

Sandbach School Community Sports

Swimming Pool Normal Operating Procedures V4 (07/04/09)

*Latest amendments indicated by a black line in the margin and bold italics /
underlined*

A. The Pool

1. A deck level pool with an extended shallow end that shelves steeply into a 3m deep end.
 - a. Dimensions: 9m x 23m (10yds x 25yds) of which the shallow end is 10m long.
 - b. Depths: Shallow end min. 0.9m Max. 1.2m
Deep end 3m (10 feet).
 - c. A red tiled line 1.5m before the steep drop off to deep water marks the limit of the shallow end;
 - d. The deep end can be roped off with a float dividing rope;
 - e. 4 lanes marked by tiled lines;
 - f. 3 mini racing lane ropes are available to make training lanes.

2. THE MAXIMUM BATHER LOAD FOR SANDBACH SCHOOL SWIMMING POOL IS 80 (including spectators – see B.2.a & b)

3. Access to the pool is via:
 - a. One external door at the shallow end – used for additional disabled access or staff only; This door to be locked from inside- in an emergency the door can easily be opened by 1 turn of the latch.
 - b. Min entrance is the gallery door– where all user group admin should be completed. All parents should be there.
 - c. Two doors from the old changing rooms (one of which is via a shower and foot bath) at the shallow end next to the external door only for use by school swimmers or supervising staff;
4. **The outer doors from the change rooms are to kept shut at all times , if shut too they cannot be opened from outside. They are for emergency exit only or exit in periods of high demand for space in the gallery.**
5. Emergency exits can be made via:
 - a. The old changing room;
 - b. Each of the new main changing rooms exits;
 - c. The external door;
 - d. The spectator area door;
 - e. The emergency door located at the deep end.
6. Alarms and fire fighting equipment are located as follows:
 - a. Pool alarm buttons – one is located in the deep end and another near to the spine board along the external door side of the pool.
 - b. Fire alarms are located in each of the main changing rooms near to the external doors.
7. Staff changing rooms consists of:
 - a. an office (exclusively for the School PE staff use) in the old changing room;
 - b. a dedicated changing room accessed from the pool side. This Can be locked from inside only.
8. Toilet and shower facilities are located in each of the changing rooms; disabled toilet facilities are located in each of the new changing rooms.

B. Potential Risks

1. Physical Hazards

- a. Floor slippery when wet.
- b. Steeply shelving pool bottom into deep water beyond the red tiled line.
- c. Edge tiles to pool have grooves in one direction only – grip only available when jumping or diving square into the pool.

- d. Ladders to pool steep – people entering the wrong way around i.e. back to the ladder not the pool.
- e. Objects made of glass.
- f. Changing rooms - poor ventilation, high humidity and heat.
- g. Crowded changing rooms and shower area.
- h. People standing on the spectator area / pool dividing wall.
- i. People standing on benches to get changed.

2. People Hazards

- a. Spectators are to be segregated away from the poolside in the spectator area. They can gain direct access to the pool surround. Spectators are not go on to the pool surround or to enter directly into the pool hall.
- b. Since spectators can gain direct access to the pool side their behaviour is the responsibility of the teacher / coach.
- c. The seating attached to the wall less then 2.5m from the pool edge is only to be used by members of the swimming class and are not to be used by spectators.
- d. Other members of the public can view the pool from outside the main door. Teachers / coaches are to be aware that this may cause unwanted intrusion and that it may become a Child Protection issue. If such behaviour is felt to be suspicious the Duty Caretaker/ officer should be called in the first instance. If the situation is not remedied then the police should be called.
- e. The changing rooms need to be supervised especially at the beginning and end of the session. The outer doors must be secured during the session. If the changing rooms are being shared by two user groups at the finish of one and the start of another session then supervisors must be present from both groups.
- f. Participants should be encouraged to hand valuable items in for safekeeping in order to prevent pilfering.
- g. It the responsibility of the user groups to ensure that all those who have responsibility for or who will have close contact with young people under 18 years of age or vulnerable people have the Enhanced level of Criminal Records Bureau check (this is currently free to voluntary organisations). Those who have responsibility are:
 - Teachers and coaches;
 - Lifeguards and first-aiders;
 - Carers and auxiliaries assisting pupils on a one to one basis.

Under no circumstances must glass be brought into the pool hall- if it breaks and gets into the water a complete shut down and drain of pool filtration system required and potential shut down for 2 weeks.

3. Activity Hazards

These are covered in the risk assessments at appendix 1

4. Teaching Hazards

- a. The number of teaching hazards is reduced because there will only be one pool user group in the water at a time.
- b. Teachers / coaches must be aware that they are also responsible for any spectators present.
- c. Diving is only permitted in the deep end – see the section on The Teaching of Diving below for further information on hazards.
- d. **All sessions must have a qualified lifeguard present. The club must provide this service. If there is no lifeguard the session cannot take place. Ideally with a ratio of 1:20 there should be 1 coach/instructor and 1 lifeguard who has sole**

responsibility for the safety of the swimmers and must not take on a coaching responsibility.

5. Molluscum Contagiosum

- a. This virus from the pox family is a harmless viral infection of the skin and is a self-limiting disease; characterized by groups of small white lumps developing into white or pink dome shaped spots with a dimple in the centre. It is passed on by direct skin contact or direct skin contact with inanimate objects (swim buoys, body floats, shared towels, etc). The condition is quite itchy. The swimmer is infectious so long as they have lesions.
- b. Swimmers with other skin conditions e.g. eczema, are at a higher risk of infection.
- c. Those infected must not be allowed to swim.
- d. Inanimate objects (swim buoys, body floats, etc) must be stored so that they dry out. The virus survives if equipment is stored wet.
- e. Towels should not be shared.

C. Access by Public / Spectators

1. Access to the pool building is only for members of bone fide groups:
 - a. Pupils of Sandbach School as part of the normal school curricula or extra-curricula activities;
 - b. Staff of Sandbach School during designated times when appropriate lifeguard cover is in place;
 - c. Members of groups / clubs that have hired the pool and have signed an agreement accepting the terms of hire.
 - d. Members of visiting teams / clubs as part of organised competitions.
2. **Swimmers should access the pool through the main door / spectator area door –over shoes must be worn on poolside to ensure mud and debris are not brought into the pool**
3. Spectators should access the pool hall via the spectator area door at the deep end of the swimming pool. They are not to use the shallow end glass door, which is to be used only as an **additional disabled persons entrance and emergency exit.**
4. Spectators must remain in the spectator area and are not permitted onto the pool surround **unless there is no space in the gallery during the session .If sitting on poolside then spectators must not distract/ talk to or engage the child or coach or lifeguard.**
5. Outdoor shoes are not to be worn on the pool surround; group organisers are asked to rigidly enforce this rule in the interests of hygiene and cleanliness. Failure to comply will result in the additional cleaning costs being passed on to the hirer. Repeated infringement will result in the cancellation of the hire agreement and loss of use of the Sandbach School pool.
6. The consumption of drink and food is not allowed inside the pool building.
7. Although spectators are in the spectator area they are also in the immediate vicinity of the pool. Their behaviour and discipline is subject to the coach / teacher. If their behaviour or manner starts to interfere with the proper running of the class those concerned must be asked to leave the building and wait outside. If they refuse to comply the session must be suspended and all swimmers told to leave the water and return to the changing rooms under supervision until the situation is controlled.
8. All users should maintain a register of swimmers that can be used in the event of an emergency e.g. fire alarm.
9. Spectators must be included in the teacher / coach / lifeguard to swimmer ratio.

D. Lifeguards – duties and responsibilities

1. Supervision must be constantly maintained whilst the pool is in use. The pool must be patrolled constantly by a lifeguard, and all areas of the pool must receive attention.
2. The key tasks of the lifeguard on the poolside are:
 - a. Maintain concentrated observation of the pool and pool users in order to detect the genuine emergency:
 - b. Anticipate problems (e.g. rowdy behaviour, someone swimming into the path of a diver, etc);
 - c. Identify any emergency quickly – some bathers may shout and splash about, others may simply sink below the water giving little indication of a problem.
 - d. To keep all swimmers away from the two grill covers in the bottom of the deep end – they **MUST** be deterred from touching them.
 - e. Carry out rescues and initiate other emergency action as appropriate.
 - f. Give immediate first aid in the event of injury or illness to a bather.
 - g. Communicate with bathers, coaches and any other lifeguards on duty to fulfill the above tasks.
3. The key responsibilities of lifeguards is to be physically fit, have good vision and hearing, be mentally alert, sensible and self-disciplined.
4. **Lifeguards must not, in any circumstances, form groups, undertake other activities or to be distracted from performing their duties whilst on the pool side.**
5. The lifeguard to swimmer ratio must not be more than 1:20; exceptionally this can increase to 1:30 if the swimmers are very competent i.e. older competitive swimmers. In the event of more than 20 swimmers being present an additional person qualified at least to RLSS Bronze Medallion must be on the pool side changed ready to enter the water.
6. Lifeguards should hold the National Pool Lifeguard Qualification.
7. Teachers and Coaches should hold as a minimum current National Rescue Award for Teachers, Coaches, Trainers and Assessors.
8. If no second suitably qualified person is present the group size changed and ready to swim must not number more than 20. This will mean that some swimmers are unable to take part.
9. If for any reason the senior coach or their qualified nominee supervising the session has to leave the Pool Hall then all activity must stop and all pupils must be asked to return to the changing rooms.
10. No one should be allowed to enter the Pool Hall until there is sufficient lighting, the pool cover has been removed, the pool vac has been taken out and until they have showered and used the footbath.
11. Non-rescue qualified teachers and coaches can supervise the pool but an additional qualified lifeguard must be in attendance changed and ready to enter the water. The lifeguard will work under the direction of the teacher or coach but may if the situation requires it to act independently. Supervisory staff must have a whistle and be familiar with the Normal Operating Procedures and Emergency Action Plan.

12. Those employing lifeguards should be aware that the maximum working time without a break from being on the poolside is 30 minutes – this is to ensure that the lifeguards remain as alert as possible.
13. Lifeguards should be easily identifiable – they should wear the standard uniform when on duty.

E. Systems of work

Those covering maintenance are contained in a separate document held by the Maintenance Manager. A pool maintenance SOP is also a working document outlining the plant room weekly, daily and yearly tasks. Copies can be found via the extra curricular sports manager.

Cleaning duties of external cleaning group

1. Dailey:
 - a. Check and clean changing rooms;
 - b. Clean toilets;
 - c. Empty all bins;
 - d. Clean sinks;
 - e. Clean mirrors
 - f. Hose down / brush pool deck
2. Once a week:
 - a. Clean grouting in the showers;
 - b. Clean drains on pool deck and in changing rooms;
 - c. Clean the grab channel in the edging tiles.
3. Once a month:
 - a. Clean the scum line.

F. Plant Operational Systems

These cover plant use, operation and servicing and are contained in a separate document held by the Maintenance Manager.

G. Detailed work instructions

1. Training session / galas
 - a. The lane ropes and backstroke turning flags need to correctly fitted and tensioned.
 - b. Lane ropes should be stored on the reel when not in use and positioned in the top left-hand corner of the pool away from the emergency exit.
 - c. Teachers / coaches are expected to set up and take in lane ropes and to check that they are adequately tensioned.
 - d. The reel should not be taken too close to the pool edge and should be held by an assistant when the ropes are being pulled out.
 - e. The diving blocks should be physically tested for security before each session.
 - f. The backstroke turn flags should be in place for every training session or gala.
 - g. Spectators and competitors seating are the red benches. Additional seating can be arranged in the form of chairs or gym benches; permission must be obtained from the Director of Community Sport.
 - h. The officials / scorers table should be set up at the deep end near to the emergency exit but not blocking it.
 - i. The competitors marshalling area should be set up in the deep end corner away from the emergency exit.
 - j. The false start rope should be mounted from poles set into the poolside at the half way line.
 - k. ***Cauoes are stored upright on pool side – teachers to ensure they are not moved/ used and that stored upright to avoid risk of falling. They rest on the pool guttering.***

2. The Teaching of Diving

- a. No diving is permitted in the shallow end.
- b. Diving is only allowed in the deep end and then only from the starting blocks 'end' or from beside the starting blocks during training or 'free time'.
- c. No diving from the deep end pool 'sides' unless under the direction of a teacher / coach as part of a structured lesson.
- d. Swimmers must be briefed about the sudden decrease in depth and where the safe diving area limit is.
- e. Teachers / coaches must ensure that their pupils do not stray into water that is too shallow; they must ensure that the depth of water is appropriate.

3. The Teaching of SCUBA diving or Snorkeling

- a. Groups must be affiliated to BSAC.
- b. Scuba diving and snorkeling is only to be taught by qualified PADI instructors.
- c. The equipment used must be checked before use for any faults and removed from use if found faulty.
- d. All equipment including wet suits, belts, air bottles and harnesses must be cleaned before use in the pool. Particular attention should be paid to the parts of the equipment where sand or small pebbles could be lodged.
- e. No other water based activity is to take place once divers are in the water.

4. The teaching of Canoeing / Sailing skills

- a. Groups must be affiliated to the BCU / RYA / CCFA.
- b. Canoeing / sailing must be taught by qualified instructors or appropriately trained PE staff (Sandbach School groups only).
- c. All equipment must be in a safe and clean condition. Particular attention should be paid to the parts of the equipment where sand, small pebbles or mud could be lodged.
- d. No other water based activity is to take place once canoes or sailing dinghies are on the water.
- e. Instructors must place particular emphasis on making their pupils aware that every reasonable effort should be made to stop canoes or dinghies from hitting the pool side in order to prevent damage.

5. Installing / removing disabled persons' hoist and steps

- a. This is only to be done by those who have been trained in the correct methods.
- b. The hoist and steps, once removed, are to be stored in the corners of the pool hall away from where users will walk and well away from emergency exits. The hoist is to be stored with the 'mechanism' off the floor.
- c. When positioning the hoist for use it must be positioned so that the hooks engage on studs that have been fitted to the floor mounts before the chair guide is lowered into the pool. When the hoist is removed the mounting studs must be removed from the floor sockets and stored in the plastic box beside the emergency telephone.
- d. When moving steps into and out of position the correct technique for lifting loads must be used; ensure that the two bars are properly located into the sockets and that the top step is level with the pool side before use.

H. Teacher / Coach to Pupil Ratios

1. In the majority of cases the ratio should not exceed 1:20.
2. If the teacher / coach is also responsible for spectators on the poolside the ratio may need to be smaller.

3. The teacher / coach ratios may need to be reduced if:
 - a. There is a wide variation in swimming ability of the pupils;
 - b. If there are language or learning difficulties;
 - c. If there is a risk of pupils straying into the deep-end, which shelves steeply, causing them to be out of their depth.
4. The teacher / coach should remain on the poolside during the session. If there is a need for them to enter the water an additional teacher / coach must be present on the poolside.
5. Recommended ratios:
 - a. 1:12 Adult and infant (baby) classes – one adult holding one infant i.e. one teacher / coach per 12 adult / infant pairs;
 - b. 1:12 Non-swimmers and beginners;
 - c. 1:20 Mixed ability groups where the range is from improver standard to competent swimmer;
 - d. 1:20 Competent swimmers where the swimmers can swim unaided at least 25m on back and front and tread water for 2 minutes;
 - e. 1:30 Competitive Swimming – training only with very competent swimmers;
 - f. 1:20 Synchro swimming;
 - g. 1:20 Water Polo – training only;
 - h. 1:20 Aerobics in water – Deep water;
 - i. 1:30 Aerobics in water – Shallow water
 - j. Swimmers with disabilities – each situation must be considered independently. Care must be taken to ensure that there are sufficient helpers in the water to produce a 1:1 ration for those needing constant support and a sufficient number of other helpers to provide the degree of support dictated by the range of disabilities within the group. (Further help can be gained from the national organisations for specific disabilities);

J. Alarm Systems, Lifesaving and First Aid Equipment

1. A telephone is located in the sliding windows – dial 9-999 to obtain the emergency services.
2. The Pool Alarm is located near to the spine board and office sliding window at the shallow end the alarm buttons at several locations along that side.
3. Fire alarms are located just inside the external changing rooms by the entrance doors.
4. Lifesaving and first aid equipment is located to allow easy and quick access by lifeguards, teachers, coaches or other assistants. Deficiencies should be reported immediately to the Duty officer in the first instance, the Maintenance Manager or the extra curricular sports manager.
 - a. A spine board is located near to the outside door in the shallow end.
 - b. Two throw ropes are located either side of the deep end.
 - c. Two horseshoe life rings are located either side of the deep end.
 - d. Short reaching poles are located leaning against the walls at the deep end – one by each of the deep end steps and one each side of the pool near to the ‘steep slope’.
 - e. A long reaching pole fitted with a hook is located on the deep end wall.
 - f. **A first aid kit is located just inside the sliding windows beside the emergency telephone. And in the ‘old testing room via the gallery. Face masks and space blankets can also be found there.**

K. Health and Safety Issues

1. The normal pool safety rules are in operation in the Sandbach School Pool. Additions to the safety rules are:

- a. No diving in the shallow end – diving is only allowed in the deep end and then only from the starting blocks ‘end’ or from beside the starting blocks.
 - b. No diving from the deep end pool ‘sides’ unless under the direction of a teacher / coach as part of a structured lesson. Swimmers must be briefed about the sudden decrease in depth and where the diving area limit is.
 - c. No running on the pool side.
 - d. No horseplay, pushing or throwing people in
 - e. When canoes are in use there is to be no free or directed swimming; no deliberate capsizing; no pushing of canoes unless they are continuously held.
2. Participants and spectators must not wear outdoor shoes on the poolside. Slip-on overshoes are provided, which should be returned after use.
 3. Spectators must remain well away from the pool edge.
 4. Food or drink is not to be consumed inside the pool building or changing rooms. The only exception to this rule
 5. Smoking is not allowed on the School site – Sandbach School is a No Smoking Zone – this applies to all users and spectators.
 6. All users should be aware of the potential for ‘stranger danger’ that could place youngsters at risk. Parents should be told to escort their children to the swimming pool and stay with them until the teacher / coach has accepted responsibility for them. Any suspicious activity should be reported immediately to the duty caretaker and the police called for assistance should the activity persist. A written report should be made giving full details of the incident and a description of the strangers involved to the duty caretaker, Maintenance Manager or Director of Community Sport as soon as possible after the incident.

L. Conditions of hire to outside organisations

See appendix 2

M. General

D E Allman
Extra curricular sports manager
7/4/09