Swimming Pool SOP

STANDARD OPERATING PROCEDURES

This document should be read in conjunction with the emergency action plans.

SWIMMING POOL

(a) Details of the pool

1. The swimming pool is a semi indoor swimming pool approximately 14 metres long by 6 metres wide. The swimming pool water is circulated by a ribbon flow from the inlets at the shallow end to one rectangular surface draw off weir outlet and one bottom draw off grill. The pool is not deck level with a varying depth freeboard of approximately 5cm.
2. There is 'no diving' in any part of the pool.
3. Notices remind and instruct users regarding the depths and diving. Pool users should be instructed and/or reminded about these precautions and about the underwater step.
4. The swimming pool has no lane markings.
5. There are no access ladders to the pool and access is gained by the swimmer lowering themselves into the pool from the side; this can be achieved at either of the pool depths dependent on the swimmers height.
6. There is no pool hoist for the disabled and this is not a disability access pool due to the external steps to the pool entrance.
7. Access to the pool surround is via the front entrance sliding door directly on to the pool deck. The changing facilities are inside the school complex and are subject to a short walk across the concrete pathway into the pool external compound.
8. There is a steel barrier between the entrance and pool to deter non-swimmers from accessing the pool unwittingly.
9. Both access and egress is through the entrance sliding door. There is one additional exit at the far end of the pool that is redundant as it accesses to trees and a wall with no route to the school car park. This door is locked and cannot be used.
10. Telephones for emergency is by mobile phone.
11. There are rescue aids (i.e. ropes and poles attached at intervals around the pool).

(b) Potential Hazards and their Risk
1. The shallow depth of the pool renders it extremely dangerous for anyone diving and jumping into the pool, adults in particular, and is prohibited.
2. Poor and non-swimmers passing un-noticed through the stainless steel barrier between the entrance and accessing the pool.
3. The underwater step is a trip and slip/fall hazard.
4. The single bottom outlet grill is a cause of entrapment and swimmers must be prevented from sitting on it or playing with it.

(c) Usage of the pool and dealing with swimmers
1. Occasionally the swimming pool is hired out for clubs and parties (See Contract for Hire).
2. The maximum number of bathers in the pool at any one time is 20. The number of lifeguards required on poolside for this maximum number is 1. As a general guide one lifeguard is required up to 50 swimmers.
3. Under 8 year olds must be accompanied by an adult in private hire sessions. (This refers to IMSPA Guidelines).
4. There are no un-programmed sessions in this pool.
5. The school adheres to the guidelines on programmed swimming lesson session as outlined in the ASA/RLSS/IMSPA Safe Supervision of Swimming Teaching and Coaching booklet.
6. The ratios for teaching lessons are:
   a) Beginner Classes    1 teacher to 10 swimmers
   b) Improver Classes    1 teacher to 20 swimmers
   c) Special needs swimmers should be subject to an individual risk assessment and if need be 1 to 1 classes.
   d) The teacher pupil ratio for all lessons involving school pupils under the Government’s Nursery Scheme “Sure Start” should not exceed 1 to 8.
7. Rules of use are clearly shown on posters around the pool, there should be:

   NO DIVING              NO BOMBING
   NO RUNNING             NO SMOKING
   NO EATING IN POOL      NO SWEARING

8. The house rules above should be enforced. Other dangerous behaviour in the pool and on the pool surrounds should be stopped.
9. All portable electrical appliances brought on to the poolside whilst the pool is in use shall be battery operated.

(d) Pool Supervision

1. The pool must not be used unless a suitably qualified member of staff or swimming teacher supervises the group. The whole area of the pool is a moderate risk but with adequate, active supervision these risks are reduced to a minimum.

2. School pupils and swimming lesson pupils are not allowed onto the poolside without permission of a staff member. When on the poolside outside shoes should not be worn.

3. School pupils and swimming lesson pupils may not enter the water without direct instructions to do so from a member of staff or swimming teacher.

4. Before a pupil’s first lesson in the swimming pool and at regular intervals (termly) thereafter, the emergency evacuation procedures should be explained and practiced. The attention of pupils should be drawn to depth markings.

5. The majority of swimmers are school pupils in swimming classes and in a programmed environment. The swimming instructor or schoolteachers give all instructions.

6. The rest of the programme is for pool hire and should be supervised by lifeguards.

7. Lifeguards should identify weak swimmers for special monitoring.

8. The lifeguards/teachers should report poor water clarity to the site agent to consider activating EAP.

9. Staff should ensure that children are not exposed to child abuse in the swimming pool area and particularly the changing rooms in the school, which should be checked regularly.

10. The school and facility manager adheres to the guidelines given within the ‘Managing of Health and Safety in Swimming Pools’ document published by the HSE (HSE179). Based on this document and given the physical attributes of the swimming pool and the controlled use it experiences it has been determined that a lifesaver holding the RLSS National Rescue Award for Teachers and Coaches of Swimming or equivalent.

11. The swimming teachers should hold the ASA Swimming Teacher qualification or equivalent for the level of provision. Support schoolteachers should have in addition to their teaching qualifications a ASA/BT School Teachers Award or equivalent or be a PE teacher with appropriate swimming teaching competencies. Additional helpers need not be qualified, but must operate under the supervision of the qualified swimming teacher or schoolteacher.
10. All relevant qualification must be kept un-dated.
11. The swimmers must be constantly observed by lifeguards to ensure accidents and incidents are prevented. Call out procedures are:

  1. blast of whistle to attract attention of a bather to give instruction
  3. blasts of whistle to evacuate the pool

(e) Systems of work
1. The swimming lessons are of an insufficient duration to require work rotation and/or significant staff breaks.
2. The swimming teacher/school teacher should undertake routine head counts as part of the class safety protocol.
3. Lifeguards working on the poolside must have a work rotation system so that they maintain concentration. A lifeguard should not work on the poolside for longer than two hours without relief from concentration.
4. Lifeguards that are young persons (between the ages of 16 and 18) must be supervised by an adult member of staff.
5. No swimmers must be left unsupervised in the pool hall or on the pool surround.
6. All workers working in the swimming pool alone must have a mobile phone for emergency communication (See EAP). Back-up for lone workers and in cases of emergency will be provided by the school staff in the main school complex.
7. The swimming pool configuration and size dictates that there is no capacity to have and effectively operate a spinal injury board.

(f) Operational Systems
1. The swimming pool water shall be kept within the operating parameters as detailed in PAS:69 Pool temperatures.
2. The Daily Safety Check should be carried out by a member of staff every morning before business.
3. The swimming pool covers must be placed on the pool every night where supplied
4. Fire exits must be checked every morning before use to ensure they are free to operate properly in an emergency
5. Lifeguard training must include means of escape and evacuation procedures.
6. No glass should be brought into the swimming pool area.
7. Swimmers should wear appropriate swimwear i.e. traditional costumes, shorts that are not too long and inhibitive, burkinas- no cut down
jeans or trousers that may contaminate the pool water with non-fixed dye.

8. Swimmers are to remove all jewellery that may be a hazard to other swimmers. Rings, earrings, bracelets and necklaces that cannot be removed either through tight fit or for religious reasons should be taped down to minimise injury to other swimmers.

9. Swimmers are to wear shoes to and from the changing rooms and the shoes are to be left in the shoe area while swimming is undertaken.

10. The use of goggles should conform to the ASA Guidance document on the use of.

11. Safety signs to be maintained in good order.

12. Communication with non-English speaking swimmers to be considered where appropriate

(g) Detailed work instructions
1. The bottom of the swimming pool should be swept of debris daily.
2. The scum accumulating on the pool walls at the water surface should be cleaned off as appropriate but at least weekly.
3. The pool surround should be sluiced down with disinfected water daily.
4. The telescopic housing to be checked weekly for degradation.

(h) Personal Protective Equipment
1. All staff working on the poolside must have appropriate personalised non-slip footwear not to be used in other areas to avoid contamination to the pool deck.

(h) Faeces contamination procedures:
1. In the event of a well-formed stool being found in the pool it is to be netted out. The water is to be tested and if an acceptable level of free chlorine is present swimming can continue.
2. In the event of a loose stool (Diarrhoea) being found in the pool, the pool should be evacuated for the period of one complete water filtration cycle 4 to 6 hours.
3. In the event of receiving a positive plate count from the chemical analysis and/or the identification of cryptosporidia, the swimming pool should be closed and drained down and the pool and filter disinfected under the supervision of contractors and the Environmental Health Officer.

(i) Epilepsy procedures:
Epileptics can swim and take part in normal activities providing that they have been seizure free for one year and on appropriate medication, or
accompanied by an adult one to one helper. A ‘buddy’ system can be operated.

(j) Asthma procedure:
These are the same as the schools procedures. Asthma inhalers should not be shared.

(j) Disabilities
The swimming pool is disability compliant.

(k) First-Aid Supplies and training
1) There is a fully stocked first aid box accessible on the pool surround in all sessions. There must be an additional first aid box available for the pool plant room.
2) A member of staff who has undertaken a poolside resuscitation course should be available in the facility whenever the swimming pool is in use. The first aid boxes are housed on the poolside. There is an Incident/Accident Report Book available in the school administration office. All incidents/accidents must be entered in this book.
3) Serious accidents that must be reported to the HSE because of RIDDOR must be completed on the RIDDOR report form at the school office.
4) The first aid box on the pool side to be checked weekly to ensure its integrity. The first aid box in the plant room to be checked monthly by the site agent to insure its integrity.
5) First aid boxes to be replenished as required by making requests to the administration office.
6) There is a plastic container to dispose of first aid materials and blood and bodily fluids both on the poolside and in the plant room. These to be checked and emptied weekly.

(l) Details of alarm systems and any emergency equipment, maintenance arrangements
1. There is no fire alarm system throughout the facility.
2. Alarm must be raised by mobile phone.
3. There is a general use fire extinguisher next to the entrance door in the pool.

(m) Canoeing & Sub-Aqua
The pool is too shallow and unsuitable for canoeing and sub-aqua.

(n) Programmed sessions
1. All programmed sessions must abide by the Normal Operating
Procedures of the swimming pool and the terms of the Contract for Hire.
2. All damaged equipment should be reported to the Facility Manager for replacement.

Ardley Hill Academy Swimming Pool Plant Room
NORMAL OPERATING PROCEDURES

Plant and Maintenance

Chemical Dosing of Swimming Pool

1. All chemicals are to be stored in a dry and secure place above ground. All storage containers to be housed in bunds capable of containing 110% of the containers capacity.

2. Alkaline (Gas Chlorine, Sodium Hypochlorite, Calcium Hypochlorite etc) and Acids (Hydrochloric Acid) are not to be stored together. Alkalines and Acids to be stored in separate rooms adequately ventilated and signed.

3. Containers and buckets for alkaline and acids are to be clearly marked and kept separate.

4. The Pool Plant Operator must wear full Personal Protective Equipment when mixing and dosing water with chemicals:

   Goggles, rubber gloves, Wellington boots, rubber apron.

   There should be an eye wash station in the plant room.

5. The eye wash station in the plant room to be checked daily to ensure it is usable in an emergency.

6. The Site Agent is the COSHH assessor and should keep a meticulous record of all chemicals stored and used. The COSHH register must be up to date and kept in the school administration office.

Pool Water Chemical Readings

1. The chemical readings should be taken manually at least three times per day. One of which should be before bather use. The readings should always include:
Free Chlorine (to be within a recommended range of 1.50 p.p.m. to 2.00 p.p.m.)
Combined Chlorine (to be within a recommended range of 0.25 p.p.m. to 0.50 p.p.m.)
Total Chlorine (to be within a recommended range of 0.75 p.p.m. to 1.50 p.p.m.)
pH (to be within a recommended range of 7.2 to 7.6)

Readings for Total Dissolved Solids, Calcium Hardness and Alkalinity should be taken weekly and together should be used to determine 'balanced water'.

2. Pool Testing Log Sheet must be kept up to date, together with any action taken to rectify problems. Tests for water balance should be taken and calculated fortnightly.

3. A Bacteriological Sample should be taken monthly

4. The Pool Plant Operator should follow the manufacturer's guidelines for the maintenance of this equipment.

Water Quality
1. The pool water should be clear and pristine. The bottom of the pool should be visible at all times.
2. If clarity is lost the pool must be closed until clarity is restored.
3. If the pool Combined Chlorine level exceed 5ppm the pool should be closed until the water disinfectant is re-balanced.
4. If the pH of the water exceeds 7.9 or is below 7.00 the pool must be closed until the recommended pH level is restored.
5. The pool should be backwashed as per the manufacturer's instructions. The strainer basket to be cleaned daily. Backwashing not to be undertaken when the pool is in use.
6. The filter to be internally examined annually.
7. The pool filter media to be replaced every 3 years.
8. Faeces contamination procedures:
   See page 6.
Boiler Management

1. Although the boiler services the whole school and is not subject to this PSOP an annual contract for the maintenance of the boilers must be maintained.

Electricity.

1. A contract for the electrical supply and fittings must be maintained.

2. All portable electrical appliances to be tested annually, this to include any electrical personal appliances brought onto site. Electrical equipment should be battery operated as possible.

Water supply

1. All temperature control settings to be checked weekly.

2. All water tanks to be checked for infestation, scale build-up and contamination quarterly.

General

1. The plant rooms is to be kept clean and tidy with inflammable material kept to a minimum.

2. Contractors on site working on maintenance issues to report to the school administration office and log in/log out. To be supplied with a copy of the Emergency Action Plan and dos and don’ts of site.

3. The pool plant operator(s) to be competent to the level of a Pool Plant Operators Certificate or equivalent.

4. All maintenance staff to complete a Manual Handling course.

5. All plant and equipment to be visually checked daily.

6. All plant and machinery to be operated according to manufacturers and suppliers instructions.

7. Communication between the plant room and the rest of the school is by mobile phone or other internal communication device.
8. The plant room is prohibited to unauthorised staff and must be kept locked and secure.
EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) details what must be done to evacuate either the swimming pool in the event of specific emergencies.

The emergency tasks are to be carried out by the school staff or in the event of a hire arrangement by the persons contracted to carry out these functions (see Contract for Hire).

The pool housing only has one entrance exit and all evacuation must take place through this door. In the unlikely event that this door is compromised swimmers must remain in the pool all at the opposite end until rescued.

All staff that supervise the swimming pool must receive training on the evacuation procedure and this must be recorded.

Evacuation training should be undertaken quarterly and records kept.

1. Fire

In the event of a fire the person(s) supervising the facility shall give three short blasts of a whistle and announce ‘clear the pool - Fire, Fire, Fire’. The person supervising the facility should then telephone the school administration office and inform them of the incident.

If there is an available member of staff in the administration office they should immediately dial 999 and inform the fire brigade of the location of the fire and that evacuation is in progress.

The person(s) supervising the facility shall indicate that evacuation is away from the source of the fire. If the position of the fire allows the users should evacuate the facility and assemble in the front car park. This would be the normal assembly point from the front entrance.

The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Bathers wearing sport kit should not be permitted to try and retrieve their clothes.

When the users are safely away from the fire area the person(s) supervising the evacuation should alert the Fire Brigade by dialling 999 and inform them the facility is clear and that (s)he will meet the fire appliance at the entrance to the school car park.
Only when users are safely away from the fire should members of staff consider fighting the fire provided it is without personal risk! Fire extinguishers should only be used initially to provide a way through fires and save lives.

2. Uncontrolled gas emission

In the event of an uncontrolled gas emission, which is most likely to be caused by mixing the chlorine pool disinfectant with an acid based cleaner, the person(s) supervising the facility shall give three short blasts of a whistle and announce 'clear the pool' or 'clear the hall'. The person(s) supervising the facility shall indicate that evacuation of the facility is 'up wind' of the chemical release. Because the plant room and disinfection dosing equipment is housed in the adjacent brick building moving away from this area is paramount. Swimmers should not be permitted to try and retrieve their clothes.

The person supervising the facility should then telephone the school administration office and inform them of the incident and whether or not the main school complex is at risk.

When the users are safely away from the gas emission the person(s) supervising the facility should alert the Fire Brigade by dialling 999. They should inform the Fire Brigade if the vehicular approach is 'down/up wind' of the gas release.

An uncontrolled gas emission is capable of affecting a large area that could include the whole school campus and adjacent residential housing and in this instance the school evacuation procedures would have to be activated with the above provisos.

3. Lighting

The swimming pool is housed in a polycarbonate housing that relies on natural light to illuminate the pool.

The facility should be evacuated if the natural light becomes so poor that the users are not clearly visible. This may occur in thunderstorms and heavy rain downpours. The pool should not be used in the hours of darkness without adequate artificial light.
The person(s) supervising the facility shall give three short blasts of whistle and announce ‘clear the pool’. The users should be moved to the main school complex.

4. Overcrowding

In the event of the swimming pool having a significant number of bathers over the recommended figure of 20. The person(s) supervising the swimming pool shall give three short blasts of a whistle and announce ‘Clear the Pool’.

The person(s) supervising the swimming pool should then resolve the overcrowding problem.

5. Disorderly Behaviour

In the event of disorderly behaviour the person(s) supervising the facility should give one sharp blast of the whistle and request that the disorderly user behave or leave the facility. If the problem persists the person(s) supervising the facility may wish to clear the whole area and stop the activity.

Finally, as a last resort the police may be summoned by calling 999.

6. Lack of Water Clarity

If the water becomes cloudy or turbid and the person(s) supervising the swimming pool can no longer see swimmers beneath the water or on the floor of the pool the swimming should be stopped until the clarity is regained.

7. Serious injury to a bather

If a serious injury to a bather occurs the person(s) supervising the swimming pool should not permit swimming to continue whist assisting the injured person.

The person(s) supervising the swimming pool shall give three short blasts of a whistle and announce ‘Clear the Pool’.

When the users are safely away from water the person(s) supervising the swimming pool should alert the Ambulance service by dialling 999. First Aid should be administered.

8. Discovery of a casualty in the water
If there is a casualty in the water the person(s) supervising the swimming pool shall give three short blasts of a whistle and announce 'Clear the Pool'.

The person(s) supervising the swimming pool should then rescue the casualty by the appropriate method (throw, reach, wade and tow).

Support staff should ensure all other users are safely away from water and use a mobile telephone to summon assistance as appropriate or should then alert the Ambulance service by dialling 999 or arranging for another helper to do so.

The casualty should then receive CCPR as appropriate.

9. Serious injury to other sports user

If a serious injury to a user occurs the person(s) supervising the facility should not permit the activity to continue whilst assisting the injured person.

The person(s) supervising the facility shall give one short blast of a whistle and announce 'stop what you are doing'.

When the users have stopped the activity the person(s) supervising the facility should alert the Ambulance service by dialling 999. First Aid should be administered if there is a qualified first aider present or capable of being summoned.

10. Structural Failure

If a part of the structure of the facility collapses or is deemed to be in imminent danger of collapsing the person(s) supervising the facility shall give three short blasts of a whistle and announce 'clear the pool' or 'clear the hall'.

The person(s) supervising the facility shall indicate that evacuation is away from the dangerous part of the building. If the position of the structural failure allows the users should evacuate the facility and assemble on the car park. The person(s) supervising the facility should be the last person to leave after ensuring every one else has left. Bathers or sports hall users wearing sport kit should not be permitted to try and retrieve their clothes.

If the structural failure has imperilled lives the Fire Brigade and ambulance services should be summoned by dialling 999. Any attempt to rescue trapped users should not be attempted until all other users are safely evacuated and at no risk to the supervisor's safety.
In the event of any of the above emergencies a staff member should meet the emergency services at the entrance to the swimming pool car park and direct them to the incident area giving clear instructions of the nature of the emergency.

There is no emergency procedure for a bomb alert as this is considered to be unlikely.

Revised November 2015