



1. Swimming Pool NORMAL OPERATING PLAN (NOP)

1.1 Details of Pool

Dimensions	15.5m x 6.3m
Depth	82cm to 137cm (4'6" to 2'9")

The pool is surrounded by a high fence with access by a lockable gate. The pool plant is housed in a separate lockable boiler house. The chemical store is in a separate lockable brick shed. The chlorine store is a separate lockable wooden locker, adjacent to the chemical store.

Pool Plant Operators – Gary Cates, Julia Watkinson, Adam Smart

1.2 Potential Risk Factors

- Access to pool by unauthorised persons:
 - Pool locked when not in authorised use
 - Warning notices displayed
 - Code changed regularly
- Difficulty leaving pool in an emergency
 - Steps at each end
- Unwanted items thrown into the pool
 - Plastic cover in place when not in use
 - Pool checked daily for safety
- Unauthorised access to chemicals
 - All chemicals locked in chemical store

1.3 Dealing with Pool Users

1.3.1 Safety Education

- Staff will receive annual resuscitation training and an annual update on the safe use of the pool
- All users (school and FOGG) will be given an annual opportunity to update their resuscitation skills

1.3.2 Pool Access

- Pool area secured by combination padlock when not in use
- Teachers to collect green gate and pool PE shed keys from Room 10 lobby on the way to the pool and return it on the way back having ensured the combination padlock is in place and the pool area is secure
- FOGG volunteers to ensure padlock secured after Family Swim Club



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Headteacher: Mr Andrew Simpson

1.4 Maximum bather loads

Half a class – maximum 20 during school sessions or supervised Family Swims. This number is reduced to 12 where pupils are unable to swim 10 metres

1.5 Location of First Aid Box

- Pool side – must be taken out whenever the pool is in use
- In office lobby – only available when school is open

1.6 Details of Maintenance and Emergency Equipment

General maintenance of the pool is carried out by Gary Cates.

Emergency Equipment

The walkie-talkie, to be used in an emergency to summon help, is stored in the school office and must be taken out to the pool at every swim.

Teachers to place walkie-talkie on concrete platform with any children's medication before children enter the pool.

- Telephones –
1. During school hours – school office
 2. Out of school hours – at least one supervisor must have access to a mobile phone for emergencies

1.7 Methods of Summoning Back-Up Assistance

- During school hours, walkie-talkie communication with the school office, or nearest school member
- Outside school hours emergency – supervisor's mobile
- Plant failure – Headteacher or School Business Manager 07966 093698

1.8 Number of Trained Supervisors on Duty Outside School Hours

Minimum of two adults (over 18 years of age) who must both attend the annual resuscitation training session, one of whom must have recovered a Resusci-junior from the deepest part of the pool. Both supervisors must remain on poolside at all times. A NPQL qualified lifeguard is also an acceptable adult to be in charge of the pool.



2. Swimming Pool Emergency Action Plan (EAP)

2.1 Overcrowding

The maximum number in the pool:

- In school time the limit is half a class – maximum 20 swimmers
- For supervised Family Swims – maximum 20 swimmers

If more swimmers than the maximum number are in the water, the pool must be emptied of swimmers and only 20 allowed back in the water.

2.2 Disorderly Behaviour

The pool will be emptied of swimmers until order is restored. Three blasts of the whistle should be used as the signal. Close pool if necessary.

2.3 Lack of Water Clarity

Close pool and named operator to check chemical balance and clarify water. Expert advice to be sought if necessary.

2.4 Fire or Other Disasters including Emission of Toxic Gases

Evacuate pool area following school emergency drill - call emergency services.

2.5 Emergency Procedures

2.5.1 General

An emergency will be signalled by 3 blasts on the whistle.

In the event of the emergency occurring:

- a) The walkie-talkie is used to communicate the situation to the school office, who will call an ambulance
- b) One adult removes ALL children from the pool area
- c) One adult carries out resuscitation procedure

Additional First Aid kits are available in the office lobby area.

2.5.2 Serious injury to Bather

In the event of serious injury:

- An adult or responsible child to use walkie-talkie to inform school office
- In the event the walkie-talkie is not functioning, an adult or responsible child to go to the office or nearest teacher and inform them of the issue
- One adult to remove un-injured children from the pool area (3 blasts on the whistle)
- Supervisor to carry out emergency treatment until help arrives



2.5.3 Discovery of Casualty in the Water

- An adult or responsible child to use walkie-talkie to inform school office
- In the event the walkie-talkie is not functioning, an adult or responsible child to go to the office or nearest teacher and inform them of the issue
- Three blasts on whistle for clearing the pool. Children to be removed from pool area.
- Supervisor to enter pool, rescue casualty and carry out resuscitation procedure until help arrives

2.5.4 Faecal Contamination in the Water

Runny faeces:

- Close pool immediately – it must remain closed for the rest of the day
- Hold disinfectant residual at the top of range (2.0mg/l free chlorine) and pH value at the bottom of its range (7.2 pH) to maintain normal level of microbiological protection
- Ensure coagulant dose is correct, following manufacturers instructions
- Monitor disinfection residuals throughout this period
- Vacuum and sweep the pool. Cleaning equipment should be disinfected after use. This will move faecal contamination off surfaces and into the main pool water circulation, for eventual removal
- Check pool treatment plant is operating as it should
- After 8 hours, backwash the filters
- Allow the filter media to settle by running water to drain for a few minutes before reconnecting the filter to the pool
- Circulate the water for 8 hours. This will remove any remaining oocyst contamination of the pool and allow filters to ripen. This is optional.
- Check disinfection levels and pH. If satisfactory, re-open pool

Solid faeces:

- Stools should be immediately removed from the pool using a scoop or fine mesh net and flushed down a toilet
- There must be certainty that all the faeces have been captured and disposed of. If not, and there is possible widespread distribution of the faeces in the pool, then the pool should be closed and advice for runny faeces considered
- All equipment that has been used in this process should be disinfected using a 1% solution of hypochlorite
- If pool is operating properly with appropriate disinfectant residuals and pH values, no further action is necessary



- Depending on the extent of the contamination and how quickly it can be dealt with, operators should consider clearing the pool of bathers for, say, 30 minutes while the process above is negotiated

2.5.5 Blood or Vomit in the water

- If substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of bathers, to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water
- Operators should confirm that disinfectant residuals and pH values are within the recommended ranges
- Any blood spillage on the poolside should not be washed into the pool. Instead, like blood spillage anywhere in the building, it should be dealt with using a strong disinfectant – equivalent to 10,000 mg/l of available chlorine; a 1% solution of hypochlorite may be convenient
- The blood should be covered with paper towels, gently flooded with hypochlorite solution and left for at least two minutes before it is cleared away
- On the poolside the affected area can be washed with water and detergent, and if possible, left to dry. The person clearing up the spillage will need to wear gloves
- The bagged paper towels and gloves should be double bagged and disposed of carefully

3 SWIMMING GUIDELINES

3.1 Poolside Guidance

- 1) Swimming pool keys (for green gate and Pool PE shed) to be collected from Room 10 lobby by the teacher on the way to the pool and returned at the end of the lesson.
- 2) There should be no more than half a class of children in the pool at any time with a maximum of 20 for swimmers who can swim at least 10 metres unaided or 12 for beginners/non-swimmers.
- 3) **At least two adults to be present on poolside at all times.**
- 4) Good discipline must be observed at all times and prompt obedience to signals. Rough play and jumping in and out of the pool must be forbidden. No running by the side of the pool.



- 5) Diving is not allowed except for surface dives. If a whistle is sounded, everyone must stop and stand still. No entering the pool other than by the steps, unless directed by the teacher.
- 6) No child should be allowed into the pool area or water unless under the direct supervision of a teacher. Teachers must not leave if children are in the pool area.
- 7) The teacher should check the number of children in the pool before, during and after each lesson.
- 8) Teachers should position themselves on the side of the pool so that they can see all of the swimmers in the pool.
- 9) Children are not required to wear goggles, but may wear them if provided by their parents/carers.
- 10) Polystyrene floats are inspected annually – any damaged or broken floats must be withdrawn so that fragments are not inhaled by swimmers.
- 11) If pupils receiving medication or who suffer from conditions such as epilepsy or diabetes that may affect their ability to swim are under instruction, the teacher should be especially careful to give close supervision. Such a child should be observed by an adult whilst in the water.
- 12) Any children in the pool enclosure but not swimming must be seated on the benches provided, on the pool edge.
- 13) Children's medication to be placed in a box on the concrete platform.
- 14) The walkie-talkie is to be placed on the concrete platform.

3.2 Health Guidance

- 1) Any swimmer who has had **diarrhoea in the past 48 hours MUST NOT SWIM**. Those who have been diagnosed with cryptosporidiosis must not swim for 14 days after the diarrhoea has stopped, as infective *Cryptosporidium* oocysts can still be released in that period.
- 2) Use the toilet before the lesson and blow nose.
- 3) No swimming if child is has catarrh, sore throat, foot infections or any other open sore, unless protective cover is worn (waterproof plasters/verucca sock only).
- 4) Children should be encouraged to dry themselves well.