

**School Swimming Pool Safety Operating Procedure**

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**School Swimming Pool Safety Operating Procedure****1. Changes from Last Issue**

Addition of information regarding COVID transmission prevention in section 2. Objectives.

Addition of Covid-19 signage to 3.1.3 Signage.

Addition of cleaning to 3.2.4 Rescue Aids.

Addition of cleaning to 3.2.4 Poolside Store.

Addition of section 3.1.10 Changing Rooms.

Addition of section 3.1.11 Spectator Area.

Addition of section 3.2.2 Covid Risks.

Amendments to 3.2.5 Non & Weak Swimmers

Addition of Covid-19 transmission risks to 3.3.1 Communicating Pool Safety.

Addition of Covid-19 transmission risks to 3.3.2 Pool Rules.

Amendments to NPLQ training in section 3.4.1 Leisure Assistants Qualification regarding times and limitations.

Addition of social distancing to 3.4.3 Leisure Assistant Code of Conduct.

Amendments to information in 3.4.7 Bather Loads.

Addition of Covid-19 transmission risks to 3.5 First Aid.

Amendments to plan and information in 3.6.5 School Swimming.

Amendments to plan and information in 3.6.6 Swimming Clubs.

**School Swimming Pool Safety Operating Procedure****2. Objective**

It is the objective of this document to ensure that the activity areas at Moor Park Health and Leisure Centre and activities held within them are controlled and operated consistently to a high standard and to provide a safe environment for our customers in line with government advice on social distancing.

This document has been designed to provide clear information to members of staff and visitors who work within the area or have responsibilities for it, and outlines the necessary standards of cleaning and operations required to limit the risks presented by Covid-19.

To produce this document guidance from the HSE's Managing Health & Safety In Swimming Pools (3<sup>rd</sup> Edition) has been followed.

Within the Leisure facility a Leisure Manager, 2 Duty Officers and an Assistant Duty Officer work to a set rota to cover all opening hours throughout the week. One of these responsible persons must be on duty at all times whilst the centre is open to the public.

The Duty Officers are responsible for managing the Leisure Assistants, Receptionists and all Health & Fitness staff. The Duty Officers and Assistant Duty Officers must be sufficiently trained to be in a position to cover shifts, in the event of an emergency or vacant shift at other sites.

**School Swimming Pool Safety Operating Procedure****3. Normal Operating Procedure Details****3.1 Details Of Pools****3.1.1 Dimensions, Depths and Temperatures**

The main pool has two shallow ends at the near and far ends of the pool. The deepest section is in the middle of the pool.

The dimensions of both swimming pools are shown below:

	<b>Main Pool</b>	<b>Learner Pool</b>
<b>Length</b>	25m	15m
<b>Width</b>	15m	7m
<b>Depth</b>	0.9m to 1.75m	0.85m

The water temperatures are regulated and monitored in the plant room.

The temperature brackets are shown below:

	<b>Main Pool</b>	<b>Learner Pool</b>
<b>Temperature</b>	28-30°C	30-32°C

**3.1.2 Security**

The entrance door to the wet side changing rooms is secured by a digital lock, which is locked throughout the school swimming session. Additional digital locks are used to secure the doors to the poolside store, plant room & changing room cleaning store.

**3.1.3 Signage**

Several instruction and information signs are located on poolside.

The fixed signs displayed are shown below:

**Main Pool**

<b>Sign</b>	<b>Amount</b>	<b>Location</b>
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**School Swimming Pool Safety Operating Procedure**

No Diving – 0.9m Depth	2	Wall Mounted (Bispham Rd. wall)
1.55m Depth	2	Wall Mounted (Bispham Rd. wall)
No Diving – 1.75m Depth	1	Wall Mounted (Bispham Rd. wall)
‘Running Man’ Fire Exit	2	Above F/Aid room & B/Rd fire exit
Fire Action	2	Next to C/Room & B/Rd fire exit
Pool Rules	1	Wall Mounted (Bispham Rd. wall)

**Learner Pool**

Sign	Amount	Location
No Diving – 0.85m	1	Wall Mounted (Bristol Av. wall)
‘Running Man’ Fire Exit	2	Above B/Av. & Spectator fire exits
Fire Action	2	Next to B/Av. & Spectator fire exits

Portable signage is also available on poolside and should be set out by lifeguards prior to relevant session commencing:

Slow Lane (with directions)	2	Portable (at both ends of pool)
Medium Lane (with directions)	2	Portable (at both ends of pool)
Fast Lane (with directions)	2	Portable (at both ends of pool)
Rest Area	6	Portable (at both ends of pool)

Additional signage is placed at key points throughout the changing rooms and poolside to remind customers of social distancing requirements.







**3.1.4 Rescue Aids**

Several rescue aids are available for use by Lifeguards on poolside. The items are checked daily by Duty Officers as part of the FIR (Facility Inspection Report REF: **OP.F3**) to ensure they are in position and in working order.






The aids available are shown and displayed on the diagram below:

**Main Pool**

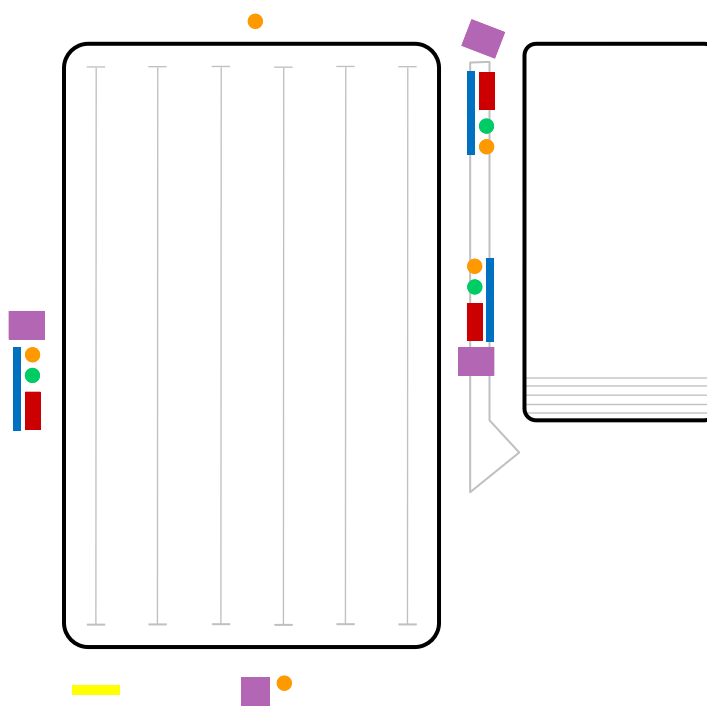
### School Swimming Pool Safety Operating Procedure

Aid	Amount	Location
Lifeguard Chair 	3	In the centre at three edges of pool
Throw Bag 	4	By all lifeguard chairs & Bristol Av. fire exit
Reach Pole 	2	By the used lifeguard chairs
Torpedo Buoy 	2	On the used lifeguard chairs
Spine board 	1	First aid room
Face Mask 	3	On all lifeguard chairs

### Learner Pool

Aid	Amount	Location
Lifeguard Chair 	1	Next to divide at Bristol Av. end of pool
Throw Bag 	1	By the lifeguard chair
Reach Pole 	1	By the lifeguard chair
Torpedo Buoy 	1	By the lifeguard chair
Face Mask 	1	By the lifeguard chair

### Plan



If any rescue items are used, they must be cleaned with pool water or disinfectant before being returned to their positions. The lifeguard chair handrails must be









**School Swimming Pool Safety Operating Procedure**

cleaned with disinfectant as part of lifeguard change overs.

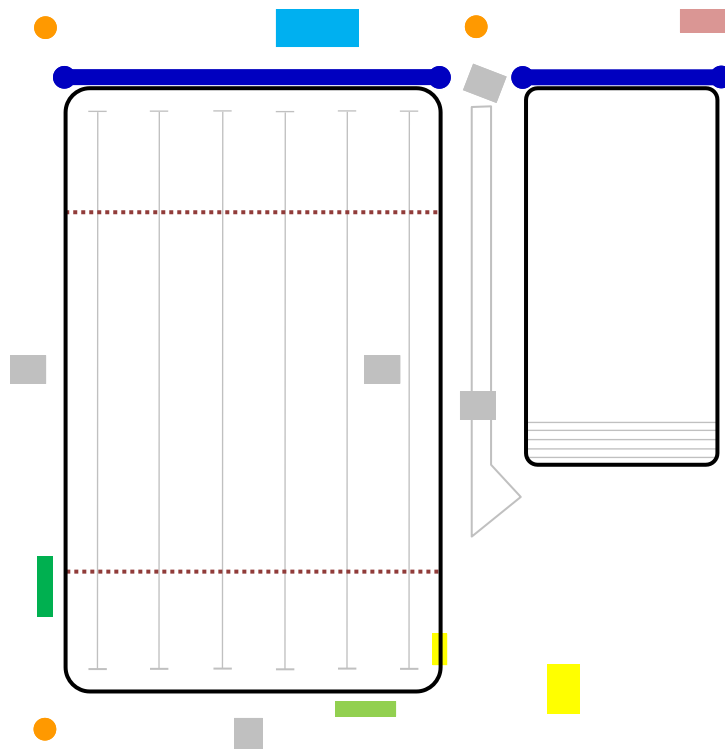
**3.1.5 Poolside & Portable Equipment**

A variety of equipment for use in the pool is stored on poolside. This equipment must only be used and operated by staff who have been trained how to do so correctly and safely. Safe Systems of Work (REF: HS.SS) are available and must be followed for all equipment.

The equipment is shown and displayed on the diagram below:

Equipment		Location
Pool Covers		At the Bristol Av. end of each pool
Arjo Hoist		Next to main pool near changing rooms
Dipper Hoist		Next to main pool on Bispham Rd. side
Anti-Wave Lane Ropes		In Window bay at Bristol Av. end
Rope Lane Ropes		On hooks at 3 corners of main pool
Mini Water Polo Nets		Against wall at Bristol Av. end of learner pool
Changeable Steps/Stairs		In-situ & in barrier recess near changing rooms
Flags		In-situ across the main pool

**Plan**





**School Swimming Pool Safety Operating Procedure**

The pool covers are only put on at the end of the daily pool sessions;

The pool hoists are used to allow wheel chair users and those with mobility issues access to the pool; they should only be operated by staff who have been trained how to do so safely.

Rope lane ropes are used as width and lane dividers.

**3.1.6 Window Glare**

The large windows on poolside are covered with a tinted film which is designed to reduce glare on the pool water's surface; however if a lifeguards vision is affected by glare, blinds are also fitted and should be lowered to eliminate the issue.

If for any reason the lifeguard and swimming teachers cannot see the bottom of the swimming pool the pool will be cleared until the issue is resolved.

**3.1.7 Poolside Panic Alarms**

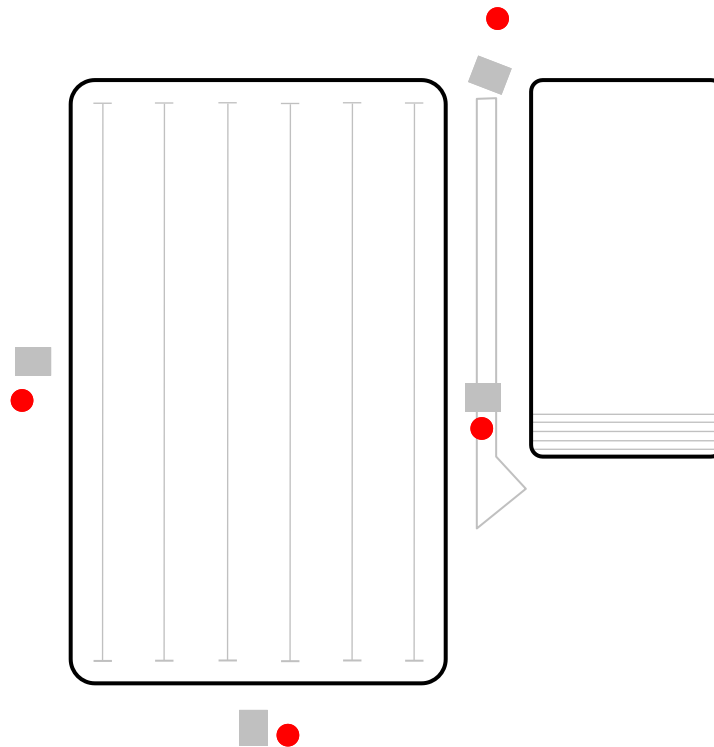
There are three fixed panic alarms on poolside and one portable panic alarm located on poolside.

The fixed alarms are wall mounted and positioned in close proximity to the lifeguard chairs at the learner pool, the Bispham Road side of the main pool and near the changing room entrance. The portable alarm is attached by a lanyard to the remaining lifeguard chair.

The equipment is shown and displayed on the diagram below:

## School Swimming Pool Safety Operating Procedure

## Plan



When activated, the alarm sounds both on poolside and at reception. The receptionist will contact the manager immediately on hearing the alarm and any available dry side leisure assistants will be called to poolside to assist with the emergency.

The panic alarms are tested on a daily basis (**REF: OP.F3**) and also weekly as part of the Monthly Health and Safety checks (**REF: OP.F11**). All checks must be recorded to the relevant sheet.

### 3.1.8 Emergency Alarms

Emergency pull cords are fitted to all accessible toilets and changing rooms in the building, including the wet changing rooms. The alarms are designed to allow users of these facilities and their carers to summon help if they are in difficulty.

When activated a light is illuminated outside the room it was activated in and sounds at reception. The receptionist will contact the manager immediately on hearing the alarm who will immediately proceed to the area.

**School Swimming Pool Safety Operating Procedure**

The emergency alarms are tested on a daily basis (REF: OP.F3) and also weekly as part of the Monthly Health and Safety checks (REF: OP.F11). All checks must be recorded to the relevant sheet.

**3.1.9 Swimming Equipment**

Equipment used for Learn to Swim and School Swimming sessions is used solely under the supervision of a centre instructor is located at teaching points around the perimeter of the pool.

All equipment is in bags and stored on hooks when not in use. Equipment must not be loaned to customers during public sessions.

Where possible equipment is colour coded to the appropriate swimming stage to prevent cross contamination during use.

All equipment used must be rinsed thoroughly with pool water before being returned to their storage positions.

**3.1.10 Changing Rooms**

Pre-swim showers are mandatory, signs will be up in place to advise customers of this and it should be further enforced by lifeguards. Post swim showers are available for rinsing off pool water only.

High touch point areas, including lockers, cubicle and toilet door handles will be cleaned at the end of every school session along with washroom and floor cleaning, before the next group of pupils are allowed into the changing area; 15 minute is scheduled in order for this to take place. It is essential that all schools leave the changing rooms at the allocated time to ensure the 15 minutes cleaning time is adhered to.

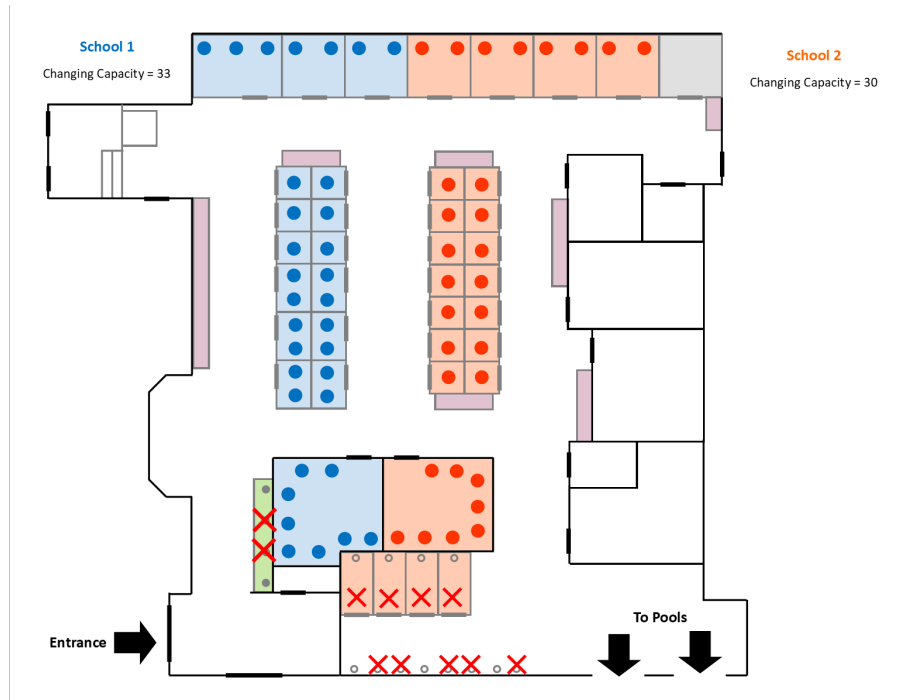
For school swimming, the changing rooms will be divided in half, with each school being pre-assigned a section prior to attending to prevent cross contamination.

The changing room plan for school swimming is shown below.

**School Swimming Pool Safety Operating Procedure**

Zone A – Blue on the plan

Zone B – Orange on the plan

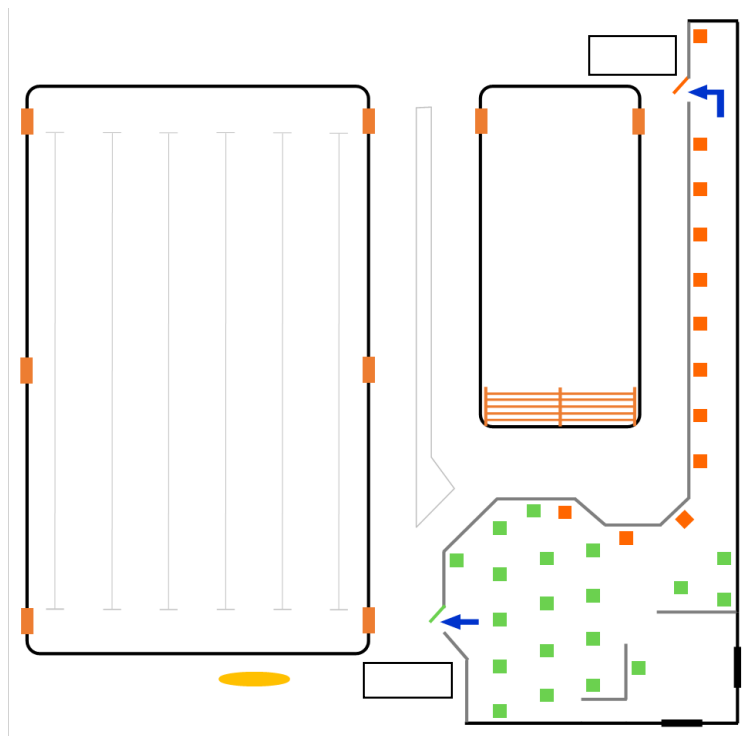


At the end of each day, all fixtures and fitting will be 'fogged' and the floor will be scrubbed with disinfectant.

**3.1.11 Spectator Area**

The spectator area is closed throughout school swimming any child due to be swimming who is not able to on the day is required to remain at school or remove footwear and sit on the poolside wall retaining social distancing.

## School Swimming Pool Safety Operating Procedure



### 3.2 Potential Risks

#### 3.2.1 Physical Hazards

Several potential hazards are present in the physical environment of the poolside. They are all subject to a Risk assessment which is reviewed annually by the Leisure Manager and are listed below:

- Circulation areas, walls and floors of pool hall area (HS.RA.POOL.1a)
- Pool overflow grills (HS.RA.POOL.1b)
- Window glare (HS.RA.POOL.1c)
- Poor lighting (HS.RA.POOL.1d)
- Pool steps (HS.RA.POOL.1e)
- Lifeguard chair (HS.RA.POOL.1f)
- Teaching aids (HS.RA.POOL.1g)
- Poolside obstacles (HS.RA.POOL.1h)

**School Swimming Pool Safety Operating Procedure****3.2.2 Covid Risks**

Additional processes have been put in place to address the increased transmission risks associated with Covid-19 which are:

- COVID-19 Cleaning Procedures (**HS.OP.COVID**)
- COVID-19 Operational Risk Assessments (**HS.OP.COVID**)

This documentation will be amended as government and industry advice is updated.

Staff training will be undertaken as per section 3.4.1 of this NOP, to ensure that all staff are familiar with the procedures. However, all staff have a personal responsibility to contribute to ensuring that procedures for safe operation remain relevant. All staff must ensure a member of the management team is informed if circumstances change which may affect the validity of the current risk assessment or other safety procedures.

All swimming sessions are planned to ensure social distance measures can be observed in the swimming pool. See session details in Section 3.6.

**3.2.3 Pool Plant & Water Quality**

Potential hazards relating to the safety of the swimming environment have also been identified. They are all subject to a Risk assessment which is review annually by the Leisure Manager and are listed below:

- Pool plant (**HS.RA.POOL.2a**)
- Pool water quality (**HS.RA.POOL.2b**)
- Faeces and Vomit (**HS.RA.POOL.2c**)

**3.2.4 Pool Sessions**

All sessions held in the pool present different potential hazards. They are all subject

**School Swimming Pool Safety Operating Procedure**

to a Risk assessment which is review annually by the Leisure Manager.

All sessions are detailed in **Section 3.6**.

### **3.3.1 Communicating Pool Safety**

In order to communicate safety messages to pupils and teachers, the following are used on poolside:

- Trained and qualified staff
- Poolside safety signs (see section 3.1.3)
- Evacuation signs (see section 3.1.3)
- Covid-19 signage

When interacting with the children and accompanying members of school, leisure staff should ensure they maintain safe social distancing. When occupying communal spaces such as corridors and on staircases, customers should be given priority, which may require leisure staff to back track and wait for a safe time to continue or an alternative path to be sought.

### **3.3.2 Pool Rules**

To maintain safety on poolside, lifeguards, swimming teachers and accompanying members of school staff should enforce the following positive pool rules:

- We walk in the changing rooms or on poolside.
- We are kind to each other and do not fight, bully, push, duck or throw other swimmers into the pool.
- We do not use any equipment that may cause harm. No Snorkels.
- Goggles & Facemasks with safety plastic lenses may be worn.
- We enter the swimming pool safely feet first at all times. (No Diving)

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- We listen to our teachers.
- We take care of the swimming pool equipment.
- We do not eat on poolside or in the pool.
- Staff on poolside are allowed cold drinks are in sealed plastic bottles.
- Swimmers must wear appropriate swimwear that does not compromise the ability to swim safely or is likely offend other bathers.
- Pre-swim hygiene is very important and all swimmers are asked to shower before they enter the pool. Signage explaining the importance of pre-swim hygiene is placed within the wet side changing areas.
- The use of cameras, camcorders and other digital equipment (including mobile phones) that record images is strictly controlled under the digital imagery and photographic policy. The use of such equipment may be authorised in line with the Policy. In any event, the use of this type of equipment is not permitted in the changing or toilet areas. A copy of this policy is kept in the Duty Officer's office within a binder complete with the application forms for their use.
- Social distancing markers are in place and must be adhered to in activity and queuing areas.

**3.4 Leisure Assistant Duties and Responsibilities****3.4.1 Leisure Assistant Qualification**

All staff that lifeguard the pool must have a current National Pool Lifeguard Qualification (NPLQ) renewable every two years coupled with ongoing training. Regular training is essential for all Leisure assistants as it allows the team to develop and maintain the high standards expected of Leisure assistants whilst retaining and practicing skills.

Active Training Network are contracted to deliver weekly NPLQ training and it is their responsibility to record and update monthly training hours.



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The Leisure Manager must ensure all staff are adequately trained to work, ensuring they attend a minimum 20 hours per year.

**3.4.2 Leisure Assistant Pool Duties**

Leisure assistants are rota'd on pool from a minimum of 30 minutes to a maximum of 90 minutes.

If pool is open but no bathers are present, one lifeguard must remain on poolside to ensure that bathers cannot enter an un-lifeguarded pool. This leisure assistant is permitted to carry out cleaning duties whilst the pool is empty, but they must remain within the pool hall and stay vigilant whilst carrying out poolside duties.

All pool sessions have a leisure assistant to bather ratio (**for specific session details see section 3.6 Pool Sessions**), which must be adhered to.

Under no other circumstances should any leisure assistant leave poolside when they are rota'd to be there, unless they have been relieved by another leisure assistant.

Whilst supervising the swimming pools, leisure assistants have a number of tasks which they must carry out.

Below is a list of these main tasks, or responsibilities:

- Maintain concentrated observation in order to anticipate problems e.g. rowdy behaviour, diving into shallow water etc. and to identify any emergency situation quickly.
- Carry out rescues and initiate other emergency action, as and when necessary.
- Give immediate first aid, in the event of injury to a bather, or other emergency.
- Communicate with swimmers and other pool staff on duty to fulfil the above tasks.
- Encourage responsible behaviour by the swimmers - polite and firm reminders

**School Swimming Pool Safety Operating Procedure**

should be given to swimmers who are in breach of the rules.

- Maintain leisure assistant positions and rotations as specified in the relevant section of **(3.6 Pool Sessions)**.
- Ensure all emergency first aid equipment and pool side emergency equipment is present and working correctly.
- Maintain safe, clean and hygienic conditions on poolside.

**3.4.3 Poolside Code of Conduct**

Below are listed several important points which make up the poolside code of conduct. (REF: STAF.SSP):

- During swimming lessons staff must not get involved in lengthy conversations. Talking should only occur in the delivery of the session, behaviour management and to relay a health and safety or operational issues or concerns.
- Staff should never have their back to the water of the pool or pupils they are supervising.
- All staff should ensure they are alert and maintain concentration and observation of pupils at all times.
- The leisure assistant should always be in their lifeguarding positions and swimming teachers in their teaching position before any pupil is permitted to enter the water.
- When a rota'd change of leisure assistants is taking place, the leisure assistant who is being relieved of the duties, must ensure their replacement is in position before they relinquish their duties and leave poolside.
- Leisure assistants continually scan the pool to ensure all areas and bathers are being monitored.

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- A leisure assistant must **never** leave the pool unattended.
- Only cold drinks in sealable bottles should be consumed on poolside.
- Personal belongings, including mobile phones, must not be brought onto poolside.
- All staff should ensure they are familiar with all operating and emergency procedures.
- All staff should ensure social distancing is observed when on duty (exceptions can be made when delivering first aid, see section 3.5 for more details).

**3.4.4 Communication between Staff**

Establishing and using effective communication is vital to providing an efficient and safe environment on poolside.

Whistle signals form an important part of poolside communication; they should be used as follows.

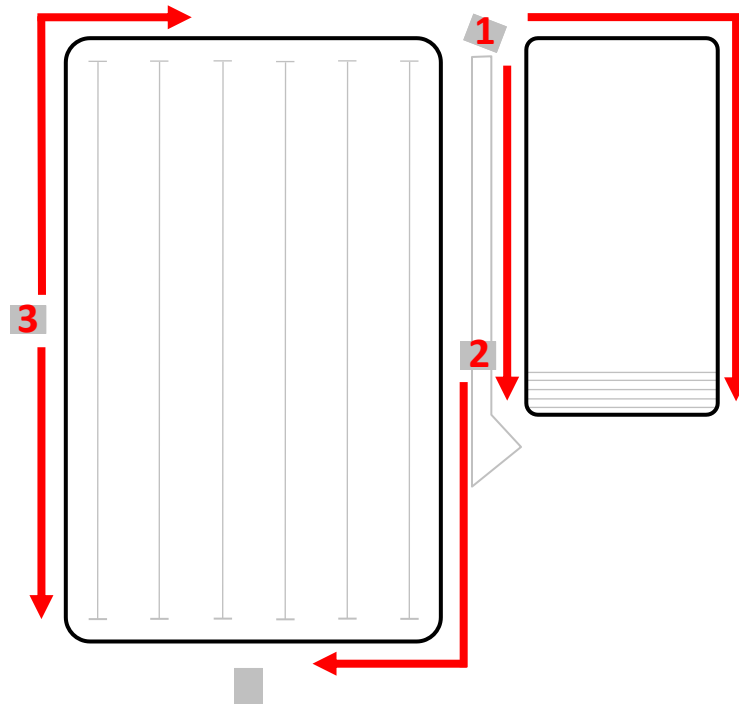
<b>Whistle</b>	<b>Signal</b>
One Short Blast	Calls for the attention of a swimmer
Two Short Blasts	Calls for attention of another leisure assistant
Three Short Blasts	Indicates a leisure assistant is taking emergency action
One Long Blast	Indicates to swimmers the pool is being cleared.

**3.4.5 Positions, Patrolling & Rotations**

Leisure assistant poolside supervision duties are carried out by either sitting in one of the three lifeguarding positions or specific patrolling areas from each position. Leisure assistants can rotate positions to aid alertness whilst supervising the pool.

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See diagram below for patrolling areas. Only one leisure assistant at any one time can leave their position:



Different pool sessions and activities have different Leisure assistant requirements, leisure assistant numbers and positions which are all included in section **3.6 Pool Sessions**

**3.4.6 Bather Observation**

When scanning the pool and the bathers, there are several key things to look out for, in particular:

- The number of bathers in the pool
- Non or weak swimmers attempting to leave the shallow end
- Bathers submerging
- Looks of anxiety on bathers face
- A bather trying to attract a leisure assistants attention

**School Swimming Pool Safety Operating Procedure**

- Frantic or erratic movements by a bather
- Bathers breaking the pool rules

**3.4.7 Bather Loads**

All individual sessions have maximum numbers based on social distancing requirements and industry guidance, all bather numbers are detailed in **Section 3.6**

**3.5 First Aid****3.5.1 First Aid Training and Supplies**

All leisure assistants hold their NPLQ which qualifies them to administer first aid and also includes automated external defibrillation (AED). Training is carried out on a regular basis (see section 3.4.1).

Any first aid administered by staff on site, is immediate first aid only. Members of staff are not medically trained, and as such are unable to diagnose injuries or illnesses; if further treatment is required, either an ambulance should be called, or the casualty should be advised to visit the hospital or their GP.

All Leisure Assistants and Duty Officers have a personal first aid kit which they must wear at all times when on duty. If items are used, it is the member of staff's responsibility to restock their kit.

Additional first aid supplies are located throughout the building in the locations listed below.

<b>Item</b>	<b>Location</b>
First Aid Box 1	Pool Side First Aid Room
First Aid Box 2	Reception
First Aid Box 3	Fitness Studio Desk
First Aid Box 4	Pool Plant Room
Defibrillator	Reception
Foil Blankets	Reception

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If a first aid incident occurs on poolside, an additional leisure assistant must be called to deal with it to ensure the leisure assistant supervising the pool is not distracted from their duties. If the incident requires immediate attention the leisure assistant must either activate the panic alarm and/or radio for urgent assistance.

Self-treatment should be encouraged for all minor injuries wherever possible, where this is not possible and closer contact is required, apron, masks and gloves should be worn before beginning treatment.







In line with RLSS guidance, if CPR is required, it should be limited to compressions only.

An accident form must be completed for every accident or incident which happens. It is important that the form is filled out at the time of the accident/incident and should be filled out legibly and thoroughly containing all the required information. (REF: HS.ACC).

### 3.5.2 Medical Wrist Bands

To aid identification of swimmers with medical conditions during school swimming lessons, coloured wristbands should be given out by the swimming teachers and worn by the children.

The wrist bands colour codes are:

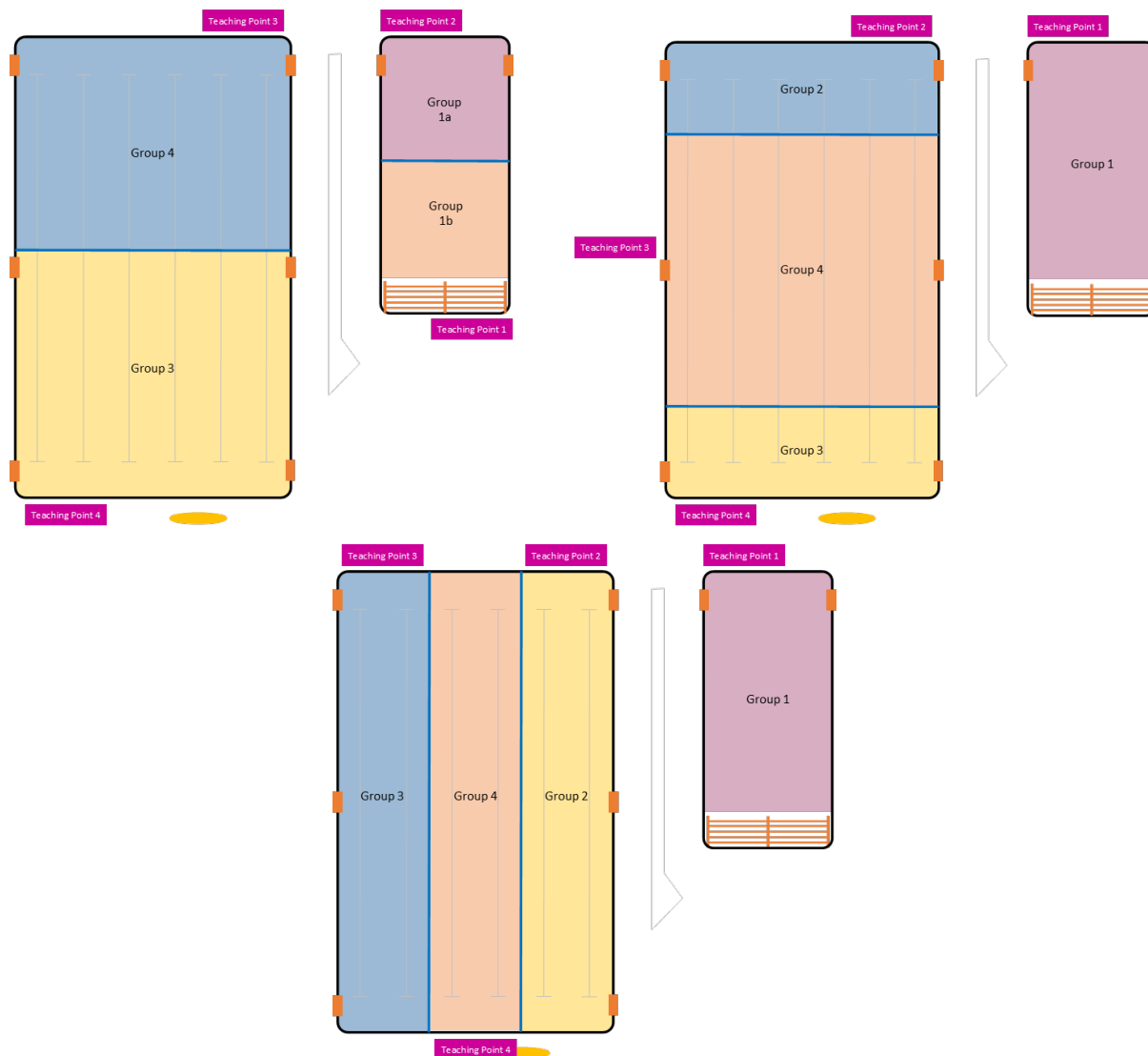
Asthma	
Hearing Impairment	
Epilepsy	
Diabetes	
Visual Impairment	
Medical Alert	

### School Swimming Pool Safety Operating Procedure

#### 3.6 Pool Sessions

#### School Swimming

REF: HS.RA.COVID.5



Area	Max. Swimmers	L/G Numbers	L/G Positions
Main Pool	35	1	1
Learner Pool			

School Swimming Lessons take place in the main pool and the learner pool. As the teachers are reach and rescue trained and additional school teachers are present on poolside, only one lifeguard is required and must be at position 1.

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The main pool will be divided into either two or three teaching zones and the learner pool into two with lane ropes in order to ensure separation between groups is maintained. Lane ropes should be set up by Leisure Assistants prior to the session commencing. The main pool set up may vary, as shown above, but this will be pre-planned.

Changing rooms will be pre-assigned to each school as described in section 3.1.10.

All teaching will be carried out on poolside from designated teaching positions, and teachers will deliver instructions orally and visually only. All equipment used within a lesson must be thoroughly rinsed with pool water prior to the next lesson starting.

Following completion of the lesson, children must exit into the changing rooms, return to their original changing zone, cubical, the showers are available for rinsing off pool water only.

Exit from the centre will be via the fire exit on the spectator area.

It is essential that each group of school pupils leave the changing areas at the allocated time to allow for 15 minutes for disinfecting the changing zone.