical or dietary conditions which may affect any of the pupils swimming in the pool.

### **6.4 Risk Assessment**

Risk assessment is an on-going process and existing documentation will be reviewed regularly. All staff should be responsible for contributing to ensure that procedures and training for safe pool operation continue to be relevant. Copies of risk assessments are in the pool house and with the Bursar. A copy of the Penguin Pools' Maintenance Instructions for Swimming Pool equipment will be appended to the risk assessment and manual. A pool risk assessment template is attached to this Policy as Appendix 1. As part of standard risk assessment processes, staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the Head of Maintenance or to the Pool Technician as soon as reasonably practical. Fire risks and risks under the COSHH Regulations 2002 and guidance from the HSE from time to time are regularly assessed and fire drills undertaken. Any safeguarding or child protection concerns should be reported immediately to the Headmistress as Designated Child Protection Officer or to Mrs Belinda Avery, Governor with responsibility for Safeguarding and Child Protection issues.

## **7. Swimming Pool Code of Conduct**

- Do not enter poolside unless a supervisor is present.

- No person may swim in the pool unless another adult is present in the pool/poolside. This rule is non-negotiable.
- Do not enter the water without permission.
- No running is permitted on the poolside.
- No fighting, pushing, bombing or ducking is permitted.
- No diving may take place at all in the shallow end, and no acrobatics, for example: no back dives.
- No shouting is permitted.
- No eating or drinking is permitted on the poolside or in the changing rooms or foyer save for drinking of water from plastic sealable bottles.
- No outdoor shoes may be worn on the poolside
- No glass, whether bottle, jar or drinking glass may be taken into the swimming pool area or changing room. Only sealable vessels are permitted poolside.
- Swimmers must shower on entering and exiting from the poolside.
- No shampoo, conditioner or other detergents are to be used in the poolside showers. Shampoo and conditioner may be used in the staff/disabled shower.
- Accompanying adults must not leave children unattended in the pool or poolside.
- Keep all balls within the pool area – do not bounce them off the walls or kick them on the poolside.
- All children must wear swimming hats and may wear goggles, if they wish. Swimmers should bring and wear their own named goggles to avoid cross-infection and High March cannot take any responsibility for any infections contracted as a result of use of another swimmer's goggles.
- If a swimmer has a verruca, he or she must wear a verruca sock.
- If the School has been notified that a pupil may require an inhaler during exercise, the inhaler must be accessible at all times poolside.
- Mats may be used at the supervisor's discretion. Mats should only be lifted from the water by an authorised member of staff who must undertake a routine check to ensure no one is trapped underneath mats or the pool cover.
- The pool platform may only be used with the express consent of and under the strict supervision of a qualified member of the swimming staff, and if properly positioned on the bottom of the pool.
- Where children sustain either a head or significant injury and any First Aid is administered, parents/carers should be informed as soon as possible.
- Listen for whistles/alarms:
  - 1 short blast – look at and listen to the teacher.
  - 1 long blast – clear the pool.
  - 3 short blasts – alert staff that you are entering the water and/or need assistance
  - Continuous ringing bell – fire alarm.

#### **8. Poolside Rules for Supervisors (Safety guidelines for staff)**

- Supervisors must be fully conversant with the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) and ensure that they fully understand their role within the swimming pool safety team.
- High March staff and supervising staff of other outside organisations that use the High March Swimming Pool must have passed their National Rescue Award for Teachers and Coaches (NRASTC) in order to be a supervisor of a swimming.
- No swimming sessions can take place without there being at least one qualified supervisor/teacher (i.e. someone who has a current NRASTC) for every 20 swimmers in the water and a second responsible adult in attendance.
- Nobody enters the pool until sufficient qualified staff are present.

- The number coded security door must remain locked and all staff must check this carefully when leaving the pool and ensure that the external door to the poolhouse is kept closed after entry in order to ensure constancy of air temperature.
- Staff must not disclose the door entry code to the children or to unauthorised adults.
- Supervising staff must carry/have immediate access to a whistle at all times.
- Supervising staff must never leave children in the pool unattended.
- Supervising staff must supervise all diving at all times.
- Supervising staff must ensure the relevant bathing loads are adhered to (see section 10).
- Supervising staff must observe the pool cover opening and covering the pool in order to ensure that it unfurls and rolls up evenly without damage to equipment. This is particularly important in hot weather.
- All supervisors must know the location of all the safety equipment and be trained to use it. The safety equipment comprises a long reach pole, short reach poles and throw bags which are all located poolside on /against the tiled walls. Heat blankets are also located on the blue trolley poolside near the changing rooms.
- All staff must adhere to the 'Normal Operating Procedures' so that the users recognise a consistent approach and learn what sort of behaviour is expected of them.
- All staff must ensure that in the event of an emergency, the EAP is followed.
- All staff and their immediate families, or any other visitors to the pool who have been authorised in advance by the directors of the School to use the pool, must sign in and out before and after swimming, in the designated pool signing-in book in the School Office. Failure to observe this rule may disentitle any claimant the School's insurance in relation to any loss or damage sustained to person or property within the pool.

## **9. Supervisor Training**

The Head of PE / Headmistress will, with the assistance of the Administrator/PA to the Directors co-ordinate the arrangements for taking the NRASTC for staff who either need to become qualified for the first time or who are retaking their test every two years. Copies of the certificates of those who have a current NRASTC will be kept on file with the Bursar.

## **10. Bather Loads and Minimum Supervision Ratios**

- Maximum Load: 40.
- The ideal target for normal class use is no more than 20 pupils in any class.
- One qualified supervisor to 20 children plus one responsible adult.
- For non-swimmers and beginners one qualified supervisor to 12 children plus one responsible adult.
- Adult with infants/swimmers with disabilities: these classes should be conducted on a 1 to 1 ratio.

## **11. Conditions of use of pool other than by the High March children and staff**

All non-curricular use of the swimming pool is undertaken through the Bursar's Office – Peter Honiball (Bursar's Office 01494 685744). Any third party who wishes to use the school swimming pool will be asked to read and understand the NOP and EAP as a condition of use or hire and confirm that they have done so and will agree to the hire for the duration of their event of a qualified supervising lifeguard.



## **12. Swimming Galas including Emergency Procedure**

- Swimming staff organising galas will consider guidance from the Association for Physical Education (AfPE) covering planning and involvement in the event, including risk assessments.
- All swimmers must start from the deep end if diving.
- There must be a sufficient number of qualified staff on duty.
- The Head of PE /her designated deputy in charge of the gala will carry out an equipment check before every gala, taking care to check lane ropes, diving blocks, sharp edges of tiles and lane ropes in position as well as the slipperiness of the poolside.
- The supervising person in charge of the gala will inform everyone where the fire exits are and, in the event of an emergency if they hear an alarm they should head swiftly and calmly to the Junior House playground. The supervisor should point out the shallow and deep ends and state that there should be no diving in shallow water and that spectators must keep the sides of pool free for staff.
- Young children with adult spectators or swimmers must be carefully supervised at all times and on no account left unattended.

## **13. Cleanliness**

It is the responsibility of the pool operators, as delegated to the Bursar, to ensure that the pool is kept clean and tidy at all times and that the water, poolside, changing room and reception areas are cleaned and appropriate cleanliness and chemical checks undertaken thoroughly and regularly. In the event of fouling of the pool by faeces or blood, immediate cleaning with suitable chemicals must be undertaken and pool closure should be considered with immediate effect for 24 hours, dependent upon the nature and extent of fouling. As below (EAP) in all such cases, Jon O'Shaughnessy / Matt Hanford should advise as to the most suitable course of action and with reference to Penguin Pools' operating manual.

**Rubbish including plasters and plastic bottles must be disposed of in the bins in the changing rooms.**

## **14. Communications**

**There is a phone in the Swimming Pool Foyer.**

The School Office can be reached by dialling 221 or 232

Outside EMERGENCY SERVICES can be reached by dialling 9 then 999

The pool address is:

High March Swimming Pool  
High March  
23 Ledborough Lane  
Beaconsfield  
Buckinghamshire  
HP9 2PZ

**Tel: 01494 675186 (School office)**

The School Office will need to be informed that the emergency services are on their way, so that they can arrange for the gates to be opened and an escort to be at the gate to direct them to the entrance of the pool.

Other numbers that may be useful:

The Bursar, Peter Honiball, can be reached on 01494 685744

In emergency the following numbers may also be used: 07813-837225 (Belinda Avery) / 07500-664964 (Michael Chapples)

## **B. EMERGENCY ACTION PLAN**

### **1. Objective and Scope**

It is the objective of High March to ensure that emergency situations are dealt with in a manner which minimizes the risk to staff, pupils and other users.

### **2. Emergency Equipment**

Around the walls of the pool are:

- 2 throw bags
- 2 torpedo buoys (flotation aid)
- 2 reach poles
- 1 hooked reach pole
- 2 Emergency exits through the marked doors

In the poolhouse foyer

- First Aid Kit (also one in the Junior House First Aid area)
- Defibrillator
- Inhalers - High March Emergency inhaler kits, comprising 1 x "junior" kit, and 1 x "senior" kit
- Auto injector pen - High March Emergency injector pen kit.

It is the responsibility of the supervisor to know the location of the safety equipment and to ensure it is in place at the start of each session. Pupils requiring emergency medication should bring their emergency equipment to the pool house.

The Pool Maintenance Manager checks the emergency equipment for suitability and defects weekly and reports any damage or defects to the Bursar who will authorise replacement of any defective or damaged equipment.

### **3. Minor Injuries Poolside**

A minor emergency is an incident which, if handled properly, does not result in a life threatening situation. The relevant provisions of the School's Main First Aid policy, a copy of which is appended to the NOP/EAP in the Pool Reception and both Upper School and Junior House staffrooms should be adhered to at all times so far as practicable.

It will normally be dealt with by the nearest supervisor who acts as follows:

- Notify all other staff on the poolside
- Clear the pool if necessary
- Administer first aid if necessary
- Casualty will be referred to appropriate location
- Supervisor must complete accident report – these are located in the swimming pool foyer

When dealing with first aid anywhere in the swimming pool or pool house, the supervisor must not leave him/herself in a compromising position.

### **4. Major First Aid Emergencies**

A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation.

As with minor emergencies, the response to most major emergencies follows a general pattern. This has two steps:

- A supervisor who identifies a serious situation alerts another responsible adult and users by three long whistle blasts. This person will be known as **'Rescuer No. 1'** and will initiate the rescue by taking the appropriate action.
- The responsible adult, on hearing the three blasts of the whistle, should immediately help to clear the pool and make safe other users before going to telephone for assistance – ringing 221 or 232 or 9 and 999 for the emergency services. On their return they should assist 'Rescuer No 1'. This adult becomes **'Rescuer No. 2'**.

Rescuer no 2 will call for an ambulance (either on his/her mobile or by using the telephone in the swimming pool foyer), if this hasn't been done already.

'Rescuer No 1' will complete an incident report, filing the original in the accident report book and providing a copy to the child's form teacher for filing and copying to the child's parent.

The relevant provisions of the School's Main First Aid Policy should be adhered to at all times so far as reasonably practicable.

### **5. Lack of Water Clarity**

If the pool is not clear, the pool should not be used. As a rule, no part of the Pool should be used if the bottom lines in that area cannot be seen clearly. In that event the pool should be evacuated without delay and until clarity reaches an acceptable level (as a minimum, the ability to see the body of a small child at the bottom of the pool). Please make further reference to the Penguin Pools' users' manual.

If this situation arises, contact Jon O'Shaughnessy (Pool Maintenance) or in his absence, Derek Rolfe (Head of Maintenance) or the Bursar, immediately.

### **6. Fire Alarm**

This is a continuous ringing bell and evacuation should be through either:

- a) the fire exit leading out towards the entrance pathway to the northern elevation
- b) the fire exit leading to the external pool surround to the southern elevation

The supervisors will instruct users which exit to take and will then lead them to the assembly point which is on the playground adjacent to the Anderson wing. The fire alarm in the poolhouse is connected to the monitoring station by way of a dialler device.

### **7. Lighting Failure**

Should the lights fail at a time when artificial light is required for safe pool usage, evacuation of the pool should be immediate. Jon O'Shaughnessy, Matt Hanford or the Bursar should be notified immediately.

### **8. Dealing with Blood, Vomit and Faeces etc.**

#### **8.1 Diarrhoea and Solid Stools**

If a substantial amount of faeces, either loose or solid, is introduced to the water, the pool shall be immediately closed to swimmers.

The maintenance/cleaning staff shall immediately be informed and they will deal with the situation in the appropriate way always having reference to the Penguin Pools' manual.

#### **8.2 Blood and Vomit**

If substantial amounts of blood or vomit are spilled into the pool, it shall be temporarily cleared of users to allow the pollution to disperse. Jon O'Shaughnessy, Matt Hanford or the Bursar should be notified immediately.

Spillages of blood or vomit on the poolside shall be contained and wiped up with the appropriate cleaning cloths. The cloths for this purpose should be safely disposed of immediately. The supervisor should then complete an incident report.

In all cases of major contamination, the pool should be closed for up to 24 hours, allowing time for at least one complete filter cycle, Jon O'Shaughnessy, Matt Hanford or the Bursar should advise.

### **9. Bomb Threat / Escape of Toxic Gases/ Chemical Spillage**

In the event of a bomb threat or escape of toxic gases or chemical spillage, all pool users and staff should evacuate the building immediately to 23 Ledborough Lane and should not use mobile phones in the event of a bomb threat.

### **10. Lockdown**

In the event of a Lockdown alert, all pool users and staff should leave the water, the pool surround and the foyer, and assemble in the changing room. The main entrance door should be locked and all lights turned off.

The lockdown alarm signal sounds similar to the fire alarm, the difference being that the fire alarm sounds continuously, whereas the lockdown alarm signal emits one long pulse followed by a one second silence. This sequence is repeated until the alarm is turned off.

A member of staff should take a register of the pupils and adults who are with them and email it to the following email address: [lockdown@highmarch.co.uk](mailto:lockdown@highmarch.co.uk). The Headmistress, SMT, the Office and Administrator/PA to the Directors will all receive this email. The email can include individual names or could read as the example below:

All of form 5J with the exception of ?? who is absent from School are with Mrs ???, Mrs ??? and Miss ??? in the Pool. Please include the surnames of the adults in your email.

Please put the form name in the subject box of any email you send. If you do not have the email facilities to do this, and it is safe to do so, please make your way to the telephone extension in the foyer and dial 221 or 232 – make sure you speak to someone – do not simply leave a voice message.

Staff should reassure and support pupils and keep them calm and quiet. Staff are to remain in lockdown positions until informed by a member of SMT or the School Office that there is an all clear. The Headmistress, or in her absence a member of SMT, will determine this.

It can take up to 15 minutes to check that everyone is accounted for so prepare the children for this. The alarm should continue to ring for this entire period until the all clear is sent round.

If the alarm stops, please remain in lockdown until you receive an email or a member of staff comes round to tell you otherwise.

### **11. Structural failure**

In the event of structural failure, the pool should be evacuated as a matter of emergency.

### **12. Missing Pupil Procedure**

In the event that a child is lost, the pool should be evacuated, the changing rooms, and poolhouse thoroughly searched and an immediate search undertaken for the child.

The provisions of the School's Missing Pupil, Security and Supervision Policy should be observed so far as necessary and desirable.



## **High March Missing Pupil, Security and Supervision Policy**

**This policy and procedure does not cover normal absences through illness.**

Within school we take all possible precautions to prevent a child from going missing. Staff should always be aware of which children should be in their classes so that the absence of any child can be ascertained at the beginning of a lesson. Staff will use their experience and judgement as to the credibility of any explanation given by the class. If no explanation can be found or if the member of staff has any doubt as to the reliability of an explanation the following procedure is followed:-

- Check Optional Subject Register for attendance at an extra lesson and check with the teacher in charge of the optional classes the child attends for any changes or temporary arrangements.
- At Upper School the teacher will send for the register and check the IN and OUT book. At Junior House the teacher will ring the office.
- Inform the Headmistress
- Send a request for assistance from the Deputy Head, Head or Assistant Head of Junior House,
- A senior member of staff will then organise a thorough search of the sites which should be undertaken by all available staff including office, grounds and bursarial staff.
- Mrs Gater will contact the child's parents to inform them of the situation and to ascertain :-
  - Whether the child is at home.
  - Whether the parents know of any reason the child might leave the school premises.
  - Whether the parents have any idea of where the child might go.

**At this point the parents will be asked if they wish the police to be notified.**

The search may be extended to surrounding roads by car or on foot.

In the event that a child goes missing whilst the parent is on the premises, such as at the beginning or end of the school day, the following procedure should be followed:-

### Junior House

- The Headmistress will be informed by the member of staff who is aware of what has happened
- The Headmistress will take her mobile phone and liaise and remain with the parent concerned
- The Head or Assistant Head of Junior House will be contacted
- The Head or Assistant Head of Junior House will organise a search of the sites by all available staff including office, grounds and bursarial staff.

**At this point the parents will be asked if they wish the police to be notified.**

The search may be extended to surrounding roads by car or on foot.

### Upper School

- Both Deputy Heads will be informed immediately

- The Headmistress will be informed by the member of staff who is aware of what has happened and the Headmistress will go straight to Upper School taking her mobile phone with her
- The Deputy Head (Pastoral) will take her mobile phone and liaise and remain with the parent concerned
- The Deputy Head (Curriculum) will organise a search of the sites by all available staff including office, grounds and bursarial staff.

**At this point the parents will be asked if they wish the police to be notified.**

The search may be extended to surrounding roads by car or on foot.

**In the Event of a Child not being collected**

All classes in Junior House have systems in place whereby parents record if their child will be collected by somebody other than themselves. Parents who work write this information in the Home/School Diary. Children are only released to the parents or people who have been given permission to take the child. If a child was not collected we will, in the first instance, call the parents to establish the arrangements that they had for the collection of their child. If we are unable to contact the parents, we have contact details for other adults (given by the parents) who may be called to assist in such a situation. Uncollected children in Reception upwards either wait in the School Office or go to After School Care until they are collected. Uncollected Nursery children wait with one of their teachers.

**Attendance at After School Swimming**

Lists of children attending swimming activities are regularly updated and emailed to relevant staff. These staff are therefore aware of children attending these sessions on a daily basis. If parents collecting a child inform the class teacher that the child will not be attending the session that day, the teacher will inform the staff responsible for the register. Children are accompanied by staff to the hall at Upper School and Junior House to wait for the start of clubs etc. A register is kept of children attending sessions each day. If the office receives notification that a child will not be attending, the register will reflect this and the staff member concerned notified. At the end of snack the children are collected by staff for their activities. Staff are required to keep a register for their activity as an extra check. If a child appears in the hall and there is no record of them attending a session a member of staff will check with the Office before calling parents.



## **C. POOL MAINTENANCE PROCEDURE**

### **1. Daily Routine**

The following routine is to be carried out prior to any swimming activity taking place, and use of the pool must be planned to allow for adequate cleaning / testing and chemical dosing:

- Water quality checked for ph, chlorine and temperature, three times daily.
- Pool sides swept and pool base vacuumed.
- Pool surround cleared.
- Safety equipment / first aid kit checked and kept in correct location.
- Chemicals applied as appropriate, water balance re-checked.
- Operating plant checked for faults / leaks, all faults to be reported to the Site Manager and noted on the appropriate form - Pool Operating Daily Checklist.

### **2. Weekly Routine**

- Backwash filters and replace water as required.
- Clean filter / filter baskets.
- Check water for total dissolved solids.
- Check pool pump and clean pump strainer basket.
- Wash and clean poolside.

### **3. Chemical Handling / Storage / Application**

- Personal protective clothing must be worn at all times.
- Chemicals should be applied as per the dosage instructions, by a qualified / competent person.
- All chemicals are to be stored in the chemical storage unit when not in use.
- Any spillages must be dealt with immediately and the area cordoned off until clear.
- In the event of a major spillage / high dosage, the area must be cleared and dealt with as per the emergency instructions.
- All precautions must be taken in accordance with the relevant COSHH data sheet (see 6.8).
- All chemicals must be used in strict rotation, according to their use by date.
- All chemicals past their usage dates are to be disposed of by the school appointed contractor in compliance with COSHH.

### **4. Plant and Equipment**

A programme of visual checks takes place on a daily basis, but more stringent checks should be carried out as follows:

- Visual and manual checks / lubrication / cleaning should take place at the beginning of each month.
- Annual service of all machinery by an authorised contractor, should take place during the summer break.
- Annual inspection should take place of all water storage systems by an authorised contractor.
- Any faults / defects are to be reported to the Site Manager and noted on the appropriate form – Pool Operating Daily Checklist).
- All safety equipment and the operation of the pool cover is checked daily, and safety equipment is replaced as necessary. This is particularly important in the case of throw lines, which should be used on a monthly basis and repacked, preferably by the persons most likely to use them in an emergency situation.

## 5. Pool Safety

- PE staff are to practise evacuation procedures on **at least an annual** basis.

All new High March swimming staff who are involved in the swimming programme will undergo pool familiarisation training as well as taking their NRASTC every two years.

The Teacher/Supervisor on duty will take care after each class (unless there is another class immediately following) to ensure all pupils are out of the water, all children are accounted for on departure from the poolhouse, and the poolhouse at the end of each session, that the pool cover is put on the pool, lights are switched off, doors are closed in particular the door from the pool reception to poolside, and that the door to the poolhouse is locked.

## Appendix 1: Sample Pool Risk Assessment

# Neil Bailey Swimming - Risk Assessment All Sessions - High March School Swimming Pool – February 2020

Step 1: Hazards?	Step 2: Who might be harmed and how?	Step 3: What are you already doing? necessary?	Step 4: What further action is
<p><b>Arrival in car park at start of sessions</b></p> <p>Inspect car park for unusual items left/stored or other workmen on site</p>	<p>Parents/ Guardians/ Carers/ Staff - potential car users/pedestrians/cyclists arriving for lessons</p>	<ul style="list-style-type: none"> <li>● Ensure car park is safe to use</li> <li>● If other users of car park ensure their work does not impact pool users on foot and in vehicles and if tools/equipment/vehicles are there that a safe and secure access is available for pool users</li> <li>● Make sure any bins are safely out of the way and do not block or impede safe access and exit</li> <li>● Check disabled parking space is free and accessible</li> </ul>	<ul style="list-style-type: none"> <li>● Remove bins/rubbish if required</li> <li>● Ensure no parking cone is placed on disabled to deter non disabled drivers</li> <li>● Encourage use of other parking choices in High March Estate at <b>Upper School</b> and if needed side streets for off road parking</li> </ul>
<p><b>Car Park to Pool footpath at start of sessions</b></p> <p>Inspect footpath for unusual items left/stored or other workmen on site</p>	<p>Parents/ Guardians/ Carers/ Staff - potential pedestrians/cyclists arriving for lessons</p>	<ul style="list-style-type: none"> <li>● Ensure footpath is safe to use</li> <li>● Ensure any bicycles/scooters and other transport equipment is not in way and put into a suitable rack</li> </ul>	<ul style="list-style-type: none"> <li>● Remove bikes/scooters and place in bike racks</li> <li>● Encourage users of bikes and scooters to use bike racks</li> <li>● Ensure main pool entrance is safe to use and free from trip hazards</li> </ul>

<p><b>Dry side and general pool area sweep</b></p> <p>Inspect pool area for general fit for use – state of pool cover – immediate dry side area – general tidiness of areas – specific water quality tests - temperature of air and water and chlorine/PH levels of pool</p>	<p>All users – dry side and wet side – identify and assess fit for use of overall pool areas</p>	<ul style="list-style-type: none"> <li>● Ensure reception, changing rooms, immediate dry side areas of pool are safe for use</li> <li>● Ensure reception is clutter free – ensure that minimal furniture is in reception – ensure all previous users equipment has been tidied away</li> <li>● Check pool cover is in use (water temperature)</li> <li>● Check any clothing and wet side suits are out of way</li> </ul>	<ul style="list-style-type: none"> <li>● Single chair only in reception to avoid congestion and loitering around children’s changing areas</li> <li>● Ensure shoe rack is clear</li> <li>● Ensure water tests and air tests are within safe ranges of use</li> <li>● Ensure gender specific notices are placed for each changing area</li> </ul>
<p><b>Main Pool House door</b></p> <p>Keeping door closed to reduce risk from finger entrapment - keeping air temperature in check - reducing child and adult led games at doorway - reducing unruly behavior at or around main door</p>	<p>Parents/ Guardians/ Carers/ Staff - potential pedestrians/cyclists arriving for lessons</p>	<ul style="list-style-type: none"> <li>● Ensure door is kept closed at all times</li> <li>● Ensure any bicycles/scooters and other transport equipment is not in way of main door</li> <li>● Discourage play and loitering in doorway</li> </ul>	<ul style="list-style-type: none"> <li>● Remove all bikes/scooters and place in bike racks</li> <li>● Encourage users of bikes and scooters to use bike racks</li> <li>● Ensure main pool doorway is safe to use and free from trip hazards</li> <li>● Ensure prams and buggies are away from main doorway</li> </ul>

<p><b>Arrival in reception area</b>          Removing coats/shoes putting on overshoes - leaving pool house putting on coats and removing overshoes booking other services</p> <p>Ensure children do not change in reception areas and general public areas</p> <p>Providing feedback on lesson delivery - monitoring and awareness of flight risks</p>	<p>Parents/ Guardians/ Carers/ Staff - potential trip hazards caused by people, their belongings and young children unsupervised by their parents/carers - casual changing using all pool house area rather than changing rooms</p> <p>Flight risks such as parents dropping off children without ensuring they are mature enough to independently go to change, attend the toilet and enter the pool area safely and therefore may not be left to take part in independent instruction</p>	<ul style="list-style-type: none"> <li>● Tidying up reception area at commencement of sessions</li> <li>● Removal of equipment and clothing not needed in the area</li> <li>● Ensure floor of reception is clear</li> <li>● Any bicycles and scooters placed in bike racks</li> <li>● Streaming arrivals and departures for separation</li> <li>● Educating people on trip hazards</li> <li>● Discourage last minute changing in reception area</li> <li>● Discourage loitering around main door</li> <li>● Tidying up shoes and belongings</li> <li>● Manage lost property as soon as found</li> <li>● Children are not to be left unsupervised.</li> </ul>	<ul style="list-style-type: none"> <li>● Simplifying arrival and departure process - encourage timely arrival and leaving - discourage pool area as social venue</li> <li>● Making sure shoe racks are not used as general school storage area for pool and non pool users</li> <li>● Ensure lost property is expediently dealt with and removed regularly</li> <li>● Encourage staff to place shoes and bags on top of shoe rack out of way</li> <li>● Pick up over shoes as soon as discarded</li> <li>● Removal of bags and coats off of floor</li> <li>● Stop rubbish accumulating and if their at start of sessions remove and dispose of</li> <li>● Remove from reception area floor and top of shoe rack non swimming equipment</li> <li>● Ensure staff shoes placed on top of shoe rack</li> </ul>
<p><b>Changing rooms</b> - placing clothing on hooks - keeping belongings tidy - remove items from floor - use toilets and leave as found - ensure outdoor shoes are removed in reception - deter loitering in changing rooms - encourage children to arrive ready to swim - discourage parents and carers using changing room as resting areas</p>	<p>Parents/ Guardians/ Carers/ Staff - potential trip hazards caused by people, their belongings and young children unsupervised by their parents/carers</p> <p>Inappropriate and inconsiderate use of toilet - deter private changing in toilet blocking other users from toilet access</p> <p>Personal assistance with toilet</p>	<ul style="list-style-type: none"> <li>● Streaming arrivals and departures for separation - encourage 10 minute arrival approach</li> <li>● Educating people on hazards</li> <li>● Tidying up shoes and belongings</li> <li>● Manage lost property as soon as found</li> <li>● Children are not to be left unsupervised.</li> <li>● Ensure that children leave changing room promptly</li> <li>● Ensure two members of staff assist with personal assistance with toilet - one to assist and other to explain staff members actions</li> <li>● Changing room Gender guidelines on changing doors</li> </ul>	<ul style="list-style-type: none"> <li>● Simplifying arrival/departure process</li> <li>● Making sure shoe racks are not used as general storage area</li> <li>● Encourage swimmers to place shoes and bags on top of shoe rack out of way</li> <li>● Pick up over shoes as soon as discarded</li> <li>● Removal of bags and coats off of floor</li> </ul>

<p>Slips, Trips and Falls: Slippery changing room floors, spills on the floor, equipment on floor poolside.</p>	<p>Customers and Staff All could be harmed if they trip over things left on the floor or slip on a wet surface.  Risk of injury if stored equipment is not correctly sorted</p>	<ul style="list-style-type: none"> <li>• Cleaning up spills &amp; ensure that equipment is stored properly and if broken or hazard removed from building at time of inspection.</li> <li>• Signage is visible and used</li> <li>• Staff wear sensible shoes that provide grip and protection</li> <li>• Floor manager ensures that delivery areas are tidy</li> <li>• Teachers encouraged to keep work areas clear</li> <li>• Discourage children throwing items that become trip hazard</li> <li>• Remove all seating poolside to dissuade parents and care providers from loitering in pool house</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain water reduction in changing areas to allow anti-slip flooring to work</li> <li>• Ensure that equipment can be stored</li> <li>• Ensure all walkways and in particular that main entrances are clear from floor level trip hazards</li> </ul>
<p><b>Access/Exit to and from pool:</b> Slipping on ladders, ladders being in the way of other swimmers, getting caught in the ladder. Handrails available and work as designed Entry from the side of the pool</p>	<p>Swimmers could be harmed when they try to enter/exit the pool if they slip and bang their head or get trapped between the rungs.  Swimmers could bang their heads as swimming past - ensure all swimmers are educated in bump risks from steps  Handrails become loose over time</p>	<ul style="list-style-type: none"> <li>• Making sure the handrails and steps are object free</li> <li>• Swimmers go down steps backwards</li> <li>• Check handrails at every lesson</li> <li>• Teach swimmers to use steps and rails properly</li> <li>• No games or teaching station positions used on steps</li> <li>• Awareness of steps during teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Tighten the handrails and steps if they are not secure</li> <li>• Ensure regular maintenance is carried out.</li> <li>• Remove all toys/equipment at top of steps to reduce trip/slip risk</li> </ul>

<p><b>In water lesson Risk of Drowning</b></p>	<p>Customers (if they become unconscious or cannot swim properly).  Staff (during rescue)</p>	<ul style="list-style-type: none"> <li>● Make sure pool is warm enough - no evidence of chemical or bio hazard contamination</li> <li>● One or more staff members present with NRASTC qualification</li> <li>● Training staff in NRASTC qualification</li> <li>● Remind staff and swimmers of safety signs</li> <li>● Ensure deep and shallow ends are discussed with swimmers and understood</li> <li>● Ensure pool area once opened is manned at all times</li> <li>● Children are not to be left unsupervised.</li> <li>● Remind children of in and out pool behaviour standards reset and establish expectation setting - if ignored re-enforce messages</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure staff can see all areas of the pool.</li> <li>● Regular use of headcount</li> <li>● Double entry booking system in reception and poolside</li> <li>● Remind staff and swimmers of signs to show the depth of water</li> <li>● Observe 'No Diving' signs -only allowed when managed by staff member</li> <li>● Separation of children with poor social skills</li> <li>● Use poolside staff to reduce distractions</li> </ul>
<p><b>End of each lesson</b></p>	<p>Swimmers leaving lessons - carers waiting - tripping, falling in, collision risk in and out of water - risk of poolside equipment - tardy swimmer who does not leave in timely fashion - distracted teacher by parent/carer at end of session</p>	<ul style="list-style-type: none"> <li>● Use whistle to denote lesson end</li> <li>● Manage footfall on dryside</li> <li>● Equipment tidied prior to session end</li> <li>● Ensure bottlenecks at showers/changing room is clear</li> <li>● Make sure no one left in water unattended</li> <li>● Deter carers/parents asking teachers questions</li> </ul>	<ul style="list-style-type: none"> <li>● Monitor changing room flow</li> <li>● Make sure next lesson is separated from one leaving</li> <li>● Deal with parent/carer questions outside of lesson delivery area</li> <li>● Use front of house meet and greet to lower poolside risks by answering questions outside of wetside areas</li> </ul>

<p><b>Plant room, pool house, large equipment</b></p> <p><b>Teachers/ coaches and other users</b></p>	<p>Condition of equipment - floats, large toys, lane ropes  Quality of changing area flooring and tiles  Condition of sanitary ware in toilet areas  Condition of shower fittings  Overshoes dispenser  Soap dispensers</p>	<ul style="list-style-type: none"> <li>● Check all equipment for wear and tear replace as necessary</li> <li>● Check toilet seats</li> <li>● Check overshoes bins and pick up where dropped</li> </ul>	<ul style="list-style-type: none"> <li>● Walk around - look for evidence of biting (choking hazard) - hidden overshoes (now rubbish) - check plant room locked</li> <li>● If plant room equipment showing signs of damage/stress/failure contact High March School to inform and escalate</li> <li>● When entering plant room for overshoes and checking heat exchanger settings care needs to be taken when turning on light and when moving to readings panel for temperature of air and water</li> </ul>
<p><b>Teaching equipment</b></p> <p><b>Teachers/ coaches and other users</b></p>	<p>Condition of equipment - small floats, toys, diving aids, balls, flippers, floating toys, small floatation aids</p>	<ul style="list-style-type: none"> <li>● Check all small equipment for wear and tear and remove and dispose of if worn</li> <li>● Ensure all flippers are checked and remove worn out flippers as potential injury risks</li> <li>● Ensure all floats are checked and if choking hazard from young swimmer chewing remove item and ensure teachers are aware of choking risks from teething/biting/comforting using mouth/teeth and foam equipment</li> <li>● Check diving toys for safety to use issues</li> </ul>	<ul style="list-style-type: none"> <li>● Walk around - look for evidence of biting (choking hazard)</li> <li>● Ensure all floating toys that have built up stagnant water are emptied after each use to ensure mould risks are mitigated</li> </ul>
<p><b>End of each day</b></p>	<p>Condition of equipment  Quality of changing area  Check bins for nappies and remove  Cleanliness and state of toilet areas  Condition of lane ropes  Condition and action of pool cover  Checking all areas for stragglers</p>	<ul style="list-style-type: none"> <li>● Check all equipment - throw away any broken items or chewed floats where choking hazard may occur - tidy all equipment safely -ensure stacked in a safe and usable manner</li> <li>● Check lane ropes for stress when removed if used - ensure when arrival that incorrectly stacked lane ropes are restacked properly</li> <li>● Check lane hooks are in place</li> <li>● Monitor pool cover in place whilst descending and covering pool</li> </ul>	<ul style="list-style-type: none"> <li>● Walk all pool house areas - look for breakages - potential hazards - if any local rubbish/lost property/bio hazard contamination - deal with in a safe manner</li> <li>● Remove rubbish/toilet paper and dispose</li> <li>● Ensure no stragglers left or hiding and then lock up pool house</li> </ul>



## Appendix 2: Sample Record Sheet

### DAILY POOL CHECKS

		HUMIDITY	AIR TEMP	WATER TEMP	pH DISPLAY	pH ACTUAL	FREE CHLORINE DISPLAY	FREE CHLORINE ACTUAL	TOTAL CHLORINE	COMBINED CHLORINE
MONDAY	AM									
	PM									
TUESDAY	AM									
	PM									
WEDNESDAY	AM									
	PM									
THURSDAY	AM									
	PM									
FRIDAY	AM									
	PM									
SATURDAY	AM									
	PM									

### WEEKLY POOL CHECKS

TAP WATER pH	TAP WATER FREE CHLORINE	TAP WATER TOTAL CHLORINE	TAP WATER COMBINED CHLORINE	TAP WATER TDS	POOL WATER pH VALUE	TEMP FACTOR	TOTAL ALKALINITY FACTOR	CALCIUM HARDNESS FACTOR	TDS FACTOR	BALANCED WATER TEST RESULT

### FILTER BACKWASHING

FILTER 1				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

FILTER 2				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

### DAY TANK LEVELS

CHLORINE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

ACID				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

WEEK COMMENCING

SIGNED