

Headteacher: Ms T Wilden B.A. (HONS)

Initial policy date	June 2018	Next scheduled review	June 2021
Governor approved	24 June 2020	Key person/people	Business Manager
Model policy		Model localised	Y
Pupil leadership team review		N	

Swimming Pool – Normal Operating Plan

This Normal Operating Plan (NOP) details the procedures in place for the safe management (under normal conditions) of the swimming pool located at Test Valley School.

The plan will be assessed and reviewed from time to time on an informal basis by the Pool Plant Operator and Pool Manager, and on a formal and annual basis by Governors' Finance & General Purposes Committee.

Head of Establishment (Pool Manager)

At Test Valley School the person with overall responsibility and full accountability for the safe operation of the pool is the Headteacher. They will hold the title of **Pool Manager**.

To ensure that all activities relating to the use of the pool are undertaken in a safe manner and all legal, corporate and departmental requirements are met, the pool manager will ensure:

- All relevant systems and procedures have been followed to ensure the highest levels of safety have been identified.
- All required risk and COSHH assessments have been completed by a competent person, identified control measures implemented and the information shared with all relevant persons (staff, hirers, contractors, etc).
- All staff have been provided with appropriate training/information to enable them to carry out their role in a safe manner.
- All required locally managed testing is carried out at the appropriate times, recorded using the relevant forms and copies retained for a minimum period of 5 years.
- Everyone connected with the pool has been provided with copies of the Pool Safety Operating Procedures and understands their contents.
- Pool use is managed in accordance with the guidelines laid down in the Health & Safety Executive document HSG 179, 'Swimming Pool Water -Treatment & Quality Standards for Pools & Spas' and Safety in PE and Sport (HCC 2012)
- The swimming pool is maintained to a safe standard with all required testing and inspection carried out and recorded. This includes any mechanical lifting equipment used (slings/hoist, etc.).
- Safer recruitment and safeguarding principles in accordance with the HCC and the school's own Child Protection and Safeguarding policies are adhered to.
- Any other requirements that may be necessary to ensure the health, safety and welfare of anyone connected with the pool, its use and operation.

The responsibility for day to day management of the pool operation has been delegated to the Senior Site Manager who is known as the **Pool Plant Operator**.

Pool Plant Operator

The pool plant operator has gained the level of technical knowledge required to safely manage a pool by completing the nationally recognised level 3 'National Pool Plant Operator' training course. This was achieved on 28.03.2018 and the qualification is due to expire on 27.03.2023.

The pool plant operator is responsible for undertaking a number of checks that are required to ensure that the pool is maintained to a level where it is safe to be used.

Below is a list of the common checks that are carried out and the frequency at which they take place during the opening season of the outdoor pool (typically from April – September).

Daily Checks/Duties

- Check emergency alarms.
- Check emergency equipment is in position and fully functional.
- Carry out a visual check of all pool equipment including any mechanical devices used for lifting bathers into the pool, and record.
- Carry out checks of; water temperature, pH, disinfectant levels and clarity of water testing. This will be carried out 3 times daily as a **minimum** during use.
- Inspect and remove debris floating on the surface of the swimming pool and check for defects.
- Ensure that filters, pumps, etc. are operating satisfactorily.
- Inspect and check emergency lighting.
- Clean and refill foot baths with foot bath chemical liquid (if applicable).
- Clean changing areas with disinfectant and clean surrounds.
- Floor thoroughly cleansed, with pool water, by a combination of hosing, mopping and scrubbing.

Weekly Checks/Duties2

- Thoroughly clean pool surround and equipment.
- Clean surface water skimmer baskets of debris.
- Backwash filter plant or renew filter material, according to type of filtration plant fitted and ensure that the equipment is functioning efficiently.
- Clean the floor of the pool & equipment/tots/floats used in the pool
- Sample and test pool water for calcium hardness, total alkalinity and total dissolved solids.
- Carry out a water balance test of the pool water using the Langelier test regime.

Monthly

- Check level transfer channels are drained and cleaned.
- Ensure a water sample is taken by Hampshire Scientific Services for microbiological examination (Swimming pools only).
- Carry out a water balance test of the source water used to top up the swimming pool using the Langelier test regime.
- Re-calibrate automatic monitoring equipment

Three Monthly

- Transportable and portable electrical equipment to be inspected.
- Check lighting and ensure that bottom of pool is visible at all times.

Every 6 – 12months

- Full service check on the chemical control system (dosing & monitoring equipment) and any specialist items like ozonators (preferably by the manufacturer)
- Internally inspect filters

- Verify that the system is functioning in accordance with the original design.

Formal records are retained for all of the above and are located site manager's office.

Outdoor Pools

Winterising

'Winterising of your outdoor swimming pool will be carried out by SSE who will undertake the work on behalf of Property Services/CCBS.

It will normally be carried out during the month of October and prepare your swimming pool for the period of inactivity during the Autumn/Winter.

During the closure period the pool plant operator will undertake inspections at regular intervals to check that there is no loss of water through leakage or other defects, look at the condition of fencing, coatings on timber and metal work, pool plant room, pool cover, etc. and ensure that all defects are reported to the Pool Manager to arrange for repairs to be carried out.

Re-commissioning

Re-commissioning of your outdoor swimming pool will be carried out by SSE who will undertake the work on behalf of Property Services/CCBS. It will normally be carried out during the month of April - prior to opening for use in May.

****Ensure that a microbiological test has been completed by Hampshire Scientific Services prior to the pool being put back into use. ****

Other Roles in Pool Management

Lifesaving

Programmed Swimming in pools

Programmed swimming is defined as 'activities, in or out of the water, which are controlled and disciplined by a teacher or instructor. This includes activities such as competitive training, and individual or group swimming instruction'.

The Safety in Physical Education & Sport (HCC 2012) document states that teachers, coaches or supervisors of programmed sessions are suitably qualified if they are holders of a current:

- Hampshire County Council Water Safety Certificate
- Swimming Teachers' Association National Rescue Standard Award (STA NaRS)
- Royal Lifesaving Society (RLSS) Teachers Rescue Award
- National Rescue Standard for Swimming Teachers and Coaches (NRASTC)
- STA Award in Pool Emergency Procedures.

****Current means that the award must have been gained not more than two years previously.**

The Hampshire County Council Water Safety Award was formerly available for teachers and assistants employed by Hampshire schools. It has been replaced by the STA Pool Emergency Procedures Award (PEP). This award supports the safe supervision of National Curriculum swimming by pupils in either deep or shallow water within the context of structured lessons in curriculum time.

For further information on the appropriate training courses required by those undertaking lifesaving duties please refer to the relevant section of the Safety in PE & Sport (HCC 2012) publication. Alternatively, please contact the HCC Physical Education Consultant.

With regards to lifesaving responsibilities and pool lettings, the minimum number of adults and the required level of competency are detailed in Safety in Physical Education and Sport (HCC 2012).

Key Tasks of a Lifesaver

The role of Lifeguard includes the following tasks:

- Anticipate problems and potential emergencies and act accordingly (e.g. swimmer out of depth, in path of diver).
- Enforce the pool rules.
- Control the behaviour of the swimmers.
- Give immediate First Aid in the event of injury (if qualified).
- Initiate emergency action (e.g. rescue) according to STA training.
- Initiate pool evacuation according to procedures.
- Communicate with the swimmers and educate them of rules.
- Communicate with members of staff - pass on or request information whenever necessary

All the above require absolute concentration and an ability to react to differing situations. Therefore, Lifesaving duties will be limited to shifts that do not exceed 2 consecutive lessons without a break. Rest periods/breaks will be provided at intervals not exceeding 2 hours.

The Pool

Plan of the Pool

A plan of the pool is included in this NOP and details the following information: the location of the lifesaving positions, areas of the pool to be scanned by the lifesaver (surveillance zones), position of lifesaving aids, maximum and minimum depth of water, location of exits

Dimensions and Depth of Pool

The length of the pool is 23m

The width of the pool is 9m

The total swimming surface area is 207 sqm

The maximum depth of the pool is 3.2m

The minimum depth of the pool is 1m

Pool Capacity

The maximum **SAFE** bather load (number of swimmers who can safely be allowed to use the pool at any one time) is 40 pupils.

The maximum **DESIGN** bather load (number of swimmers per Turnover Period) is 50 pupils.

A deep water sign must be visible at the deep end of the pool, and a 'No Diving' sign must be displayed.

Lifeguard Positions

The designated Lifesaving positions and the area of the pool they are designed to cover are as follows: lifesaver 1 covers the top end of the pool 3.2m depth to the middle line of the pool

standing in front of the pump house. Lifesaver number 2 will stand at the other end of the pool opposite life guard one.

The Lifesaver is permitted to patrol poolside on foot as well as occupying one of the above positions.

Lifesaving Aids (Emergency Equipment) Positions

All pools must have emergency equipment. As part of the risk assessment process the Pool Manager, together with the Lifeguard/s, has identified the type of Lifesaving equipment/aid required.

Details of the required equipment/aids and their location are as below:

- Reaching Poles - two grey poles of different lengths with blue handles hung on pump house
- Red Torpedo buoy
- Throw Ropes two ropes with 2.5lt barrels white in colour

All equipment provided for emergency use must be kept in its designated place and be maintained in working order.

Safety Signage Positions

Signs are particularly important especially where there are any sudden changes in depth and it is necessary to clearly mark the depth of the water, show areas where it is unsafe to swim, or there are slippery surfaces, for example.

The pool operator, working with a trained risk assessor has carried out a risk assessment to determine what signs are required.

Pool Covers

The outdoor pool is not covered.

Awareness of Risks – Main Hazards and High Risk Users

Under the basic principles of risk assessment, risk factors within the pool, plant room and associated areas are assessed and reviewed from time to time on an informal basis by the Pool Plant Operator and Pool Manager, and on a formal annual basis by FGP Governors.

The Normal Operating Plan is reviewed and amended as necessary (minimum annually). The associated risk assessments are reviewed (as a minimum) every three years, or before this time if there have been any changes that may affect the suitability of the content of the risk assessment.

Risk Assessment

The relevant risk assessments have been completed by trained risk assessors in conjunction with those staff associated with the pool. Information on the outcome of the risk assessments is shared with all relevant persons (staff, hirers, contractors, etc.) and records of this retained. Copies of the current risk assessments are located in the main office.

RA053A Use of Swimming Pool and RA053B Management of Swimming Pool apply

Reducing the Risks

All pool users must: -

- Observe the pool rules at all times
- Only dive into the deep-end shown by notices on the poolside and in accordance with the school diving policy
- Behave in an appropriate manner with respect to other pool users
- Co-operate with all staff with regards to the requirements identified for their health & safety and that of others.
- Report any unsafe acts, maintenance issues or general concerns to the pool supervisor/operator/manager as soon as possible.

Pool supervisors will: -

- Familiarise themselves with the pool safety operating procedures (PSOP).
- Ensure that everyone is out of the pool area at the end of each session and that unauthorised re-entry is not possible.
- Understand that STRICTLY NO ACCESS for unauthorised persons to the poolside is permitted unless a supervisor is present.
- Ensure that the pool rules are adhered to at all times.
- Report any unsafe acts, maintenance issues or general concerns to the pool supervisor/operator/manager as soon as possible.

Staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the site team as soon as is reasonably practical to enable the appropriate action to be taken. If the required repairs fall under the remit of Property Services/CCBS or cannot be rectified immediately, then the area should be made safe/put out of action until the required work has been completed. This information should be shared with all relevant persons.

Supervision

There must be a minimum of 2 of adults poolside at all times one of which should be a member of school staff.

Where groups of people with disabilities are using the pool, higher levels of supervision may be required.

The minimum staffing level is 4-1 or 1-1 depending on the disability at all times (poolside) when there is access to the pool, and especially when there are teachers, swimmers or spectators in and around the pool environment.

Access to Pool when Unattended

Effective measures must be taken to ensure that unauthorised access to the pool is prevented, and at no time should the pool be accessible without the presence of a nominated Lifeguard. This will include both invited and uninvited users – during standard opening times, as well as the period when the pool/premises are closed.

The measures taken to restrict access to the pool when it is not in use are as detailed below:

- The two gates that will allow access to the pool area will be locked when not in use.
- Out of school hours the three main gates to the outer perimeter will also be locked and only authorised staff will hold keys for the inner gates

Swimming Pool Rules

Copies of the pool rules are displayed pool side and in the changing areas.

- Shower prior to bathing
- No running. No pushing. No ducking. No fighting. No acrobatics. No spitting. No bombing. No jumping on to other swimmers.
- **Only appropriate swimwear is to be worn: Full swim suits must be worn – no bikinis or tankinis. No cut-down jeans.** T-shirts should be discouraged unless necessary due to medical condition.
- No nappies (children/babies must wear regular swimwear or special "aqua nappies").
- No eating/drinking/chewing gum when swimming.
- No wearing of heavy jewellery, or any jewellery that may be a safety hazard or may injury the wearer or another swimmer.
- Swimmers should be advised not to eat a heavy meal within one hour before swimming.
- No china/glass cups, plates or other breakables etc. allowed in the pool area.
- No faking injury or faking drowning.
- No behaviour considered dangerous or objectionable by any member of staff.
- Swimmers must show respect for each other and must not cause any inconvenience to other swimmers
- Swimmers who are known to be visiting the pool for the first time should be encouraged, when possible, to make themselves familiar with the pool environment and design.
- **No taking of pictures or films. Mobile phones should not be used in or around the pool area.**

Special Pool Feature Rules

We do not have any special features and inflatable toys are not permitted.

Diving/Jumping Rules

Pool managers, swimming teachers and those involved in lifesaving activities need to be particularly aware of the hazards of diving into water of insufficient depth. Diving into water of insufficient depth can lead to concussion or injury to the head or spine. The most serious of these accidents can lead to tetraplegia (total paralysis below the neck).

The latest safety guidance recommends that children should not be taught to dive where the water depth is less than 1.8 metres. ASA guidance states that when diving is being taught, ideally the water depth should be at least full standing height plus arms and fingers fully extended. Very few pools can, however, provide water of sufficient depth to meet this requirement, particularly for tall children. As it would be far less safe to not teach diving at all to a proportion of the population, the ASA recommends a minimum depth of 1.8m, with the exercise of additional caution.

The following types of diving are prohibited in all areas of the pool during programmed and un-programmed sessions:

- Running dives;
- Backward dives;
- Dives without hand in front of head;
- Indiscriminate diving;
- Somersault entries;
- 'Bombing'.

Checking Numbers of Swimmers

In relation to school swimming sessions, staff must count pupils into and out of the pool, and at regular intervals during the session. Working in pairs (the "buddy" system) is a vital additional precaution. The teacher should adopt a simple signalling system and those signals should be explained to the pupils.

Pre-Swim Hygiene Rules for Swimmers

Good pre-swim hygiene is one of the most important factors in maintaining a high pool water quality that is both healthy & enjoyable to swim in. The main reason for using chemicals, in particular disinfectants, is to counteract the pollution and potentially harmful bacteria brought into the pool by bathers. This could result in cross-infection from one bather to another.

Trials have shown that pre-swim showering removes up to two-thirds of the sweat products, and a third of the bacteria that would otherwise end up in the pool. A shower removes five times more pollution than a footbath does.

At Test Valley School swimming pool, the pre-swim hygiene rules in place are:

- Bathers will use the footbath (if applicable) before entering the pool area.
- Before entering the pool, bathers will use the shower to remove dirt/dust/grime.
- Bathers will use the toilets before entering the pool.
- Bathers will blow noses before entering the pool.
- Persons with severe athlete's foot will not be allowed in the swimming pool or surrounding areas unless their feet are suitably covered
- Verrucae sufferers will only be allowed in the pool and surrounding area if treatment has been started.
- Anyone suffering from any stomach upsets (diarrhoea or sickness) will not be allowed in the pool.
- Persons with any infected skin lesion will not be allowed into the pool.
- Anyone with a discharging ear infection will not be allowed into the pool.
- In order to protect the pool filter, swimmers with long hair will tie their hair back.
- Cosmetics and hair products will be removed before entering the pool

Hygiene Rules for Staff

In order to minimise the dirt and harmful bacteria brought into the pool environment, all Lifeguards and supervising staff must ensure that their footwear is clean before walking on poolside.

Recording Use of Pool

It is important to record the usage of the pool in order to assist any risk management process, assist any accident investigation, assess the usage in relation to the water treatment and plant etc. Information on daily bather loads, dilution rates, etc. will be recorded by the Pool Plant Operator in the pool plant log book. This is located site office.

COSHH

Under the Control of Substances Hazardous to Health (COSHH) Regulations a COSHH assessment must be completed for all hazardous substances used in the pool/pool area. This will

also include micro-organisms that may be produced and have the potential to cause harm (i.e. Pseudomonas, Legionella, cryptosporidium).

COSHH assessments will be completed by site team who is the trained COSHH assessor. Information on the outcome of the COSHH assessment MUST be shared with all relevant staff and records of this maintained.

A register of all completed COSHH assessments is located at site office.

The assessments will be routinely reviewed and the information regularly refreshed with staff. The Pool Manager will periodically monitor the accuracy of the COSHH assessment file against the chemicals in use to ensure they correlate.

Delivery & Storage of Chemicals

All staff involved in the handling of hazardous substances will receive appropriate information and training to ensure that they understand the principles of COSHH and how to handle and store substances safely.

This will include information on:

- Chemicals should be stored in their original containers and care taken to ensure that containers are kept tightly closed; that they do not leak and are clearly marked to show what they contain.
- Different chemicals should never be mixed and steps should be taken to prevent the possibility of accidental mixing. Chlorine compounds used must be kept apart from acid materials as mixing of even small quantities may cause rapid generation of highly toxic chlorine gas.
- Vessels used to measure or otherwise contain chemicals should be well washed out with water before and after use.
- When diluting or dissolving a chemical, where this is appropriate, always add the chemical slowly to the water, never the water to the chemical.
- Chemicals must **not** be stored in boiler rooms. Ensure that rooms in which chemicals are used and stored are cool, dry and well ventilated and secure and that they are kept clean.
- Rooms, cupboards and other places used for the storage and handling of swimming pool chemicals must be **kept locked** with entry restricted to the site team who are authorised persons.
- Spilled chemicals must be cleared away and disposed of safely following the supplier's/manufacturers guidance, washing down as necessary. Empty chemical containers must also be disposed of safely.

Emergency arrangements for serious leaks/spillages are detailed in the Emergency Action Plan (EAP).

First Aid

First aid requirements for the pool area have been identified by the completion of the First Aid Needs Assessment document. This has considered situations when the pool is in use during normal school opening hours and when the pool is used outside of school hours.

COSHH assessments can be located at pool pump house should this information be required by those administering first aid or need to be passed to emergency services.

The level of first aid required (as identified by the first aid needs assessment) is Emergency Aid at Work qualified staff

The first aid box is located on the front of the pump house.

Communication

A telephone giving direct contact to the emergency services or a poolside alarm for summoning outside help is available at main school reception. Notices indicating the location of the assistance are displayed at the poolside.

To summon assistance, as required, the following methods of communication must be applied when possible:

- Lifesaver blowing three blasts on a whistle.
- Lifesaver/member of staff sends pupil to office stating clearly what is needed
 - First aider
 - Ring for ambulance 999
 - Code 1 (spinal injury)
 - Ensure that correct ambulance is requested with spinal injury board
 - Ensure extra help is sent to poolside to assist
 - Pupil to return to say task completed accompanied by a member (of office) staff

Accident/Incident reporting

All reporting and recording of accidents and incidents should be carried out in accordance with the Children's Services Safety Guidance Procedure SGP 17-07

The Incident/Accident Report Book is located: at main school reception.

Qualifications required by Role

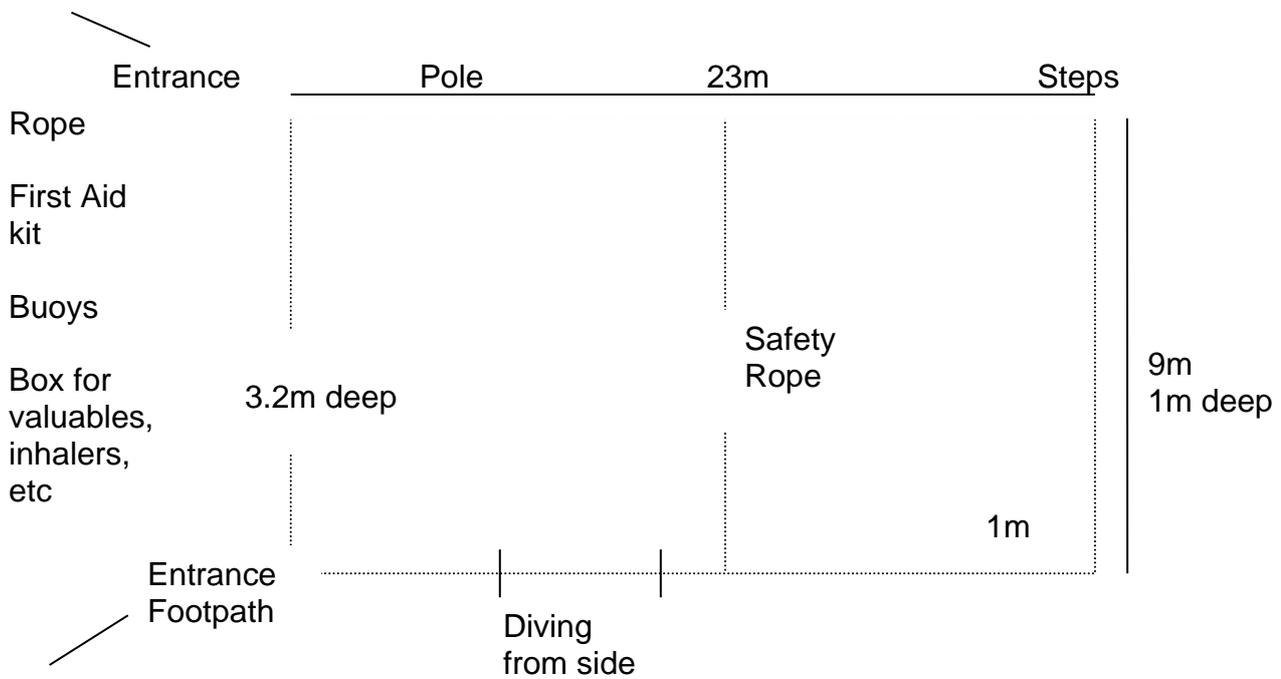
Qualifications	Role
Lifesavers	Teaching staff
Trained Pool Plant Operator	Site Team or Teaching staff
Trained Risk Assessor	Senior Site Manager Business Manager
Trained Fire Safety Coordinator	Senior Site Manager Business Manager
Trained COSHH Assessor	Senior Site Manager
Accident Investigator	Business Manager
Oversight of H&S	Head Teacher

MEMBERS OF STAFF WHO CURRENTLY HOLD STANDARD QUALIFIED FIRST AID CERTIFICATES (3-DAY COURSE) OR EMERGENCY FIRST AID AT WORK

Updated June 2020

Name		Valid to	Area
First Aid at Work			
Falkingham	Mr C	07/06/2021	Sports Hall
Hewlett	Mrs J	01/05/2020	Office
James	Mrs K	13/01/2023	Office
Wylde	Mr A	28/09/2021	School
Schools First Aid			
Juliff	Mrs S	12/10/2019	Office
Full Paediatric First Aid			
Emergency First Aid at Work			
Dover	Mrs C	15/06/2020	MFL
Holmes	Mr D	15/05/2022	Science
Langdown	Mr S	13/05/2022	DT
Leyman	Mrs G	15/06/2020	Art&Drama
Osborne	Mrs N	15/06/2020	DT/Humanities
Pennicott	Mr M	15/06/2020	School
Vaughan	Mrs T	15/06/2020	Sports Hall
Whitehead	Mrs J	12/01/2019	ROSLA
Willcox	Mr C	26/04/2022	ROSLA

PLAN



- The outdoor pool is located in the centre of the school buildings. Changing facilities are found in the building to the right.
- There is no access allowed to the pool without a qualified staff member
- The school site team are responsible for testing the pool, and display a board by the pool to inform staff if the pool is open or closed.