

MAYFIELD SCHOOL



POOL

NORMAL OPERATING PROCEDURE

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INTRODUCTION

Policy:

It is the policy of the Governors of Mayfield School to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, pupils and others within the hydrotherapy pool area at all times.

The Pool Safety Operating Procedures (PSOP) will ensure that all reasonable steps are taken to safeguard users of the pool and will ensure, so far as is reasonable, that appropriate risk assessments are undertaken. Where, as a result of the risk assessment, control measures are put into place, these control measures will be brought to the attention of all relevant persons/users of the pool.

Risk assessments will be reviewed on a regular basis and amended where appropriate. Any amendments will also be brought to the attention of the relevant persons/users.

Procedure:

All staff working within the hydrotherapy pool area will be familiar with both the Normal Operating Procedures (NOP) and the Emergency Operating Procedures (EOP).

Staff must:

- Be familiar with, understand and adhere to the procedures.
- Understand their own responsibilities and those of others.
- Ensure the safety of young people and adults in their care at all times.

All personnel have a duty of care to ensure a safe environment, where all personnel fulfil their roles and responsibilities.

Mayfield School Governing Body:

Date:

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NORMAL OPERATING PROCEDURES

1 Details of the Pool

1.1 Pool Dimensions

Dimensions given below are approximate – Appendix A provides a plan and actual dimensions of the Pool tank. The pool tank is rectangular.

Length – 10 metres

Breadth – 5 metres

Depth: Shallow End – 0.5 metres

Deep End – 1.3 metres

Total swimming surface – 50m²

1.2 Pool Temperature

The pool temperature is maintained at approx 34 °C/35 °C with an ambient air temperature at 27°C.

1.3 Maximum Bathing Load

Maximum SAFE Bathing Load is simply determined from the surface area of the pool, and is the maximum number of bathers who can SAFELY be allowed to use a facility of a given surface area. The maximum bathing load of the pool is 18 in accordance with the above criteria. **The maximum SAFE Bathing Load for Mayfield Pool is 12** as determined by the risk assessment, and based on the special needs of the young people using the pool.

Should the Pool Attendant decide that a higher density is appropriate; the rationale must be documented in the risk assessment.

1.4 Lifeguard Ratio

Age/Nature of Disability of Pupils	Adult : Pupil*
Pupils under 5 years old	1:1 adult in water
Pupils under 8 years old	1:2
Pupils requiring constant support in the water	1:1 adult in water
Profound & Multiple Learning Difficulties (PMLD)	1:1 adult in water
Autistic (according to need as determined by the Information Sheet)	1:1 – 1:4
Severe Visual Impairment (according to need as determined by the Information Sheet)	1:1 – 1:4
Severe Hearing Impairment (according to need as determined by the Information Sheet)	1:1 – 1:4
Emotional/Behavioural Difficulties (EBD)	1:4
Physical Disabilities	1:4
Epileptic	1:4
Visually Impaired	1:4
Hearing Impaired	1:4
Severe Learning Difficulties (SLD)	1:4
Moderate Learning Difficulties (MLD)	1:5

* These ratios are in addition to the Pool Attendant.

Ratio's will be determined by individual pupil/group risk assessment and by consultation between management of the pool (SMT), teacher in charge of the group from Mayfield School, management of the visiting group and the pool attendant, taking into account the young people's/adults special needs and ability.

2 Safety Equipment/First Aid Supplies

2.1 Safety Equipment

The following emergency equipment is located in the Pool Area:

- Reaching Poles
- Drag Sheet
- Whistles
- Cordless Phone

The following emergency equipment is on poolside.

- Emergency blankets/film blankets
- Ice packs (Food Technology Room)
- Spare additional first aid supplies

2.2 First Aid Equipment

The main pool First Aid box is located on the pool side store cupboard (Green door) and complies with British Standards 8599-1.

If necessary the pool office will be used as a first aid room for treatment, especially after school hours and at the weekends. People can also wait in here until the emergency services arrive if need be.

2.3 First Aiders

A first aider must be on site (within the school building) at all times when swimming is taking place to provide support in case of an incident. Employees are informed as to who the first aiders are and how to contact them. First aider listings are displayed in each classroom / public area. In case of an incident, the first aider must have access to the COSHH assessments so that this information can be passed to emergency services if necessary.

2.4 Emergency Equipment and Maintenance Arrangements

- All emergency equipment should be stored on poolside in order to effect quick and easy access when required;
- Equipment should never be stored in areas which compromise free and easy access around the pool side and adjacent areas.

Only those who are trained to use the emergency safety equipment are permitted to use it. All rescue equipment will be checked on a daily basis prior to users entering the pool hall and any defect logged and reported to the main office.

If equipment cannot be fixed immediately, it must be removed from the pool area, properly labelled as 'DEFECTIVE – DO NOT USE' and stored in a suitable place until such time as it can be recommissioned. All staff are responsible for ensuring that this procedure is followed at all times.

Daily pool maintenance is completed by the Pool Attendant. Checks are carried out on water, cleaning, maintenance of the plant room, equipment and general health and safety.

The following procedures are undertaken at the intervals stated:

Daily Checks/Duties

- Check Emergency alarms.
- Check Emergency equipment and in position.
- Two hourly daily check pH, disinfectant and clarity of water.
- Remove debris floating on the surface of the swimming pool.
- Ensure that filters, pumps, etc. are operating satisfactorily.
- Inspect and check emergency lighting.
- Clean changing areas with disinfectant and clean surrounds.
- Floor thoroughly cleansed, with pool water, by a combination of hosing, mopping and scrubbing.
- Clean the floor of the pool.

Weekly Checks/Duties

- 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.
- Sample and test for residual disinfectant.
- On Fridays, if the pool is not in use over the week-end, following the last swimming session, ensure that all equipment is functioning efficiently and left operational. Shock dose the swimming pool to cover the weekend.
- **Hydrotherapy pools only** – Copeland Borough Council annually sample pool water and send to laboratory feeding back results of any finding.

Monthly

- Check level transfer channels drained and cleaned.
- Take a sample of water and send to Laboratory for microbiological examination.

Three Monthly

- Check lighting and ensure that bottom of pool is visible at all times.

Annual

- Obtain Electrical test certificate (Mains Wiring – 5 yearly).
- Transportable and portable electrical equipment to be inspected.

2.5 Accident book/reporting procedures

Accidents/Incidents occurring at the pool must be recorded and considered by the Pool Attendant to ensure that safety arrangements remain relevant. Accidents must be reported to the Corporate Health and Safety Team, The Courts, Carlisle following the procedures outlined in the School Health & Safety Policy.

In many cases, a full investigation to determine the causes of the accident will need to be undertaken. If the incident involves poor water quality schools must contact 01946 598342 Copeland Borough Council. Swimming must not resume until the causes have been determined and water quality is returned to acceptable levels.

The Health & Safety team must be notified of major injuries by quickest practicable means (telephone). Accident report forms (management investigation report) must also be completed as soon as possible after an incident. Please refer to the Policy on Accident Reporting contained in the Health and Safety Policy Statement for further information.

The Incident/Accident Report Book is located in the Main Administration Office.

3 Systems of Work and Operating Systems

3.1 Lines of Supervision

Authority to act as the situation demands is given to whoever is on the scene at the time.

3.2 Responsibility Structure

- The Head teacher and Governors are responsible for the strategic management of Mayfield School Hydrotherapy Pool.
- The Deputy Head teacher under direction of the Head teacher is responsible for the management, which includes the development of policy and operating procedures, of the Hydrotherapy Pool.
- The Deputy has the duty, in consultation with the Pool Attendant and Assistant Headteachers and the physiotherapist, to draw up a hydrotherapy timetable. This timetable identifies the pupil groups and staff for each session. It also indicates who is in charge for each session.
- The Pool Attendant is responsible for the management/maintenance of Mayfield School Hydrotherapy Pool, ensuring the implementation of policy, Normal Operating Procedures (NOP), Emergency Action Plan (EAP), the daily supervision of the use of the facility and the appropriate maintenance checks, water testing and emergency procedures.
- It is the responsibility of the visiting schools, for example, Headteacher, Sure Start, Footsteps, Hensingham Day Centre Manager to ensure that appropriately experienced and trained personnel accompany the swimming group. In the absence of the Head teacher it is the responsibility of the Deputy Head teacher to ensure this compliance.
- The Pool Attendant is responsible for the maintenance of Mayfield School Hydrotherapy Pool, ensuring the implementation of policy and operating procedures.

3.3 Swimming Timetables

Swimming timetables are completed by the Assistant Head teachers prior to the start of the academic year.

3.4 Pupil Registration Sheets

A registration sheet must be completed by the Pool attendant for individuals and groups of pupils attending Mayfield's Hydrotherapy Pool. These are held in the pool site office.

4 Swimming Pool Hazards

Swimming pool hazards can be broken down into the following categories:

4.1 People Hazards

- Persons under the influence of alcohol or drugs
- Persons who have consumed food prior to swimming
- Persons in poor health and/or with medical conditions
- Weak or non-swimmers
- Young and/or inexperienced swimmers
- Persons who are boisterous
- Youngsters with swimming aids
- Unruly behaviour
- Unauthorised access
- Suspicious persons
- Wearing jewellery

4.2 Activity Hazards

- Diving/jumping
- Running, pushing and fighting
- Tag games/horseplay
- Misuse of facilities or equipment
- Bombing, acrobatics, throwing games
- Bullying, smoking, consumption of food or drink
- Swimming under water
- Use of flippers, snorkels, face masks

4.3 Physical Hazards

- Slippery tiles and/or steps
- Main water outlets
- Depth of water
- Glare and light reflections
- Electrical sockets/switches
- Plant room, unauthorised access
- Chemical storage areas
- Poor tile condition
- Water inlets and drains
- Changing room areas
- Water temperatures
- Pool surrounding temperature
- Clarity of water and vision across the pool area
- Use of electrical appliances

5 Controls

5.1 Supervision

General

- Non or weak swimmers who need the use of buoyancy aids, will be monitored closely
- Nervous/timid swimmers will also be monitored closely.

It is essential that the recommended levels of supervision are maintained. Requirements for curriculum and recreational swimming have been set out in the PE Code of Practice (BALPPE) and in the Safety in Swimming Pools document.

There must be a minimum of one adult poolside at all times pool attendant.

The minimum staffing level is one 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.

School swimming:

- Swimmers are supervised by the pool attendant.
- All teachers involved in the teaching of swimming will have appropriate qualifications and experience and fully understand their responsibilities.
- The pool attendant is required to complete a register for each visit. In the event of an emergency evacuation, this register will be used to check all pupils and accompanying staff have safely left the building.
- The teacher/adult helper should be able to see all the pupils and the pool bottom throughout the lesson.
- The class and individual groups must be counted before, during and after the lesson.
- Appropriate clothing and footwear should be worn by all adults involved in the teaching of swimming to ensure safe and effective teaching and, if necessary, to effect a rescue
- Changing rooms must be adequately supervised by school staff.

Elderly/Young Swimmers

- Bathers complaining of earache or a sore throat should be encouraged not to swim
- Young children and young people with medical needs who are not 'potty trained or incontinent' must wear specialist costumes or special 'swimmer nappies' to reduce the risk of faecal release
- Parents will be discouraged from bringing children under the age of 6 months to the pool – unsuitable water temperatures and pool water chemicals may affect sensitive skin

Bathers with Special Needs

- The medical condition of the pupil must always be considered prior to permitting school swimming sessions
- Where swimming involves pupils with special needs, class sizes will be reduced to take account of abilities
- Wheelchair users should not be left unattended whilst in the pool area
- Appropriate Moving and Handling equipment is available to assist staff and others whilst helping pupils in and out of the water if this involves a risk to staff. Staff must be trained in the use of such equipment
- If Moving and Handling equipment is not available a risk assessment must be carried out to determine a safe system for effective entry and exit from water

Medical Details

School staff will be informed that pupils should not participate in swimming if they have:

- Infectious diseases
- Open wounds
- Coughs, colds and related infections, i.e. sinusitis
- Ear and/or eye infections
- Stomach upsets (diarrhoea or sickness)
- Severe athlete's foot (unless their feet are suitably covered). Possible infections between the toes may only be soggy skin rather than active fungus infection.

Acceptable medical conditions include:

- Pupils with verrucae (should not be excluded from swimming. No protection is needed).
- Pupils with eczema should not be excluded. However, certain pupils may be sensitive to the chlorine in the water and consultation with parents should take place before sessions.
- Showers must be used immediately after swimming sessions.

5.2 Pool Environment

Compared to other teaching environments, air quality in pools can be poor. For this reason, time spent by staff at Mayfield Pool is adequately controlled. The maximum length of time a Pool Attendant will normally supervise the pool in one stretch is one hour, however, under exceptional circumstances this may be increased to an absolute maximum of two hours.

Pool attendants are advised on the best ways of staying alert while on shift.

5.3 Swimmer/Pupil Behaviour:

- No pupil is allowed to enter the water unless specifically directed to do so
- All staff and pupils will be made aware of the emergency drill to clear the pool. This will be practiced regularly and be effected by means of an agreed signal e.g. whistle. See Section 8. below for procedures
- Pupils (where possible) must use the toilet and shower before swimming
- Jewellery should not be worn during swimming activities. The exception to this would be a wedding ring
- It is desirable for safety and hygiene reasons that caps are worn; that long and shoulder length hair is tied back
- Bermuda shorts and bikinis are not considered suitable for school swimming activities. Cut-off jeans will not be allowed
- T-shirts, although discouraged, may be worn if the swimmer would prefer. However, these should fit correctly so swimming is not hindered and parents are advised not to wash them in fabric softener, this can cause chemical imbalance. There may be situations where for religious/cultural reasons females express a wish to wear additional clothing in the pool. In the short term, such swimmers will be restricted to the shallow water until they have demonstrated that they can swim competently
- Goggles and masks will only be allowed exceptionally when eyes may be affected by chemicals in the water. When used they should be of unbreakable plastic or rubber type
- Outdoor shoes are not permitted to be worn around and on the pool side
- Pupils are not permitted to run on the pool surrounds
- Pushing or pulling of bathers into the water is not permitted
- 'Bombing' is prohibited

- 'Ducking' is not permitted
- No faking injury or faking drowning
- Fighting and bullying is not tolerated. Individuals found to be in breach of this rule will be prohibited from the pool
- Inappropriate behaviour e.g. swearing or intimidation of others will result in the individual responsible being prohibited from the pool. Swimmers must show respect for each other and must not cause any inconvenience to other swimmers
- Underwater swimming is not advised unless correct instruction and supervision is given
- Gymnastic/Acrobatic movements (e.g. somersaults, handstands etc.) are only allowed under supervision. Any movements deemed dangerous by the teacher or pool attendant are strictly not permitted
- Inflatables are only permitted with supervision from a member of pool staff. Care must be taken whilst on and swimming around them.
- No food or hot drinks are allowed in the pool area. Still water in plastic bottles may be brought into the pool area for hydration
- Glass/china items of any description are not permitted in the changing rooms or pool area
- Pupils should not chew sweets or gum during a lesson
- No dogs or other animals are permitted in the pool area. Guide/hearing dogs may be permitted in the changing areas with the permission of the Pool Attendant
- Fins, snorkels, masks, balls, hoops, sinkable objects, mats, float boards and armbands may only be used under proper supervision

5.4 Diving/Jumping Rules

DIVING/JUMPING IS STRICTLY PROHIBITED AS THE POOL WATER DEPTH IS 1.3 METRES (IDENTIFIED ON THE DEPTH SIGNAGE)

Pool Attendant, class teachers, LSA and those involved in lifeguarding 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).

5.5 Accompanying Adults

- T-shirts to be worn by adults supporting pool users who require close body contact.
- In order to minimise the dirt and harmful bacteria brought into the pool environment, then Pool Attendant and staff must ensure that their footwear is clean before walking on poolside.
- Plastic disposable shoe covers are provided to protect poolside from any dirt or harmful bacteria that may be present.

5.6 Security

Effective measures will 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 member of the school staff or the Pool Attendant.

- Pool is locked when not in use.
- A bolted gate reduces immediate access from changing area to pool side. Staff will ensure that this gate is secured immediately the pool is vacated by the bathers.

5.7 Physical Hazards

- Slippery pool surrounds and changing room floor.
- Restricted width of pool surround due to permanent or non-permanent obstructions. Staff will ensure that equipment and other paraphernalia are not allowed to accumulate in these areas. Where no action can reasonably be taken to eliminate or reduce the risk, where possible the management of the swimmers' movement must be modified and the Pool Attendant must be aware of the risk and modify their pool supervision as necessary.
- Grills in the pool floor or walls. These increase the risk of fingers and toes being caught. The Pool Attendant will ensure that all grills are in position and that no defects are apparent.
- Refraction/reflection of natural or artificial light on the surface of the water. This increases the risk of the pool attendant not being able to see underwater. The Pool Attendant or water watchers will ensure that they position themselves so that they can see all the bathers in the water. Moving around the pool edge will reduce the risk of not being able to see some areas of the water.
- Steps into the water will be regularly checked to ensure that they are not becoming slippery.
- Poolside drainage. These can potentially trap toes or can be a tripping hazard and therefore need regular checks and maintenance. Pool Attendant will ensure that the grills on the poolside drainage are secure and free from any apparent defect.
- Permanent obstructions on poolside. In addition to the reduction in width of the pool surround, the obstructions themselves may be a hazard. Disabled hoists, for example, are often a hazard because of their shape. Staff will ensure that pupils are kept away from the hoist or other equipment whilst in the pool area.
- The depth of the water. This is clearly a very important hazard to consider, especially when swimmers are out of their depth. Sudden changes in depth also present a significant hazard as it can disorientate a swimmer even when they are within their depth. Shallow water is also a hazard as there is a risk of swimmers diving or jumping into the water. Adults are aware of the depth of the water and pupils will be reminded that no diving is permitted unless under direct supervision.
- The depth of the water at the point of access to the pool (e.g. from the changing rooms). When swimmers first enter the pool environment they may not be familiar with the pool's design, depth of water etc. Measures must be taken to control their movement, especially as young children may be excited and have a tendency to run.

When assessing all hazards, it is important to consider not just the potential for injury due to the hazard itself but also the potential for a swimmer to consequently fall into the water in an injured or disorientated state.

5.8 Access to Poolside

Swimming groups must not be able to access the poolside until the pool attendant is on poolside. The behaviour of the swimmers must be managed by the teacher/TA in charge.

Checking Numbers of Swimmers

In relation to school hydrotherapy 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.

Assessing Pupils' Swimming Ability

In relation to school hydrotherapy sessions, if larger groups of pupils are to be sub-divided or set by ability for swimming activities, teachers must not rely on the pupils' own assessment of their swimming ability as they are liable to overstate their competence. Teachers must have witnessed a demonstration of each pupil's ability before assigning them to competence based groups and records kept.

5.9 Pool Attendant Hazards

- Pool Attendant must always check to make sure the life saving aids are in their correct positions whenever they first go on to poolside and return to poolside (see Position of Pool Life-saving Aids).
- Pool Attendant must always be aware of other members of staff, where they are, who they are, and what they are doing. This is essential if use of resources is optimised in the event of an emergency.

6 Controlling Access both to the Pool and Specific Features

- **Swimmers In Lessons** – Swimmers are supervised by a teacher, learning support staff and Pool Attendant at all times and are kept to specific areas at certain times.
- **Spectators** - No access is permitted around the poolside unless otherwise instructed by staff.
- **General Public** - No access is permitted onto poolside during school lessons, after school activities and staff training sessions.
- **Maximum Bathers** - Maximum bather load for all activities is as previously stated.
- **School Children** - Changing room access onto the poolside is controlled by pool staff.
- **Plant Room** - No access is permitted to unauthorised persons.
- **Pool Office** - Only management and the pool attendant.

7 Enforcement and Safety Rules

7.1 General

When the pool is used for school swimming, pupils and staff will be informed of potential risk factors, safety rules and personal hygiene before entering the water on their first visit.

They will also be shown the emergency exits and understand the whistle procedure for an emergency.

The whistle is an important tool in alerting both swimmers and other staff, but must be used sparingly - its effectiveness will be greater if only used when absolutely necessary.

1 short blast of the whistle = Swimmers must pay attention to the pool attendant / teacher

2 short blasts of the whistle = Pool Attendant / Teacher alerting another member of staff

3 short blasts of the whistle = Pool Attendant / Teacher going in the water.

1 long blast of the whistle = Every one exit the water.

There are also signs and notices displayed on the pool facility which will assist in reducing risks to users whilst in the pool and changing areas.

During after school lessons it is the responsibility of the pool attendant to take a register at the start of the lesson, any swimmers turning up late should also be ticked off as they turn up.

7.2 Alcohol/Drugs

Any person who appears to be intoxicated, under the influence of drugs or not well enough to swim must be excluded from doing so.

Staff should be aware that some medical emergencies show the same symptoms of intoxication (head injuries or diabetic emergencies).

8 Pool Attendant/Lifeguard Training and Qualifications

It is emphasised that pool operators must be satisfied with all aspects of pool safety; including the availability of suitably qualified lifesavers before any activity takes place.

An adult holding a current certificate in the following qualification will be on the side of the pool:

- RLSS National Pool Lifeguard

In addition, the means of summoning assistance in Mayfield Pool is via the Cordless Phone which is kept in the Pool Attendant's office.

Please note that the remaining swimmers are no longer supervised until assistance arrives, and the recovery of a casualty from the water often requires at least two people.

9 Pool Attendant/Lifeguard Duties and Responsibilities

9.1 Responsibilities

The main responsibilities of pool attendant are as follows:

- Be familiar with and ensure the pool normal and emergency procedures are enforced
- Maintain constant observation of the pool and pool users when on duty in order to anticipate problems and identify any emergency quickly
- Enforce the pool rules
- Assist teaching and other staff in the event of inappropriate behaviour of a bather
- Carry out rescues and initiate other emergency action as and when necessary
- Carry out immediate first-aid in the event of an injury to a bather, or other emergency
- Communicate with bathers in order to carry out any of the above
- Ensure the pool area is never left unattended when bathers are in the water, or are likely to be in the water or when spectators are present
- Make themselves familiar with any emergency equipment provided.
- 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.

9.2 Pool Attendant/Lifeguard Supervision Techniques

- When supervising the swimmers, the Pool Attendant must take all reasonably practicable steps to be aware of all the swimmers, what they are doing and where they are.

- The Pool Attendant is expected to scan the area they are supervising on a regular and frequent basis, even while their attention may be focused on one swimmer or a small group of swimmers.
- With regard to scanning, whenever possible, Pool Attendant is expected, as a minimum, to adopt the 10:20 system - this requires the member of staff to scan the pool every 10 seconds, and be no more than 20 seconds away from any incident that may occur.
- The Pool Attendant must not allow themselves to have their attention drawn to one swimmer or a small group of swimmers any more than is necessary. Should, for whatever reason, attention be diverted on a regular basis, the matter must be referred to the Teacher in charge.
- Pool Attendant must place themselves where they are able to see as many swimmers as possible, and be seen by as many swimmers as possible (see Poolside Positions).
- Pool Attendant must be brief when talking to swimmers. If drawn into a conversation with a swimmer or member of staff and the quality of the supervision is affected, the Lifeguard must politely say that it must stop.
- When talking to either a swimmer or member of staff, the Pool Attendant must NEVER stop watching the pool. Staff are advised, therefore, to stand side by side facing the water.
- Pool Attendant must, so far as is practicably possible, assess the swimming ability/confidence in the water of each swimmer when they first enter the water.
- Information or concerns about swimmers must be communicated to the Teacher in charge/Learning Support Assistant in charge.

The first and last rule is the Pool Attendant must NEVER stop watching the water.

9.3 Signs of a Potential Emergency

The Pool Attendant must be aware of warning signs that a potential emergency is developing. Examples of such signs are:

- Worried expression on face of swimmer
- Cries for help
- Crowd gathering
- Deliberate waving of arm
- Sudden submerging
- Sudden silence
- Two or more swimmers in very close contact
- A swimmer in a vertical position in the water
- Hair over the eyes or mouth

9.4 Reporting Tiredness/Ill Health

As detailed above it is important that the Pool Attendant remains alert. The health of a Pool Attendant may also influence his/her level of concentration. For this reason it is essential that if there is any health problem that may impair his/her concentration or judgement, it must be reported to the Teacher-in-charge who will then need to assess the Pool Attendant's ability to continue with their duties.

9.5 Pool Attendant Positions

The designated Pool Attendant positions and the area of the pool they are designed to cover are as follows:

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

9.6 Normal Pool Attendant Duties

- Check cordless phone is fully operational.
- Keep poolside area and equipment tidy in conjunction with the teaching staff.
- Help collect toys, weights and large floating play equipment at the end of the session and tidy away in the equipment boxes and against the walls.
- Help set up and take down relevant ropes for swimming lessons.
- Keep floats off the floors and stack neatly on poolside or place in the equipment cupboard, Store the woggles in the bin provided.
- Carry out regular patrolling so that you can be kept alert and professional.
- In the case of high risk bathers lifeguards should position themselves accordingly.
- Keep children and parents restricted to the specified viewing area.
- Wear the correct uniform so you are recognised.
- Carry out rescue equipment checks to ensure all whistles, ropes, torpedoes, spine board & collar and first aid equipment are fully stocked/ where they should be/ in good working order.
- In conjunction with the teaching staff, tidy all equipment away into the store cupboard and the appropriate boxes on the poolside.
- Maintain a high level of personal hygiene.

10 Safety Signage Positions

Pool Attendant is free to design or choose suitable pictograms, which will help maintain a safe pool environment.

Safety Signs are located in the pool facility.

11 General Building Management

11.1 Building Maintenance

The maintenance of the building itself is a site responsibility. Pool management, however, have in place regularly (daily, weekly, monthly, yearly) maintenance systems to ensure the safe running of the pool. This includes ensuring:

- the pool and changing rooms are clean (see below)
- the water quality is acceptable (see below)
- the pool plant and air management systems are running correctly

Risk assessments are undertaken on hazards which pose a significant risk to bathers and other users of the pool. Risk assessments are regularly reviewed and amendments made where required. Risk Assessments are shown as an Appendix B to this document.

11.2 Cleaning

A daily cleaning routine, in the pool hall and changing rooms, is carried out by the pool attendant to ensure the cleanliness of the pool and changing rooms is of a good standard. Intensive cleaning sessions are scheduled for holiday periods and when the pool is closed.

11.3 Water Quality

- Water testing is carried out daily (every 2 hours) by qualified pool staff.
- Weekly plant maintenance procedures take place to ensure good water quality.
- Monthly samples are sent away to a specialist analyst for testing.

11.4 Staff Health & Safety

All staff are trained in site specific risks and hazard spotting (as detailed above in Section 4) and are provided with a copy of the NOP and EAP. Staff will be asked to confirm that they have read and understood both documents.

11.5 Plant Room

Only fully trained members of staff will have the following duties:

- Take and record daily water quality readings
- Handle Pool Chemicals
- Maintain plant machinery systems

Personal protective equipment (PPE) is provided for staff to undertake the above tasks and training is provided in its use.

11.6 Cleaning

- All COSHH documents are kept with the chemicals for ease of use and staff made aware of them.
- A chemical symbols poster is in place on cleaning cupboard

11.7 Manual Handling

- Staff are trained in basic moving and handling techniques so that they are aware of the correct way to move and handle any equipment they are using.
- When chemicals are delivered, sufficient space for parking is provided close to the storage area to minimise any moving and handling. When handling chemicals suitable scoops have been provided to discourage manual handling.
- Risk assessments will be completed for any moving and handling tasks that cannot be eliminated.
- Only those employees who have received training on the use of hoists may operate the equipment. The hoists will be tested every six months in line with current legislation.
- Employees who are required to undertake moving and handling activities must be competent in the correct handling techniques.

11.8 Electricity

General

- Any plug points likely to come into contact with any moisture are fitted with a circuit breaker to ensure the safe use of any electrical equipment. All electrical items are annually PAT Tested.
- A current electrical test certificate will be obtained at the start of the season. This will be issued by a competent electrical contractor.
- Any RCDs in the pool area or changing areas will be tested for tripping before use, inspected visually weekly and tested by a 'competent' person using a RCD tester every three months to ensure that they will safely react to a fault of 30ma or greater within 40mS. Test records are kept and archived.

Lighting

A good standard of illumination is important and consideration is given to the following points:

- External windows are kept clean.
- Artificial lighting is arranged so that pool reflections particularly during light loads are minimised. The lighting is maintained in good working order with units kept clean.
- Emergency lighting is tested daily and maintained at 6 monthly intervals by ADT.

11.9 Pool Covers

- Pool cover mobile rail to be to the right hand side of the hydrotherapy pool. Ensure caster brakes are applied, attach pull rope to pool cover and pull cover towards shallow end steps.
- Move pool cover rail over to left hand side of hydrotherapy pool, re-apply brakes and attach pull rope and pull towards shallow end steps.

12 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.

The following should, whenever possible, be recorded on an hourly basis:

- Nature of the session
- Maximum usage during the hour
- Minimum usage during the hour
- Age profile of the swimmers
- Number of Lifeguards
- Name of Lifeguard/s

13 Communication

In the event of an emergency the Pool Attendant will use "Code 1" then area he is at, e.g. hydrotherapy pool.

14 COSHH

14.1 General

Under the Control of Substances Hazardous to Health (COSHH) Regulations a COSHH assessment must be undertaken of all the hazardous substances before the substance is used. The COSHH assessment will identify the hazards associated with the substances, the control measures to be put in place to minimise the level of risk, any personal protective clothing/equipment identified and operator training. Safe systems of work must also be devised and followed to protect employees and others from contacting, ingesting or inhaling harmful materials.

Depending upon the type of disinfection system, some or all of the following protective clothing may be needed during delivery, handling of materials, cleaning or maintenance:

- impervious boots;
- impervious aprons;
- impervious gauntlets;
- eye protection to BS2092:1987 (BS EN 166, 167 and 168);
- respiratory protection to BS4275 and BS2091 for systems using normal plant operation implies a list of exposure to toxic gases.

14.2 Additional Controls

- When handling dry materials, employees, pupils or visitors should not be exposed to excessive dust. Where necessary conditions for weighing or measuring out materials should be carefully controlled. Exhaust ventilation may need to be considered
- 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. These are stored in a purpose built chemical store
- Different chemicals should never be mixed and steps should be taken to prevent the possibility of accidental mixing. Chlorine compounds used at swimming pools 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 and only entered by authorised persons.
- Spilled chemicals must be cleared away and disposed of safely following the suppliers/manufacturers guidance, washing down as necessary. Empty chemical containers must also be disposed of safely.

15 Specialist Activities

15.1 Small Aquatic Toys

The main hazard associated with small aquatic toys arises as a result of their size permitting young children to put them in their mouths thus causing a choking hazard. In addition they may float into deep water and an enthusiastic child may attempt to follow with an increased risk of getting into difficulties.

- All toys will be no smaller than 35 mm in diameter to eliminate on swallowing.
- Ensure non swimmers are in armbands, swimfin or a pool divider is across the pool to reduce toys floating down to deep water.

16 Non-Inflatable Play Structures (e.g. floats, rafts)

When using non-inflatable play structures (n-ips) staff will have regard to the following control measures:

- Weak or non-swimmers will always be supervised according to their individual needs when using a non-inflatable device
- The use of non-inflatable devices will be closely monitored by staff to ensure that the equipment is not being used too close to the pool surround which increases the risk of injury due to impact with the pool surround.
- Pool attendant will ensure that all pupils can be seen at all times in order to ensure that bathers have not fallen below the device.

17 Arrangements & Conditions of Hire of Facility

The following information provides details of the arrangements and conditions of hire of Mayfield School Pool to external organisations wishing to hire the pool.

17.1 Hirer

The person with overall responsibility for the hire of the pool must sign two copies of the Hire Agreement Form. Hirer's will also be provided with a copy of the Normal Operating Procedures and Emergency Action Plan.

17.2 Cancellations

A minimum of two weeks' notice is required for pool hire booking cancellation. Cancellations made after this period will result in the full cost being charged.

17.3 Period of Hire

The period of hire will be agreed between the hirer and the pool management at the time of booking. The hire period will be included in the application for hire form.

17.4 Management

There will be a Pool Attendant in the pool office during the hire period. The hirer shall comply with all reasonable requests of the management during the period of hire.

17.5 Premises

Swimmers must enter and leave the pool from the changing area. Any persons entering the pool by the main pool entrance must remove outdoor footwear or cover footwear with the plastic shoe covers provided.

17.6 Conduct and Control

The hirer will maintain good order throughout and shall not allow any inappropriate behaviour, disturbance or disorder. Any persons displaying such behaviour shall be removed from the building.

17.7 Smoking

Smoking is strictly forbidden in any part of the building or site.

17.8 Animals

The hirer shall not unless agreed in advance with the management bring dogs or other animals of any kind with the exception of a guide/hearing dog.

17.9 Additional Pool Rules of Hire

Unless it is agreed and approved by the Pool Management, the Hirer or the group for which he/she is responsible will not:

- Consume food or hot drinks in the pool area
- Bring into the pool any dangerous or obnoxious article or substance
- Put up notices
- Take photographs or video filming.
- Sell on the premises, refreshments, tobacco or goods of any description.
- Alter or interfere with any equipment or fittings.
- Wear Jewellery other than a wedding ring or for medical identification.

17.10 Acceptance

Acceptance of the letting is conditional upon the signing of the Conditions of Hire form and the acceptance of the above letting conditions.

17.11 Sub-lettings

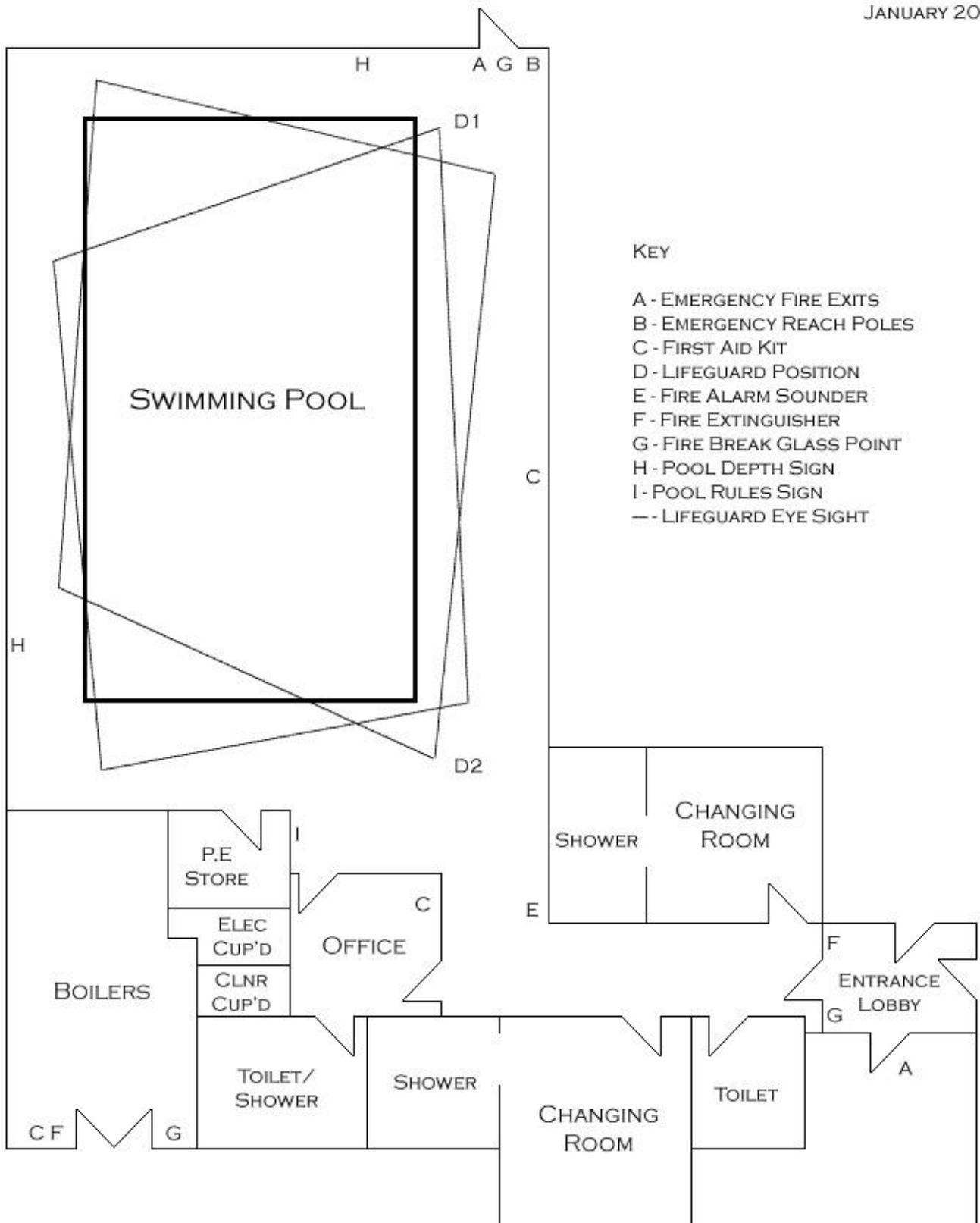
Sub-letting of the pool or any area within the building is strictly prohibited unless agreement has been given from the Governing Body.

17.12 Lifeguard

The hirer will be provided with a lifeguard who is the pool attendant. The Lifeguards/Pool Attendant provided by the Hirer must be qualified to RLSS National Pool Lifeguard Qualification

17.13 Photographing of Pool Users

Photography and recording images of any kind is permitted only with the written authorisation of the pool management in advance of the session. A form obtaining permission can be obtained from the Pool Office.



GENERIC ACTIVITY RISK ASSESSMENT

Location: Hydrotherapy Pool

Establishment: MAYFIELD SCHOOL

Assessor:

Signed:

Date of Assessment:

Review Date:

Activity: BACKWASHING

Hazard	Risks	Individuals at risk	Risk rating Low, Medium or High	Control Measures (Current)	Control Measures – Additional (Proposed)	Residual Risk Low, Medium or High
Reduced levels of disinfection in pool	Illness	Pool Users	High	<ul style="list-style-type: none"> Backwashing to be undertaken when pool is not in use. Backwashing to take place at least once per week as and when needed, as advised on PPO Course. Refer to pool plant manufacturer's instructions for appropriate methodology. Backwashing must continue until water in sight glass is clear 	In general, backwashing takes place as and when needed.	Low
Lone Working	Death, serious injury	Pool Attendant	Low/ Medium	<ul style="list-style-type: none"> Backwashing to be undertaken only by pool attendant and no other pool users in the hydro pool. Operatives to inform office staff when work on backwash begins and ends. 	An alarm bell is required when only one member of staff is present. Pool Attendant has radio links to school office.	Low/Medium
Pollution	Environmental Pollution	Environment	Low	<ul style="list-style-type: none"> Consent to be sought from National Utilities about the nature, volume and frequency of the discharge from backwashing and dilution. National Utilities is informed when the pool is due to be emptied. 		Low

GENERIC ACTIVITY RISK ASSESSMENT

Location: Hydrotherapy Pool

Establishment: MAYFIELD SCHOOL

Assessor:

Signed:

Date of Assessment:

Review Date:

Activity: MANUAL HANDLING OF LOADS

Hazard	Risks	Individuals at risk	Risk rating Low, Medium or High	Control Measures (Current)	Control Measures – Additional (Proposed)	Residual Risk Low, Medium or High
Chemical Drum	Lumbar injury, lower limb injury	Staff involved in moving chemical drums	High	<ul style="list-style-type: none"> • All staff involved in delivery, storage and handling of chemical drums to be trained in safe handling techniques. • Staff to use trolley provided when moving drums. • Drums are never to be rolled or dragged. 		Low
Moving Clients	Lumbar Injury	Staff	High	<ul style="list-style-type: none"> • No client is to be physically lifted unless in an emergency which would otherwise result in serious injury or death. • Pool hoist to be used to transfer clients into the pool. • Only those staff trained in its use may use the Pool Hoist • Drag sheet to be used in the event of an emergency evacuation 		Low

ACTIVITY RISK ASSESSMENT

Location: Hydrotherapy Pool

Establishment: MAYFIELD SCHOOL

Assessor:

Signed:

Date of Assessment:

Review Date:

Activity: USE OF POOL CHEMICALS

Hazard	Risks	Individuals at risk	Low, Medium or High	Control Measures (Current)	Control Measures – Additional (Proposed)	Residual Risk Low, Medium or High
Creation of toxic gases	Serious injury, Death	Pool Staff, others in the vicinity	High	<ul style="list-style-type: none"> • Chemicals are stored in a lockable separate container to the plant room. • All chemicals to be stored above ground level to prevent spillage of water coming into contact with chemicals. • Handling of chemicals to be carried out according to the instructions on the container. • Chemicals to be stored in separate chemical stores: <ul style="list-style-type: none"> ○ bagged powders and carboys in external store ○ sodium bisulphate stored in plant room. • Protective clothing to be worn at all times including: <ul style="list-style-type: none"> ○ protective coveralls ○ goggles and gloves ○ wellington or protective boots 		

				<ul style="list-style-type: none"> • Any spillages must be washed away immediately making sure that no chemicals are left lying around. • No individual to work in plant room without informing other staff members of their whereabouts. • Others staff to check plant room operatives in case of incident requiring emergency assistance. • Canister respirators must be available for use only for minor leakages. See below for further information on use of canisters. 		
Release of toxic gas (chlorine)	Serious injury, death	All pool users	High	<ul style="list-style-type: none"> • Chemicals with the properties, when mixed, to create chlorine gas should be stored separately. • See pool Emergency Operative Procedures for dealing with a major release of toxic gas. • Co-ordinate with emergency services. Give emergency services information immediately of hazardous substances present. • In cases of minor chlorine gas leaks, use canister respirator. <p>Canister Respirators</p> <ul style="list-style-type: none"> • Canister respirators must be subject to strict control. • One canister to be situated immediately outside the plant room; another inside, near to the points of possible leakage. • There should be enough canisters available for all employees likely to be present at any one time. • The shelf life of a properly stored respirator is about five years; once its seal is broken, that life is greatly reduced. • Log book to be kept of relevant dates and associated numbered canisters. 		

				<ul style="list-style-type: none"> • Canisters to be inspected (including hose connections and face mask seal) by a competent person every month and by the manufacturer every 6 months. Details of inspections to be logged. • Everybody who might have to use a respirator must be trained in its use. The fit should be checked. • Respirators not on personal issue must be disinfected after use. <p>Emergency Procedures</p> <ul style="list-style-type: none"> • Anybody affected by chlorine gas must be sent to hospital as an emergency – because more serious symptoms may develop. • Until a qualified medical professional is available, trained first aider to administer basic first aid measures. 		
Calcium Hypochlorite HTH Chlorine Powder and Capsules	Toxic to aquatic organisms. Causes burns to skin, eyes and respiratory system. Inhalation of vapour fumes can cause severe breathing difficulty	Chemical Handler Pool Attendant	High	<ul style="list-style-type: none"> • Chemical to be stored away from sodium bisulphate. • Each chemical to be labelled and have its own bund and sump. • Contact with acids liberates toxic gas (chlorine). Avoid acids, ammonia and ammonium salts. • Spillages to be cleared away using a safe method. The method for clearing away sodium hypochlorite is as follows: <ul style="list-style-type: none"> ○ bund or absorb material with inert material (e.g. sand, NOT sawdust). ○ transfer liquid if possible to salvage tank; otherwise absorb on inert materials and transfer to suitable containers for waste disposal. • Do not allow to contaminate drains and watercourses. • Immediately inform authorities of uncontrolled discharges. 		

				<p>Protective Measures</p> <ul style="list-style-type: none"> • Self-contained breathing apparatus if dealing with a major leak. • PVC or rubber gloves to BS1651. • Safety Goggles to BS2092/C and/or face shield. • PVC overalls, rubber boots to BS1870. <p>Hygiene Measures</p> <ul style="list-style-type: none"> • Always wash thoroughly after handling chemicals. <p>Emergency Procedures</p> <ul style="list-style-type: none"> • <i>Inhalation</i> – Mists will irritate breathing passages causing coughing and wheezing. Remove from exposure, rest in fresh air and keep warm. In severe cases, or if recovery is not rapid or complete, seek medical attention. • <i>Skin Contact</i> – Irritation, blistering on prolonged contact drench the skin with plenty of water. Remove contaminated clothing and wash before re-use. If large areas of skin are damaged or if irritation persists, seek medical attention. • <i>Eye Contact</i> -: Pain, reddening, watering. Irrigate thoroughly with water for at least 15 minutes. Obtain medical attention. • <i>Ingestion</i> – Burns to upper digestive tract, stomach upset, nausea, vomiting. Wash out mouth with water. Do not induce vomiting. If patient is conscious, give water to drink. If patient feels unwell, seek medical attention, giving attention of breathing difficulties. 		
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