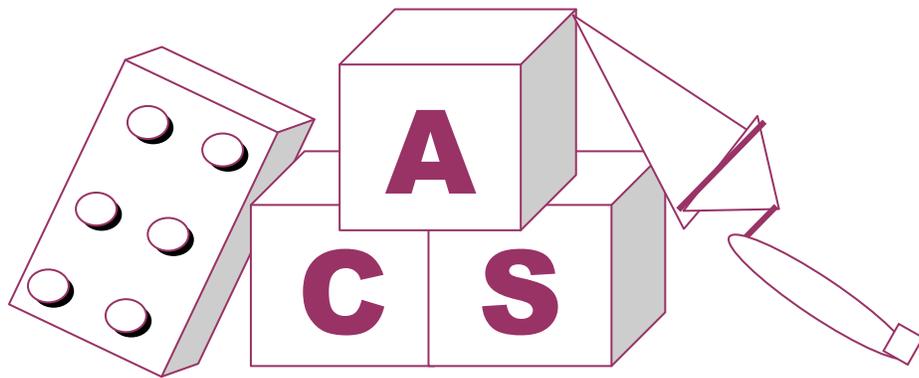


Ashgate Croft School



Building Skills for Life

SWIMMING POOL

**APPLICATION PACK RE HIRE OF
POOL**

Updated: 19.10.2015

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Hirers must also sign to agree:

- To provide their own lifeguard, qualified to a standard as stated in the above documentation, and provide proof and qualifications. (The school has a list of lifeguards available.)
- To ensure that the appropriate swimwear is worn, particularly by members of their group who have issues with incontinence.

Hirers must also provide proof of public liability Insurance where necessary. Some groups will be covered by Derbyshire County Council's public liability insurance under the lettings procedure.

Fees for the hire of the pool

These currently are:-

£50 per hour	Monday to Friday
£60 per hour	Saturday and Sunday

Equipment

Once the hire of the pool has been agreed, any necessary training will be given, particularly re the use of:-

- Sensory equipment
- Hoists
- Specialist changing beds

One person must assume responsibility for the above equipment.

The use of other equipment is included in the cost of the hire of the pool. However, any equipment damaged, and any damage to the fabric of the building, will be charged for.

Facilities

Lockers are available in the changing rooms. A refundable £1 coin will be needed to use these.

Contact Numbers

If you wish to discuss the hire of the pool with a member of staff, please contact:

Manda Haertel	Swimming Teacher	01246 520929
Jonathan Elton	Business Manager	01246 275111
Dennis Gilbert	Site Manager	07976317708
Matthew Wells	Assistant Site Manager	07923900903
Paula Taylor	Pool Administration	01246 275111

INTRODUCTION

The purpose of this booklet is to give written reference to all those who work and/or use Ashgate Croft School Swimming Pool as to the normal operating procedures.

It is the overall responsibility of the Head teacher, Senior Leadership Team, Swimming Teacher and Site Team to ensure that all these procedures are carried out, to ensure the safety of all users.

It must be noted that each employee / user carries responsibility for their own actions and also for the actions of members of the public, under their direct supervision.

The Health and Safety at Work Act is very specific as to the responsibility of the employer and employees.

All staff / users are required to be completely familiar with both the Normal Operating Procedures and Emergency Action Plan at all times to carry out their work according to the instructions laid down in them.

Whilst making every effort to increase the already high standards of public safety, no-one must forget that the pupils of Ashgate Croft school and members of the public attend the swimming pool for learning to swim and for enjoyment, and this should be encouraged unless the enjoyment is:

- Causing danger to themselves and others;
- Causing annoyance to others, and
- Causing damage to the fabric of the building

If there are any aspects of this booklet which are not clear, or you feel are not workable, then please inform a member of staff.

NORMAL OPERATING PROCEDURES

DROWNINGS IN THE BRITISH ISLES

Every year, a proportion of the population drown accidentally. Some of these drownings occur in both public and private swimming pools. Analysis of the deaths and near drownings has revealed the following points:

1. No-one can be termed a “safe swimmer.”
2. It is generally assumed that more drownings occur when swimming pools are busy. However, staff must appreciate that more drownings occur when swimming pools are quiet. Historic reports have revealed that more than 50% of fatalities in public pools occurred with very few people in the pool. In some cases, only two or three people. It is perceived that deep water areas of a swimming pool are the most dangerous. However, deaths frequently occur in standing depth water, particularly the shallow end of public pools.
3. Cases have occurred where staff have been more concerned with their own conversations than observing bathers.
4. Frequently, casualties are not observed drowning and bodies only discovered when submerged and motionless on the pool bottom. Such incidents suggest a lack of vigilance on the part of staff and, therefore, extreme vigilance is essential.

LIFEGUARD AND THE LAW

The Health and Safety at Work Act (1974) places a duty on employers and others in charge of swimming pools towards the public who use them. The Health and Safety Commission joined with the Sport Council to produce “Safety in Swimming Pools” which is intended to provide an authoritative starting point for pool operators and managers to assess requirements for the safe operation of their facilities.

Employer’s duties

- Provide and maintain safe plant and equipment
- Provide and maintain safe systems of working
- Ensure safe handling, storage and transport of substances
- Provide necessary instruction, training and supervision
- Provide and maintain adequate welfare
- Prepare and revise a written safety policy
- Consult with trade unions if necessary

FACILITY INFORMATION

Details of the pool and equipment.

Pool

The pool is situated at the front of the school, with access via Ashgate Road. Parking is provided for 11 cars.

The pool itself measures 12m x 6m, the depth is a constant 1.2 m and it has a capacity of approximately 22,000 gallons of water.

Access into the pool will be via the central corridor. Bathers are to assemble at the locked door and wait for staff. Some bathers will access the pool via the assisted changing area and will be assisted by staff.

It is used by pupils and staff at the school, as well as by private hirers, and is available for both casual and programmed use.

Pool hirers are responsible for the provision of a National Pool Lifeguard (with a valid NPLQ award) during periods covered by regular hire agreements unless; lifeguards are specifically requested from the pool operator. Details are available from the Pool Administration Assistant.

In the event of a fire during the school day, please refer to Fire Evacuation Procedures in Section 2. In cases of emergency, a “walkie-talkie” handset will be left on the poolside for direct contact with members of staff. Instructions will be given as to the use of the “walkie-talkie” A member of the school staff will always be on site when the facilities are in use.

Security of the Pool Area

In no circumstances must the pool or changing facilities hired be left unattended until an authorised key-holder is on site to lock and secure the building accordingly.

During the normal school day, staff will be expected to use their fobs to enable them to access the pool. This cannot be carried out by pupils.

In case of an emergency, a walkie-talkie is available for direct contact with the site management staff. Training on how to use this will be given. Hirers will also be given the telephone number of the person in charge of the site.

Spectating

The pool hall has standing room for spectating. Only clean trainers to be worn on the poolside or no footwear at all. Definitely no outdoor shoes or outdoor trainers unless covered by overshoes, which are available in reception.

Equipment

The learner aids and equipment are stored on the pool side so that they are easily accessible. All equipment must be returned to the appropriate area after each lesson and put away tidily.

The pool has a chair hoist that is designed to assist bathers with disabilities into and out of the water. The base is a permanent fixture with the chair situated close by for easy assembly. The pool also has two specialist changing beds. Only trained personnel can operate this equipment.

Teaching equipment includes:-

- Arm discs
- Floats
- Pool buoys
- Noodles
- Balls
- Sinkers
- Hoops

Pool lifeguard rescue equipment includes:-

- Rescue poles
- Throw bags
- Torpedo buoys
- 2 rescue mats (to assist with landings)

Poolside fixtures and fittings such as steps, sockets, wall and floor finishes shall be checked as part of day-to-day duties of the Swimming Teacher. Any defects found shall be reported to the Site Team or Business Manager.

General equipment such as rescue poles, training equipment etc, shall be maintained in good order, stored properly and only used for its specific purpose; e.g. Safety boards shall only be used for training or in an actual emergency situation.

Swimming Pool Water Testing

The quality of the swimming pool water is of the highest priority, and as such, the Site Team will carry out a comprehensive series of tests each day, which will involve the routine monitoring of chlorine and PH levels every two hours throughout the pool opening sessions.

All test results will be recorded and retained for inspection.

Safe Use of Electrical Appliances

Under normal operating circumstances, only battery operated equipment will be permitted on the pool side or in the changing rooms.

Electrical equipment may be required for specific tasks. On these occasions, the swimming pool or changing rooms will be closed subject to risk assessments being carried out and agreed with the Senior Leadership Team, Site Manager, Swimming Teacher and Derbyshire County Council's Health and Safety Representative.

Food and Drink

NO food or drink to be taken on to the pool side. Bottled water in plastic containers may be consumed.

NO glass of any description to be taken in to the changing areas or onto the pool side.

Pool Hygiene

Pre-cleanse

All users are encouraged to use toilets and showers prior to pool use to minimise the amount of pollution and consequently, the amount of chemicals needed to be added to the pool. Signs are displayed within the changing rooms encouraging such behaviour. Signage should be re-enforced by verbal encouragement to users, particularly young children.

It is important that users are educated to understand that good personal hygiene arrangements prior to swimming significantly reduces the amount of dirt and bacteria that would otherwise end up in the pool's systems. Babies and young children **MUST** wear specialised swimwear when using the pool.

Diving

Diving is not permitted into water with a vertical depth below 1.5 metres.

Therefore, **NO** diving, including sitting diving, is permitted at all.

"No Diving" safety posters are displayed around the pool.

First Aid Supplies and Training

- The first aid box containing first aid equipment and foil blankets are found on the poolside, with accident forms.
- When items are removed from the first aid box, they must be replaced as soon as possible. Groups using the pool should inform the person in charge that stock has been used.
- An accident report form must be recorded every time an incident/accident occurs.

- The swimming teacher is required to hold a current First Aid at Work Certificate, or Life Support 3 (RLSS) plus an RLSS Lifesaving Award/NPLQ for Teacher/Coach.

Alarms and Emergency Action / Equipment

Alarm Systems

- Details of emergency rescue equipment can be found on the poolside plan.
- The pool does have an emergency alarm, but a telephone is situated by the disabled toilet door on pool side (dial 9 and then 999 if a mobile is being used dial 112). See Emergency Action Plan for details.
- Practice evacuations take place regularly throughout the year ie fire drills.
- Aquatic emergency (See Emergency Action Plan for details.)
- All accidents must be reported and recorded.
- The Lifeguard / spotter on duty activates the Emergency Action Plan

Emergency / Spinal (Suspected Spinal Injury)

Recent research stated that a casualty with a suspected spinal injury must be lifted out of the pool as soon as possible. The main reason being that if the spinal injury is a severe fracture in the cervical area, body temperature control will malfunction and the casualty will become hypothermic rapidly.

At present, no “ferno” aqua board is available. Consequently, a spinal lift must be performed and directed by the trained Lifeguard on duty.

A blanket/foil blanket should be laid on the poolside to lift the casualty onto to retain heat where possible.

Pool Plant Room

- The pool plant room door must be locked when not in use.
- Only authorised personnel must enter the pool plant room.
- Personal protective clothing must be worn when “handling” chemicals.
- All chemicals must be housed separately. (DO NOT ALLOW CHEMICALS TO MIX.)
- All chemical containers must be labelled correctly.
- Eye wash facility available near the Dry Chlorine tablets.
- The light must be switched off when leaving the plant room. (Chemicals must be housed in dark, cool and well ventilated conditions.)
- Daily maintenance checks must be carried out.
- Report any fault, leaks, etc as soon as possible.
- Order chemicals and test tablets when required.
- Vac the pool
- Chemical delivery – wash drums out with cold water ready for collection.

- Back wash – always switch off pump before opening or closing butterfly valves (serious damage will occur if this is not actioned.)
- If working in the plant room for any length of time, notify the office that this is where you are.
- Chemical leakage / spillage (See Emergency Action Plan -Section 2)
- Diarrhoea – clear and close the pool. Run plant for 6 turnover cycles (add coagulant if suitable for filtration system.) Our pool has approximately 1 hour turnover cycle. CLOSE FOR 1 DAY before opening to the pupils / public.

Maintenance checks - pool test, back wash, pool vac (by trained personnel only)

Daily

- Pool surround / pool area
- Windows
- Equipment
- Steps (check step caps)
- Skimmer lids (check for cracks)
- Fire door
- Check and clean poolwise strainer (if necessary)
- Hose walkway
- Report defects to Site Team
- Test pool regularly throughout the day and evening if in use and record pool and air temperatures.
- “Make up water” / dilution (keeps TDS level down and maintains pool circulation level.)

Weekly

- Back wash (if pool being used) or when pressure gauges require this action.
- Pool vac
- Clean appropriate strainer box.
- Check and clean skimmer baskets
- Check scum line
- Balanced water test
- Clean floats, mats and noodles (skin rashes, use Milton)

Monthly

- Mains water test
- Microbiology water test if necessary

Six weeks

- Air conditioning filters (Site Manager’s check)

Six months

- Bayrol Analyt, hth Easiflo and CO² to be serviced.

Five Years

- Filters (Plant Room)

Orders

- Chemicals and test tablets (when necessary)
- Records of all work / tests carried out on the pool or plant must be kept.
- Pool test records to be kept for at least 5 years.

Chemicals used for treatment of the pool

- Calcium Hypochlorite (hth Dry Chlorine tablets)
- Carbon Dioxide CO² compressed gas
- Sodium Bicarbonate
- Sodium Thiosulphate (chlorine reducer) (used only in **rare** cases of overdosing or very high chlorine reading.)
- Aluminium Sulphate

All chemicals are safely contained and stored in the chemical plant room off the swimming pool.

For further information about these chemicals, please refer to COSHH regulations retained by the Site Manager.

Risk Assessment – Pool Hirers

- The maximum bather load is 22, dependent upon type of group.
- A qualified lifeguard must be on duty and have a valid NPLQ and attend regular training
- Only clean trainers to be worn on the poolside or no footwear at all. Definitely no outdoor shoes or outdoor trainers unless covered by overshoes, which are available in reception.
- All equipment used to be stored away.
- No food or drink on the poolside with the exception of water or energy drinks in plastic bottles.
- No glass bottles etc to be brought into the changing areas.
- In case of emergency dial 9 and then 999. If using a mobile dial 9 and then 112. (See Emergency Action Plan). Contact person in charge of site as soon as.
- First aid box/accident reports situated on poolside.
- Any concerns or problems with the pool or equipment, please notify the Swimming Teacher or person in charge of site.

Pool User Child to Adult Supervision Ratio

- Children under the age of 4 years **must** be supervised at a ratio of one adult to one child
- Children aged between 4 and 7 years **must** be supervised at a ratio of one adult to two children.
- Some children may need additional supervision because of their individual needs.
- The supervising adult must go into the water with the children they are accompanying and maintain a constant watch over them.

Changing Rooms

Supervising adults accompanying children of the opposite sex should use the changing room as dictated by the sex of the adult (regardless of the sex of the child) or use the family changing room.

Systems of Work

Pool Emergency

- Aquatic emergency (See Emergency Action Plan – Section 2)
- Challenging behaviour: see Pupil Behaviour Support Policy. The Swimming Teacher and class staff have joint responsibility for behaviour whilst pupils are in the water. Class staff have responsibility for behaviour whilst pupils are in the changing areas.

Fire

Evacuate the pool via the fire doors, clear changing rooms and assemble in the car park away from the building and driveway. Do not re-enter the building.

Call-out Procedure

- Site Manager or Assistant Site Manager on call (Swimming Teacher / Business Manager if necessary)
- Chemical leak (plant room) – call Fire Brigade as soon as possible (see COSHH Regulations)

Aquatic Emergency

Copy on the wall, above pool telephone.

Operational Systems

Controlling Access to the Pool

- The pool door must be kept locked when the pool is not in use
- Bathers must not enter the pool area without a qualified member of staff being present.

Maximum Bather Load

- Maximum bather load is no more than 16 people in the pool during school hours and after school no more than 22 people in the pool.
- 1 Lifeguard (who must have either NPLQ, RLSS Rescue Test for Teacher or Coach Award)

Use of specific teaching equipment

- Use of snorkels, face masks and fins are not permitted during school time except for when professional bodies are coaching/teaching the children. For private hire, however, use is at the discretion of the coach/teacher.
- “Noodles” and buoyancy aids for use as teaching aids only.

NB: It should be noted that the Swimming Teacher is not responsible for cleaning the changing rooms unless they are overseeing the “letting” of the pool.

POOLSIDE RULES FOR BATHERS

- Enter changing rooms quietly
- Use benches and hooks provided.
- Use appropriate changing areas i.e. “females” top right side and “males” top left side.
- Do not enter the poolside without supervision.
- Always use the showers.
- No outside footwear to be worn on the poolside.
- Long hair must be tied back.
- No inappropriate behaviour – running, pushing, back-dives etc
- No jewellery to be worn.
- No eating, especially chewing gum (which is not allowed in school.)
- Goggles can be worn if used correctly.
- No diving allowed.
- No glass bottles to be brought into the changing rooms or on to the poolside.

- No make up or nail varnish to be worn.
- Wounds, infections and athlete's foot must be checked with a member of staff.
- Bathers are responsible for providing their own swimming kit. If incontinence is an issue, specialised swimwear must be worn.
- No plasters to be worn in the water (could be inhaled or block the drains and filters).

SITE TEAM DUTIES AND RESPONSIBILITIES

- To undertake and record regular pool tests throughout the day.
- To clean and maintain the pool and plant room.
- Lock premises after use.

SWIMMING TEACHER DUTIES AND RESPONSIBILITIES

Key Tasks

- To teach timetabled groups and register and record grades / levels achieved through schemes of work.
- Ensure a safe teaching environment.
- Accident prevention
- To return equipment at the end of lessons / sessions to appropriate areas.
- Daily inspection of equipment and pool area (see maintenance check)

Communication with pupils / public

- Firm but friendly
- Approachable, use eye contact
- Be specific and give reasons for any warning / instruction
- Do not display anger or use inappropriate language.
- Use the whistle sparingly or else it loses its effect
- Consider those who may have a hearing or sight impediment and learning difficulties e.g. Use of Makaton etc

Lifeguard Training

Lifeguards are required to hold a current National Pool Lifeguard Qualification which must be renewed bi-annually. Lifeguards must undertake regular training to maintain standards required.

Swimming Teachers require RLSS Rescue Test Award for teachers and coaches or NPLQ or equivalent qualification.

POTENTIAL RISK FACTORS

Awareness of risks / main hazards and high risks

- Weak swimmers
- Boisterous and “show-offs”
- Hand rail and lane rope “crawlers”
- Those wearing arm bands and other forms of buoyancy aids
- Carers “teaching”
- Disabilities / special needs
- Use of floats and other equipment
- Influence of drink or drugs

Pool and Pool Hall Hazards

- Glare from the windows
- Poolside. Be alert to the likelihood of slipping and tripping accidents.
- Steps
- Permanent equipment around the pool
- Skimmer outlets
- Handrail
- Sump (bottom of pool)

NB

Pool staff must be conscious of the likelihood of slipping incidents on the poolside. **DO NOT** allow running or any other activity which could lead to an injury.

Pool staff must know the pool’s water depth and make users aware of dangers, especially those about to get out of their depth.

Exclusions

- People in poor health (heavy colds, sores, open wounds, athlete’s foot etc)
- Bathers who appear intoxicated or not well enough to enter the water must be excluded.
- Bad language or unacceptable behaviour.
- Pupils returning from absence due to diarrhoea and sickness “bugs” in the previous 14 days, exclude for the first week back.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require that employers assess the risks arising from activities both to members of staff and customers / pupils. The risks associated with the provision of a pool facility have been assessed. The detailed requirements included within the Normal Operating Plan and Emergency Action Plan have been formulated to ensure control of and / or reduction in the risk present. Staff training will be undertaken on a regular basis to ensure that you are familiar with safety procedures. However, all staff have a responsibility to contribute to ensuring that procedures for safe operation maintain their relevancy over time. Ensure you inform a member of management if you are aware of any changing circumstances which affect safe procedures.

Dealing with Public / Pupils Safety Education

We increase pool safety by making staff / users aware of potential risks and encouraging them to act responsibly. The following is a list of ways in which risks may be drawn to their attention:

- Notices are displayed on the poolside, in the changing rooms and in surrounding areas. Safety signs include depth signs, prohibition notices and general information (fire evacuation.)
- All pupils and staff are given a safety talk prior to their first lesson, regarding rules and emergency procedures related to the pool.
- Verbal reminders where necessary, with appropriate explanation.
- Patrolling poolside – patrolling must not prevent your observation of the pool at any time. Never turn your back to the pool. The pool must be continually observed.

HEAD INJURY MANAGEMENT

The meaning of “head injury” in the literal sense can mean any injury to any part of the head e.g. Eyes, ears, brain, skull. It is a term used to express an injury that is linked with the potential for brain damage, generally by mechanical impact or pressure caused either directly or indirectly.

Head injuries are not always obvious. Staff should bear this in mind when confronted with a person who has been in an incident. In some cases, appropriate action will include close observation of behaviour, and it is most important that this information is sent with the casualty to the place of medical treatment if it is required.

Recognition of Head Injury

The following are typical symptoms of a head injury:

- Confusion
- Drowsiness

- Blood or straw coloured discharge from the ears or nose
- Nausea and/or vomiting
- Headache
- Blurred or double vision
- Wound or bruising on the head
- Slurring of speech

Any one combination of the above can indicate a head injury, but this does not mean there is any definite brain damage or either a temporary or permanent nature. However, it does require the need for a medical examination.

Types of Head Injury

There are two types of head injury casualty:-

- (a) conscious
- (b) unconscious

Either or these may have a “closed fracture of the skull” or an “open fracture of the skull.”

Consequences of Head Injury

(a) Concussion

Generally, can be described as due to “a brain shaking” and can be caused by direct or indirect blow to the head or jaw.

(b) Contusion

A condition where the brain is bruised and this is often associated with compression. The casualty could be unconscious.

(c) Compression

This arises when there is a build-up of pressure in or around the brain. Compression can be a consequence of penetration, an indirect force, a depressed fracture or a stroke. This is the most serious; as the condition of the casualty will almost always become worse and hospital treatment is essential.

(d) Contre Coup Injury

This is an indirect impact to the brain, usually caused by the brain being dashed on the opposite wall of the skull to which the initial impact is received. The symptoms are the same as for compression.

Managing a Head Injury

When an incident as occurred and there is potential for a head injury, the lifeguard, teacher, spotter should:-

- Absolutely not allow the casualty to resume the activity they were involved in.
- Ensure that casualty who is conscious is conveyed to hospital by stretcher with the head and shoulders raised off.
- If the ear of the casualty is discharging, incline the head so that the ear is lower to permit easier drainage.
- Check for any blood or fluid escaping from the ear or nose and cover the issue using a sterile pad.
- Note and record the details if there is a “lucid” interval i.e. A period of time where a casualty who has been unconscious regains consciousness and appears to be normal for a period before becoming unconscious again.
- Ensure that no first aid treatment is given to someone with a brain injury.

Getting the casualty to hospital as quickly as possible with all relevant notes and information, if the immediate and only course of action.

In all cases of suspected head injury, medical assistant should be sought (See Emergency Action Plan)

SWIMMING AND EPILEPSY

An epileptic attack is due to the occasional sudden abnormal discharge from the brain. People of all ages and social backgrounds can be affected. Epileptic attacks can take a number of forms, ranging from momentary blankness which may only last a few seconds, through to a full seizure during which a sufferer may fall to the ground, become unconscious and make involuntary convulsive movements, accompanied by noise and frothing at the mouth.

Should people with epilepsy swim?

- Provided some sensible safety precautions are taken, people with epilepsy should not be prevented from swimming. Information available suggests that very few attacks occur in the water, provided water temperatures are above 26° C.
- Even if a seizure did occur in the water, they are rarely serious or fatal. The potential for drowning as a result of an attack in the water is low, although this risk may be higher for those having other physical or mental disabilities which give rise to more severe epilepsy.
- Children or adults who have an epileptic attack **MUST** have immediate action taken and be rescued out of the pool before they stop breathing. The Emergency Action Plan should be followed. During the school day, the School Nurse must be informed and attend, and will assess and give treatment if required.

Minimising the Risks

- All pupils must have parental consent to use the pool. For public use, all epilepsy sufferers should seek medical approval before swimming; particularly if the epilepsy is largely uncontrolled.

- Staff should be aware that epilepsy may be triggered by noise, dazzling light, cold water and excitement. In such cases, advice should be given regarding quieter sessions or a more appropriate time to swim.
- Epileptic sufferers should not swim alone. They should be accompanied by a companion, who should have knowledge of the condition, the ability to recognise an attack and preferably an ability to effect a rescue if required.
- Swimming should never take place if a sufferer feels unwell at the outset.

Treatment

- The swimming pool Emergency Action Plan – Section 2 should be followed.
- Approach from behind and keep the casualty's head above water
- Hold the casualty until the attack is finished. Only then should they be removed from the water and allowed to rest quietly, whilst medical attention is sought.

SWIMMING AND ASTHMA

The walls of the bronchi (air passages) inside the chest contain muscles. In some people, this muscle may go into spasm, either during exercise or because dust or pollen, to which the person is allergic, has been inhaled. The result is narrowing of the bronchi and interference with breathing, so that the person becomes short of breath and wheezy. This condition is known as asthma.

Typically, the sufferer is quite well between the attacks, which may come on very suddenly and pass off again just as quickly, probably because the air above the surface of a swimming pool is moist. Asthma is less likely to occur during swimming than during any other forms of exercise. For this reason, asthmatics are often encouraged to take up swimming.

Prevention of attacks

- Sufferers usually carry a special aerosol (spray) with them and their doctor may advise them to use their spray just before going swimming or taking exercise.
- Anxiety may bring on an attack, so a calm approach towards the weak or non-swimmer should be adopted. If the sufferer is already wheezy, do not allow him/her to swim unless use of the medication relieves any breathing difficulties.

Diagnosis of an attack

- The casualty may be very anxious
- Breathing is obviously difficult and noisy, the wheeze being heard particularly when breathing out.

Treatment

- The swimming pool Emergency Action Plan (Section 2) should be followed
- Re-assure the casualty.

- Help the casualty out of the water.
- Sit the casualty down, preferably on a chair, leaning slightly forward.
- Find their personal medication and allow the casualty to use it. (Never borrow another person's medication)
- If the attack is mild and rapidly relieved, allow the casualty to return to the pool, but maintain vigilance for a re-occurrence.
- If the attack is severe or unrelieved in a few minutes by medication, or if the casualty becomes very distressed, obtain medical assistance, in accordance with the Emergency Operating Procedures.

EMERGENCY ACTION PLAN

⊕	AQUATIC EMERGENCY
⊕	LIGHTING FAILURE / FIRE
⊕	LACK OF WATER CLARITY
⊕	BOMB THREAT
⊕	STRUCTURAL PROBLEMS

USE OF THE WHISTLE

ONE SHORT BLAST	Bather attention
TWO SHORT BLASTS	Draw attention to other – lifeguard/spotter/teacher
THREE SHORT BLASTS	Lifeguard taking emergency action
ONE LONG BLAST	Clear the pool

EMERGENCY PROCEDURE – LIFEGUARD ON DUTY

1. Lifeguard activates procedure – 3 whistles (deals with casualty/casualties)
2. Spotter/teacher/coach – telephone for assistance as soon as possible - during the school day, in case of epilepsy, telephone for School Nurse.
3. Third Assistant – assist the Lifeguard
4. Fourth Assistant – clear the pool

ALARM (USE TELEPHONE ON THE WALL ON POOLSIDE)

School / day time Emergency – press 9 and dial 999/112 (mobile)

Night time users / hirers Emergency – press 9 – dial 999 / if using mobile phone 112 police.

NB: During the day, use walkie-talkie to contact site management staff as soon as possible to allow for the gates to be opened to the emergency services. For evening use, use site management personal mobile number – gates will remain open.

POOL EVACUATION

Use emergency doors i.e. fire exit situated at the steps and hoists end of the pool / assemble in designated areas:

1. Check changing rooms / showers / toilets
2. Close all doors
3. DO NOT re-enter the building
4. Check number of swimmers

NIGHT TIME / POOL HIRERS – FIRE ASSEMBLY POINT

Car park - if necessary, move away from the building and assemble at the main gates.

SWIMMING POOL RESCUE PROCEDURE

The Swimming Teacher, Lifeguards, Teachers, Teaching Assistants, Physiotherapist, Spotters etc must at all times keep a vigilant watch for bathers in difficulty and for bathers who may be on the bottom of the pool and effect an immediate rescue in accordance with the following instructions:

- If the person in difficulty can be reached by a pole or other rescue equipment, the swimmer(s) should be assisted to the side.
- If the swimmer(s) are too far out and cannot be reached by rescue aids or are submerged, then the lifeguard or teacher must enter the pool to effect a rescue.
- Before entering the pool, the lifeguard or teacher should summon assistance by either:
 - (i) Blowing three short blasts on the whistle if other staff are present.
 - (ii) Sounding the emergency help alarm if alone.
- If the lifeguard or teacher are in the water, the spotter on the side will draw attention to the lifeguard or teacher in the water, using the following:
 - (i) **BY TWO SHORT BLASTS AND THREE SHORT BLASTS** for emergency action.
 - (ii) The lifeguard or teacher in the water will take action.
 - (iii) Spotter sounds the emergency help alarm – **ONE LONG BLAST** to clear the pool.
- If breathing has stopped, appropriate resuscitation techniques should be commenced without delay, even before the casualty is brought out of the water.
- Remove the casualty from the water and continue resuscitation. Additional staff summoned by the whistle / alarm will be in the pool hall to provide appropriate assistance with the emergency action. **MINIMUM TWO PERSON LIFT**. If the casualty does not respond to immediate resuscitation techniques, check for stoppage of the heart and take appropriate further action e.g. commence external cardiac compression.
- Continue with this treatment until either the casualty recovers or until the ambulance service arrives.
- Lifeguards and teachers have the responsibility to treat the casualty prior to the arrival of an ambulance crew. Their responsibility ends when the ambulance crew start to treat the casualty.

- The ambulance crew have full responsibility to transport unaccompanied pupils to the hospital. However, staff may accompany the pupil if necessary.
- On hearing three blasts of the whistle, other staff on poolside duty will sound the emergency alarm.
- Other staff on poolside will telephone for assistance as soon as possible if necessary by phoning 999 and alert the office/Senior Leadership Team.
- The Swimming Teacher will take charge of the incident management.
- The swimming pool should be cleared and bathers marshalled away from the rescue area. Bathers should not be allowed into the water until the casualty is removed from the pool area.
- A member of staff should be waiting at the main doors to the pool to direct the ambulance crew to the incident scene.

SPINAL INJURY MANAGEMENT

Spinal injuries may be caused by diving into water of insufficient depth (see Normal Operating Procedures re diving)

Priorities in dealing with spinal injuries

- If the casualty is in a face down position in the swimming pool, they must be turned into a face up position immediately.
- If the casualty is not breathing, commence resuscitation even if this risks further damage to the spinal cord.
- Stabilise the casualty's head
- Maintain the casualty in a horizontal position

Removal of a spinal cord injury from the water (without a spine board)

This requires a minimum of five people, four in the water and one on the side. The team should be arranged with the strongest members at the casualty's shoulders and hips for ease of lifting, particularly with a large casualty.

It is preferable to land the casualty at a point that the emergency services can reach easily and that is approximately waist high to the shortest team member.

On a command from the lifeguard or the person supporting the upper back, the team should lift the casualty out of the water, step forward and place the casualty on the poolside. As the casualty is lifted, the lifeguard or person on the pool side places hands over the hands of the team member controlling the casualty's head. The team members then slide their hands out from under the casualty, starting at the feet and working up the body.

The team members in the water should remove their hands from under the casualty, starting at the feet and working up the body, placing their hands on top of the casualty.

999 CALLS FOR AN AMBULANCE

When a 999 call is made requesting an ambulance, the ambulance service may ask the following questions:

- What is the problem eg what has happened and why is the ambulance needed?
- What is the age of the casualty (approximately)?
- Is the casualty conscious?
- Is the casualty breathing?
- Is there a complaint of pain?
- Is there any obvious injury?
- What is the extent of any bleeding?

When you are asked to call an ambulance, ask the above questions of the person making the request.

If you are not able to answer any of these questions, there is no need to worry. Tell the Ambulance Service Operator that you do not have the information to enable you to answer that particular question.

On completion of the call, inform the Swimming Teacher / Lifeguard that the service has been called and is on its way.

GENERAL FIRE PROCEDURE

Fire Alarm Systems

The alarms can be activated in the following ways:

- (a) Breaking the glass in a fire alarm call point.
- (b) Automatically by a heat or smoke detector or combined heat and smoke detector unit.
- (c) By using the testing key as part of routine maintenance.

Ashgate Croft Swimming Pool houses the fire alarm system in the swimming pool main entrance. It is separated into several zones, each with a visual indicator if an alarm is activated.

999 procedures – during school hours

On hearing the fire alarm, the designated person or persons will ring 205, 206 or 201 to instruct the office / administration assistants / SLT.

THIS CALL MUST BE MADE WITHOUT EXCEPTION

If there is a fire – state code red

If there is no fire – state code blue

NB: All fires (however small) should be reported using the 999 call, even if dealt with by staff e.g. Litter bin fire.

During daytime use, staff should follow the procedures as set out in the school's fire evacuation procedures.

For evening and weekend use, the initial assembly point will be the pool car park, and the secondary assembly point will be the main gates.

EMISSION OF TOXIC GAS

When a toxic gas emergency develops, the facility will be evacuated immediately as per the fire evacuation procedures.

The 999 call to the emergency services will include the details of the hazardous substances involved if possible.

The evacuation assembly point at the pool is away from the plant room to avoid any evacuation into an area where toxic gas may be concentrated.

Depending upon the whereabouts of the toxic gas emission e.g. into public areas, the building evacuation procedure should be followed as for a fire evacuation. However, for a toxic gas emission during the school day, the initial fire assembly point would be Greenbank hall and for evening and weekend use, the initial assembly point would be the main gates.

WATER CLARITY

If the pool water begins to become cloudy:

- (a) The Site Team should be alerted immediately.
- (b) If appropriate remedial action is not possible, or not effective soon enough, the Site Team will initially stop all new admissions, and then carry out a risk assessment as to whether or not it is safe for the pool to remain open.
- (c) If the clarity worsens, it can be assessed by throwing a diving brick into the water and determine whether or not it is visible on the bottom.
- (d) If the brick cannot be seen, the pool must be closed and cleared without delay.
- (e) The Site Team should monitor clarity and re-admit users once it is considered to be safe to do so.

CRYPTOSPORIDIUM OR GIARDIA

All pools must have a written emergency procedure for dealing with faecal spoiling accidents. If you suspect Cryptosporidium or Giardia have entered the pool, through an accidental faecal release, emergency measures should be taken as follows:

In the Pool

Diarrhoea

If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water – especially if illness is admitted or strongly suspected:

- Clear the pool of people immediately
- Maintain disinfectant levels at the top of the recommended range
- Smaller pools (learning, hydrotherapy etc) are best emptied and cleaned; larger pools should be vacuumed and swept.
- Add a coagulant: filter for six turnover cycles (8 hours for Ashgate Croft)
- Backwash as recommended for the filter.
- Only then re-open the pool.

Solid Stools

If the presence of solid stools is spotted by the Swimming Teacher, Lifeguard, Teacher or Teaching Assistant, they should immediately be retrieved from the pool using a suitable receptacle e.g. Net pool scoop, etc. The stools should be disposed of in the nearest toilet.

After retrieval, the Site Team should be informed and a water test carried out to establish that the chlorine levels and other plant operation aspects are within the recommended ranges.

It is not necessary to close the swimming pool unless the Site Team considers that there is a high risk of infection or disease being spread in the pool water, but it is advisable to record the incident along with pool water condition readings.

Blood and Vomit

If substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

The pool should be cleared in accordance with the Normal Operating Procedures.

Spillages of blood or vomit on poolside should be contained and wiped up with appropriate cleaning materials. A solution containing a disinfectant of 10 ppm (parts per million) should be washed over the area. The cloths used for this cleaning should immediately and safely be disposed of. The person clearing up the spillage will need to wear gloves.

In the changing areas

If blood, vomit or faeces is found in changing areas, it should be contained and wiped up with the appropriate cleaning materials:

Totale-p washroom and toilet cleaner – red liquid

ONLY use red mop bucket and mop

ONLY use red bucket

ONLY use red cloths or paper towels

The cloths used for this cleaning should immediately and safely be disposed of. The person clearing up the spillage will need to wear gloves.

Totale-p is stored in the pool store on pool side and kept in a yellow metal cleaning cabinet which is locked. The key for the metal cleaning cabinet is in the

office in a key cabinet or on the Swimming Teacher's keys. For evening use, contact the person in charge of the site.

LIGHTING FAILURE

Emergency lighting is installed in the pool building and this will operate on failure of the mains supply.

The emergency lighting provides minimal light, mainly in the pool hall, along exit routes and on exit doors. It will also operate in the male and female/ family changing rooms, and staff 1 and 2 changing rooms for a short time.

The Swimming Teacher / Teacher / Staff / Lifeguard should evacuate users from the water onto the poolside and carry out a thorough search of the pool bottom to ensure that no bathers have been missed. Bathers should be instructed to stay on the poolside and wait for further instructions from the person in charge.

Everyone should quickly and quietly get changed and make their way to the main exit doors in reception.

During the school day, the nominated person should telephone the school office to alert the Senior Leadership Team of the lighting failure.

During evening and weekend use, the person in charge of the site should be informed.

OVERCROWDING

Overcrowding should not occur in Ashgate Croft Swimming Pool if the bather control systems are operated correctly.

During school hours, no more than 16 people in the pool at any one time. The Swimming Teacher will carry out a visual risk assessment and take appropriate action.

For evening and weekend use, no more than 22 people in the pool at any one time. This information will be contained in the pack for hiring of the pool.

The Site Team will call on the pool during out of school hours from time to time to carry out a visual risk assessment and take appropriate action.

STRUCTURAL FAILURE

The Senior Leadership Team or Site Team will be informed of any structural defects / failures immediately. Following assessment, if necessary, the affected area will be isolated and an inspection will be carried out by the Site Manager.

In the event of any collapse, the Senior Leadership Team, Swimming Teacher and Site Team will introduce the building evacuation procedure.

Any incident involving structural failure will be reported under RIDDOR 95 Regulations.

If necessary, the affected area will be isolated and will await inspection from the Council's Structural Engineers.

BOMB THREAT

On being informed of a bomb threat, staff in the pool building will be informed.

If the bomb threat is at the pool the Swimming Teacher or designated member of staff will inform the office/ Senior Leadership Team. Fire Evacuation procedures will be followed.

On being informed of a bomb by a member of the public by telephone, staff should:

- Try to keep the caller talking as long as possible
- Note the time of the call and the exact words used to give warning
- Ask questions if possible :
 - When is it set for?
 - Where is it?
 - What kind of bomb is it?
- Whilst talking to the caller, attract the attention of a colleague, who should:-
 - Notify the policy by dialling 999.
 - Inform all staff
 - Swimming Teacher / Staff will activate the fire alarm.

Suspicious Packages

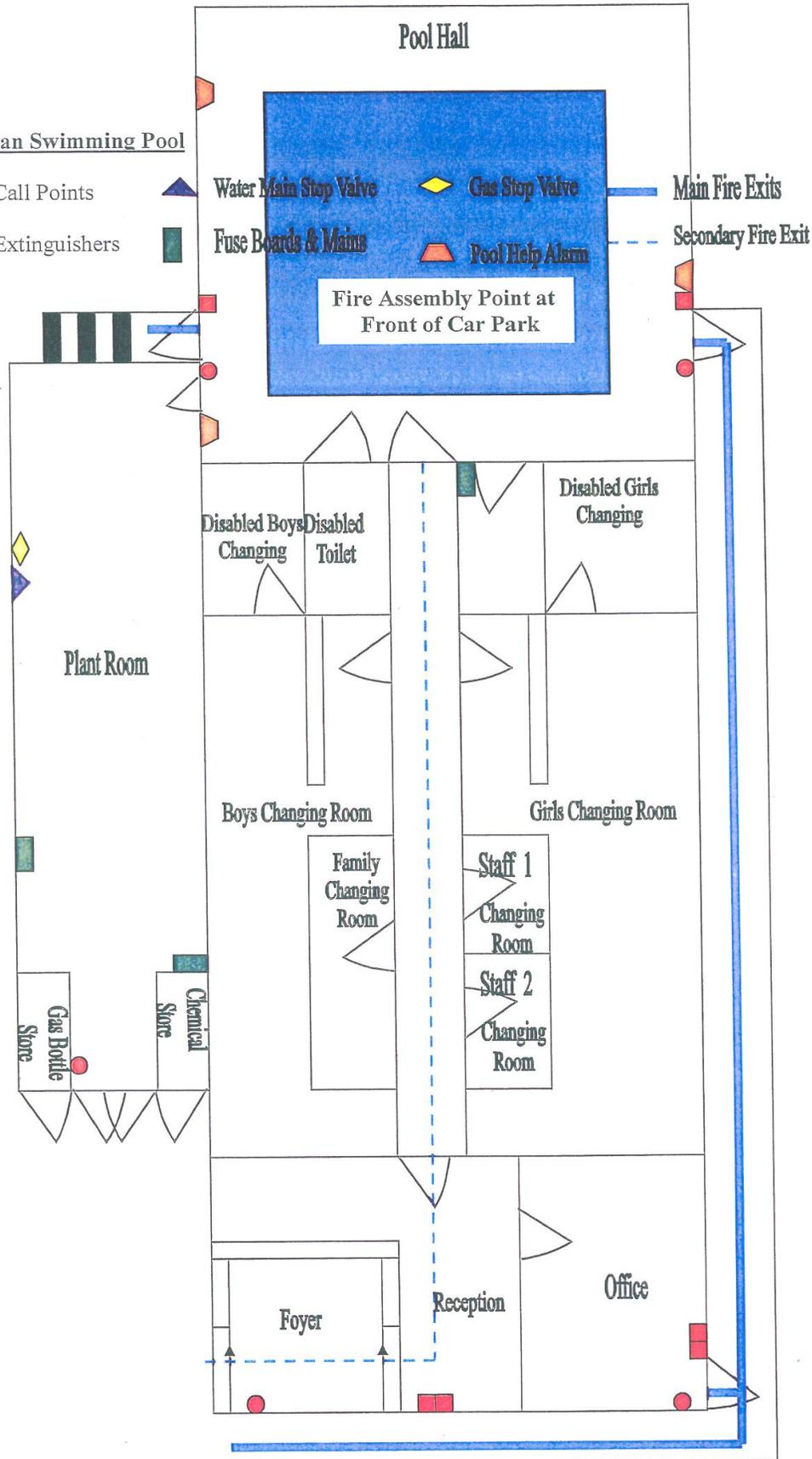
Any suspect letter or parcel should not be handled, whether received by post or seen on the premises. Ask the Swimming Teacher to look at it.

If considered appropriate – DO NOT TAKE ANY CHANCE AT ALL – isolate the package and telephone the police (999). Follow the drill as for bomb threat and activate the fire alarms.

As a general rule, packages left unattended in the building are regarded as lost property and are treated accordingly. If “bombing campaigns” are in operation, the police will normally advise public buildings to be on their guard.

Floor Plan Swimming Pool

- Fire Call Points
- Fire Extinguishers
- ▲ Water Main Stop Valve
- Fuse Boards & Mains
- ◆ Gas Stop Valve
- ▲ Pool Help Alarm
- Main Fire Exits
- - - Secondary Fire Exit



ASHGATE CROFT SCHOOL HIRE OF SWIMMING POOL CHECKLIST

The hirer must indicate:

	Please tick
I have read and understood the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), including evacuation procedures, for Ashgate Croft School Swimming Pool.	
I agree to provide a lifeguard for the group, qualified to a standard as stated in the NOP and EAP and provide evidence of qualifications.	
I will ensure that all member of my group will wear the appropriate swimwear.	
I will provide evidence of Public Liability Insurance (if required)	
I will assume responsibility for the pool whilst hiring it and agree to be responsible for any repairs for damage to the building or equipment caused during the hire of the pool.	

Ashgate Croft School agrees to:

Provide any necessary training on the specialist equipment, including hoists, sensory equipment, changing beds etc.	
Ensure that the pool is maintained to the required standard	
Ensure that all health and safety procedures are in place	

Signed:.....

Date:.....
(on behalf of hirer)

Signed:.....

Date:.....
(on behalf of Ashgate Croft School)

TO THE GOVERNORS OF ASHGATE CROFT SCHOOL

This form to be returned to: Paula Taylor,
Pool Admin Assistant
Ashgate Croft School, Ashgate Road, Chesterfield, S40 4BN
Telephone: 01246 275111

I would like to apply to hire Ashgate Croft Swimming Pool on the following dates:

(Please tick days required and enter times)

	MON	TUES	WED	THURS	FRI	SAT	SUN	TYPE OF USE
W/E								
TIMES								
W/E								
TIMES								
W/E								
TIMES								
W/E								
TIMES								
W/E								
TIMES								

(Type of use: 1=Governors/School; 2=Other LEA; 3=Other DCC; 4=Other use. For official use only.)

and I personally undertake:-

1. To pay the letting charge, including VAT if applicable.
2. To agree to abide by the terms and conditions outlined overleaf.
3. To return this form by(this date to be 14 days before the date of the first letting). Failure to return the form by this date will entitle the Governors to refuse the application.

Signature:.....

Address:.....

.....

.....

On behalf of (name of group).....

.....

Telephone:..... Date:.....

TERMS AND CONDITIONS

1. To agree to abide by the terms of the insurance policy taken out by the County Council to protect hirers of County Council and voluntary premises and to pay the first £250 of each and every claim in respect of damage to the buildings and contents (See 8 below).

N.B: As they are well able to make their own insurance arrangements, it is the insurer's normal practice to exclude from the cover use of premises for professional entertainment promotions and also for meetings organised by political parties.

2. To ensure that no gambling or any other objectionable conduct shall take place on the premises.

3. To obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the County Council in respect of any infringements of such copyright.

4. To complete and dispatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made. **N.B:** if the necessary form is not issued by the Clerk to the Governors of the school, a copy may be obtained on application to the Chief Education Officer, County Education Office, Matlock.

5. To secure a license in accordance with the Theatres Act 1968 in respect of the performance of any play.

6. To secure a license for the sale of intoxicating liquor.

7. To agree to abide by other regulations as directed from time to time by the Governors Or Local Education Authority.

8. **Conditions of Insurance Policy**

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and operates where following an accident a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are payable up to an amount of £2,500,000 for any one accident. Employees of the hirer are covered in respect of damage to or loss of personal property.

The insurance also indemnifies the hirer against legal liability for damage to the hired building up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £250 of each and every claim.

FOR OFFICE USE ONLY:

1. DATE RECEIVED:

2. COST OF LETTING:

3. CHARGE MADE (if different):

DATE:

