**Pool Safety Operating Plan**

**incorporating**

**Normal Operating Procedures (NOP)**

**&**

**Emergency Action Plan (EAP)**

**for**

**St John the Baptist (C of E) Primary School Swimming Pool**

June 2025

 

The PSOP should be used in conjunction with the ***Code of Safe Working Practise for swimming pool operations for schools and colleges maintained by West Sussex County Council – Part 1 – Pool Operations Guidelines***

Normal Operating Procedures (NOP)

# Pool Operators

It is the responsibility of the Pool Operator to ensure that the safeguarding procedures are implemented.

Name of Pool Operator: Jane Sharrock

# Pool Controllers

For School

Name of Pool Controllers: Paul Worsley

For Findon Swimming Club

Name of Pool Controllers: Mick Dicker

# Details of Pool

The pool is 16.7m x 6.6m, 1.1m at its deepest point and 0.9m at the shallowest point. The pool is covered when not in use. There are depth markets indicating the water depth. There are two sets of steps at both the shallow end and deep end. There are two changing facilities, toilets and two small storage cupboards (used for equipment and seating) adjacent to the pool. The plant room is located at the end of the pool by the deep end. The chemical storage shed is located adjacent to the plant room, both are secured by a bolted gate. There is also a storage shed within the pool area (this is used for mainly storing the lawn mower). The pool area is accessed by a padlocked gate.

# Potential Risk Areas and Hazard Prevention

An appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified. The following hazards have been assessed as being High or Medium severity in the current *Pool Risk Assessment* document.

* Persons entering the pool inappropriately, for example, by diving or ‘bombing’
* Persons exhibiting boisterous or unruly behaviour
* Persons gaining unauthorised access to the pool buildings
* Persons gaining access to the pool when it is not in use or not supervised
* Non-swimmers wandering back into the pool from the changing rooms at the end of a swimming session
* Absence of, or inadequate response of trained pool staff in an emergency
* Water contamination
* Thorough check of changing rooms to ensure non-slip matting is in place & adequate supervision is in place during changing
* Safe use of pool steps
* Storage & use of chemicals (including cleaning products)
* Storage of electrical items

There is a separate *Risk Assessment* document for handling the pool cover.

Emergency exits, routes and all surface areas are checked as part of the unlocking procedure. All equipment is locked away safely. Diving is not permitted due to the shallow nature of the pool.

Chemicals and cleaning products are stored safely in locked secure storage cupboards. The plant room and chemical storage room are always kept locked. The swimming pool is locked when not in used.

# Pool Rules

The following pool rules are enforced at all times:

* No unsupervised swimming (no swimmer can enter the pool without supervision from an instructor)
* No diving
* No smoking
* No eating, drinking or chewing gum
* No running
* No fighting, pushing or throwing bathers
* No ducking
* No bombing, spins, somersaults, seat drops, running, jumps / jumping over other swimmers etc.
* No gymnastics or acrobatics
* No loose jewellery should be worn
* T-shirts are not allowed whilst swimming in the pool (unless for medical or training purposes)

# Pre-Swim Hygiene Arrangements and Admissions Policy

* Outdoor shoes are not permitted on poolside.
* Swim caps are to be used by all swimmers during school swimming lessons
* Persons who appear under the influence of drink or drugs should not be permitted to swim
* Persons who appear not well enough to enter the water must be refused admission. Current or recent illness including respiratory problems, open wounds, infections, digestive upsets and rashes are strong indications against participation
* Food and drink must not be brought onto or consumed within the pool area
* Plastic water bottles may be brought onto poolside for swimmers and teachers during teaching sessions to avoid dehydration
* Children are to be encouraged to use the toilet before entering the pool
* Swimwear must be clean and suitable for use
* Children and elderly persons requiring nappies are required to wear a recognised swim nappy
* Where the pool is used by people with special needs, ensure special swimming nappies for older children and young adults are worn
* Conventional nappies are not permitted in the pool
* Any person with a recent history of diarrhoea or other gastric complaints (i.e. within the last 14 days) should not be permitted to swim
* Persons who have ate a meal recently (i.e. within 30 minutes) should not be permitted to swim
* People with severe illness or treatments that makes the person more susceptible to infection should seek medical advice before being allowed to swim
* All bathers are to use the footbath before entering the pool. Pool water is to be used to fill the footbath & regularly changed or before the beginning of each swim session. Footbath water is to be emptied onto the grassy bank away from the pool.
* If a swimmer suspects they have a verruca, a tight fitting protective waterproof sock must be worn

# Supervision Ratios and Areas

The pool supervision ratios for specific lesson types are:

One-to-one (private) sessions: 1:1
School Run sessions: 1:12

Maximum bather load during swimming club session is 40

No bathers to enter the pool until there are two supervising adults at poolside. Supervising adults are persons who are able to demonstrate the supervision competencies as laid out in WSCC regulations for Supervision of Swimming Sessions in Schools (January, 2013).

# Communication of Safety Messages

On induction to the pool, swimmers are informed of the Whistle Procedures and other relevant safety messages such as the location of the fire exit and first aid station.

Signs are located on the poolside to alert pool users of pool rules, water depth and any other safety messages.

# First Aid and Rescue Equipment

The first aid kit, Rescue (CPR) mask and eye-wash station are located in the toilet. There is also a first aid kit and eye-wash station in the chemical storage shed.

Reach poles can be found around the pool edge.

A mobile telephone for contacting the school and/or emergency services is located with the swimming teacher/supervisor on the poolside.

During school hours, a two-way radio is also provided to enable communication between the pool and the main school buildings during an emergency.

Two first aiders are present during teaching sessions.

# Fire Alarm Testing and Drills

Fire alarm equipment and fire extinguishers are located in the school buildings. The fire alarm can be heard from the pool area. Fire drills are to be performed once per school term. There is an fire extinguisher in the chemical shed.

# Pool Safety Training

All teachers have at least a current STA Pool Safety Award or equivalent.

All teachers and supervising adults will be taught the emergency procedures unique to the pool (see *Emergency Action Plan* document).

# Cleaning Procedures

The pool area, changing rooms and toilets must be checked for cleanliness after each session.

# Hire to Outside Organisations

Procedures and conditions of hire to outside organisations are defined within the *Findon Swimming Pool Conditions of Hire* document (September, 2022).

# Plan of Pool Building

For detailed schematics of the pool services and plant circulation, see the *Swimming Pool Technical Operation* document.

Emergency Action Plan (EAP)

# Introduction

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

The Pool Operator will ensure staff is aware of their responsibilities in respect of this procedure.

During school hours, two-way radios are provided to enable communication between school buildings during an emergency.

# Whistle Procedure

The method of communication using a whistle is as follows:

* **One short blast:** attracts the attention of pool users
* **Two short blasts:** attracts the attention of pool/assisting staff
* **Three short blasts:** attracts the emergency action is about to be taken
* **One long blast:** signals that all pool users to evacuate the pool immediately

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction.

# Fire / Emergency Evacuation of the Pool

Actions to be taken in the event of specific emergencies are detailed below.

## Raising the Fire Alarm

To raise the alarm, use the two-way radio to contact the school office who will call emergency services and summon the fire brigade. During out of school hours, a mobile telephone will be used to call the emergency services (dialling 112 will automatically provide the emergency services of the location).

Once the alarm has been raised those on poolside should blow their whistles as per the *Whistle Procedure* and clear the pool as quickly as possible.

## Emergency Evacuation

Staff on the poolside should blow their whistles as per the *Whistle Procedure* and help clear the pool as quickly as possible.

Swimmers must immediately leave the pool/pool area and line up at the Assembly / Muster point (i.e. lower playground).

An assigned member of staff will sweep the pool area and pool buildings to ensure that all persons are accounted for. A supervisor will collect the lesson register and head towards the assembly point. Supervisors will prevent anyone from re-entering the pool area until the emergency services and fire marshal have said that it is safe to do so.

A head count will be taken and checked against the register. Out of school hours, the supervisor will be the point of contact for the emergency services when they arrive and will be responsible for giving the all clear to re-enter the pool area after the emergency services has determined the site is safe.

# Major Emergencies

A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation. All members of the team will be required to provide support.

The process for dealing with major emergencies is as follows:

* The swimming teacher/supervisor will raise the alarm by blowing three whistles
* The teacher/supervisor will initiate rescue/first aid and removal of the casualty from the water
* The support staff will assist the teacher/supervisor and evacuate the pool
* The teacher/supervisor will ensure an ambulance is requested, supply specialist equipment and take control of the situation, including managing and support staff and swimmers
* A responsible adult will be assigned to meet the emergency services to brief them and escort them to the scene of the incident
* Responsibility is assigned to the emergency services once they start to treat the casualty
* The teacher/supervisor will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
* A relative of the casualty will be informed of the incident
* The teacher/supervisor will ensure that all Accident/Incident Reports are completed and the necessary follow up action is taken (including replacements of first aid supplies)

Actions to be taken in the event of specific emergencies are detailed below.

## Discovery of a Casualty in the Water

The first response to a casualty in the water will be to consider performing a rescue by reaching with a pole or rope. Whenever possible, hand to hand contact will be avoided until the casualty is under control and the possibility of being pulled into the water is reduced.

The pool will only be evacuated if necessary and the teacher/supervisor will only enter the water to affect a rescue if other alternatives will not work.

If entry into the pool is necessary, the process to be applied is as follows:

* Attract the attention of another supervisor and additional support by blowing the whistle loudly three times
* The teacher/supervisor will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point with the assistance of other staff
* The teacher/supervisor will perform EAR/CPR resuscitation and provide additional first aid, which will be continued until the emergency services take over

## Serious Injury to a Bather

* The process for dealing with major emergencies as detailed above will be followed in the event that a member of the pool staff notices a bather with a serious injury. The teacher/supervisor will provide resuscitation/first aid until the emergency services take over. In cases of serious injury, unconsciousness or suspected broken bones, patients will not be moved unless there is a further risk of injury to either casualty or rescuer.

### Head Injuries

All head injuries will be treated as serious and supervisors will follow first aid and resuscitation protocols in accordance with their first aid training. Three blasts of the whistle will be given by the person seeing the emergency.

* The emergency services will be called if the injury appears serious. If there is any doubt as to the severity of the injury, further medical advice must be sought as there is possibility of delayed concussion/loss of consciousness occurring
* Casualties with face / head injuries will not be allowed to return to the pool

### Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious and pool supervisors will follow rescue and resuscitation protocols in accordance with their training. The pool has a no-diving policy.

* Three short blasts of the whistle will be given by the person seeing the emergency.
* On entering the water, the teacher/supervisor must shout, “entering the water, suspected spinal”
* All other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty
* Once away from the casualty all bathers must clear the pool and will be directed away from the incident
* The emergency services will be called if the injury appears serious. If there is any doubt as to the severity of the injury emergency services must be called as there is possibility of delayed concussion/loss of consciousness occurring

# Minor Incidents

Minor incidents, if handled properly, will not result in a life-threatening situation. Examples of incidents of this nature include a bather slipping on poolside, a minor cut or bruise and a simple reaching rescue. In order to ensure an appropriate response, the teacher, on becoming aware of the incident will follow the process below:

* Notify other pool staff that they have to respond to an incident by blowing three whistles
* Other pool staff will move to cover area or request additional assistance if necessary
* A first aider will administer aid or provide appropriate assistance
* Casualty will be referred to appropriate location
* Accident/Incident Report completed as necessary

# Pool Contamination (Dealing with Blood, Vomit and Faeces)

Personal protective equipment must be worn when dealing with any contamination. A *Gross Contamination Checklist* must be completed and the Pool Operator and Caretaking & Premises Support Services at WSCC must be informed.

In the event of contamination of the poolside or pool water, the following procedure must be followed:

## Blood

If substantial amounts of blood are spilled into the pool, all persons must evacuate the water immediately. An on duty pool controller should be contacted.

The pool will be temporarily closed to allow the contamination to disperse and any infectious particles within it to be neutralised by the disinfectant in the water. Flocculent will be manually added to the pool. The pool filters will be backwashed at the end of the day.

Spillages of blood on poolside will be contained, covered in paper towels to enable the towels soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins. The area will then be disinfected.

## Vomit

If substantial amounts of vomit are spilled into the pool, all persons must evacuate the water immediately. An on duty pool controller should be contacted. The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.

Flocculent will be manually added to the pool. A minimum of “three turnover periods” of the affected pool will elapse to ensure the removal of any bacteria. The pool filters are then backwashed. Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS (total dissolved solids) levels are within the agreed parameters and a visual inspection will be carried out.

Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins. The area will then be disinfected.

Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away.

## Diarrhoea

If diarrhoea is discovered in the pool, all persons must evacuate the water immediately. An on duty pool controller should be contacted.

The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of “six turnover periods” to the affected pool will elapse to ensure the removal of bacteria.

Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS (total dissolved solids) levels are within the agreed parameters and a visual inspection will be carried out.

## Solid stools

If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool. The stool will be placed into a bucket and flushed down the toilet.

A careful visual check will be undertaken to ensure that no particles remain and a water test carried out to ensure that the quality of water is within defined parameters. Flocculent will be manually added to the pool and the pool filters will be backwashed at the end of the day.

Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

# Lack of Water Clarity

It is vital that supervising staff can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. The following process will be followed in the event of poor water clarity:

* If the pool water becomes cloudy, an on duty Pool Controller must be informed immediately.
* A water test will be undertaken and plant will be checked for correct functioning.
* Appropriate remedial action will be undertaken.
* If the remedial action is not possible or is not effective soon enough, the Pool Controller will determine if it is safe for the pool to remain open.
* Swimmers will only be allowed back in the pool once the water quality has improved sufficiently to enable staff to clearly view the pool bottom and a satisfactory chemical balance has been confirmed.

# Disorderly Behaviour (Including Violence to Staff)

The teachers and supervising staff are in charge of the pool users and their behaviour.

It should be noted that incidents of this nature within the pool or around poolside may detract the attention of pool staff away from their primary duties of pool supervision and teaching. Assistance from other staff will be requested as soon as the teacher feels their attention is being drawn away from their primary duties. It may be deemed necessary that the pool user is accompanied away from the pool area.

There is a zero tolerance policy in relation to violence to any member of staff or pool user.

# Overcrowding

Pool staff must adhere to the appropriate ratios as outlined in the *Normal Operating Procedures* document. The maximum recommended instantaneous pool bather load is 40 bathers.

# Structural Failure

If there is any sign of structural failure whilst the pool is in use, close immediately and follow the emergency evacuation procedure. The school and Pool Operator should be notified once the evacuation has been completed.

# Bomb Threat

On receiving a bomb threat, stay calm and listen.

* Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
* Ensure that any recording facility is switched on. If you are not able to record the call, make notes for the police.
* Take down as much information about the caller as possible, such as their gender, whether they were an adult or child, their accent or any background noise heard
* Ask questions such as:
	+ Where is the bomb now?
	+ What does it look like?
	+ When will it explode?
	+ Did you plant the bomb? Why?
* When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number
* If during school hours, immediately report the incident to the relevant senior member of staff who will manage the situation
* If out of school hours, inform the police directly
* Even if a hoax is suspected the above action must still be taken
* Do not leave your post – unless ordered to evacuate – until the police arrive

# Gas Leak

If gas odours are present or a gas leak is suspected, all swimmers must vacate the water and get changed. Once swimmers are changed, all belongings are to be collected and the pool area cleared.

The school office must be informed and the Gas Emergency Services contacted.

# Emission of Toxic Gases / Chemical emergencies

This procedure is written on the basis that toxic gases can be liberated by the incorrect handling or mixing of chemicals. Generally, these chemicals will be confined to the plant room or chemical storage shed but may leak onto the poolside.

Upon discovering a release of toxic gas, raise the fire alarm by contacting the school office or if out of school hours, contact the emergency services directly.

Once the alarm has been raised those on poolside should blow the whistle as per the Whistle Procedure and clear the pool as quickly as possible and follow the emergency evacuation procedure.

No-one is to re-enter the pool area until the emergency services say that it is safe to do so.

In the event of a chemical spillage, the advice given on the COSHH summary sheet must be followed.

# Weather

There is to be no swimming during a thunder/lightning storm. During inclement weather, the teacher/supervisor will make a decision whether swimming will take place considering the safety and comfort of pool users.

Swimming Pool Technical Operation (SPTO)

# Pool Operator

It is the responsibility of the Pool Operator to ensure that the safeguarding procedures are implemented.

The current Pool Operator is: Jane Sharrock

# Pool Controllers (Including Qualifications)

The Pool Controllers will take responsibility for the day to day running of the Swimming Pool ensuring that the required standards laid down in the Caretaking and Premises Support Swimming Pool Guidance notes are met and accurate records are maintained.

At least one Pool Controller should be on duty at any time while the pool is in use.

For School – the Pool Controller is Paul Worsley

For Findon Swimming Club – the Pool Controllers is Mick Dicker

# Pool Specifications

## Dimensions

## The pool is 16.7m x 6.6m with an average depth of 1.0m. The deepest point is 1.1m & shallowest point is 0.9m

## Surface Area

The surface area of the pool is 106.26 m2.

## Water Volume

The pool contains 106.26 m3 of water.

## Circulation Rate

The pool circulation rate (also known as flow rate) is 31m3 per hour.

## Turnover Rate

The pool water is turned over every 3.4 hours.

## Bather Load Capacity

The industry recommended value for pool bather loads at this pool is 2.7 m2 of surface water per bather.

The maximum recommended instantaneous pool bather load is therefore 40 bathers.

Using the industry rule of thumb (50% of max. instantaneous load \* 12), the Operational Bather Load is 240 bathers per day.

# Pool Water Testing Frequencies and Chemical Parameters

Water testing is carried out using a Palintest Pooltest 6 Photometer. Bacteriological sampling is carried out using an independent water analysis service.

|  |  |  |
| --- | --- | --- |
| Test | Frequency |  Parameters |
| Free Chlorine  | Every 3 hours | 1.0 – 3.0 mg/l |
| Total Chlorine  | Every 3 hours | < 2.5 mg/l |
| pH  | Every 3 hours | 7.2 – 7.6 |
| Cyanuric Acid  | Weekly | 50 – 100 ppm |
| Total Alkalinity  | Weekly | 75 – 220 mg/l |
| alcium Hardness  | Weekly | 75 – 150 mg/l |
| Total Dissolved Solids (TDS) | Weekly | < 1000 mg/l |
| Balanced Water Test | Weekly | 0.0 to +0.4 |
| Bacteriological Sampling | Monthly | Zero CFU / Zero TVC |

The chemical parameters for the pool written are the *normal operating ranges*.

# Pool Plant Circulation Diagram

Plant Room Equipment

All plant equipment was installed and commissioned in October 2014. For technical details of the pool plant and associated equipment, including records of filtration media changes and service records, see the *Pool* *Plant Equipment* document.

# Pool Services Diagram