



OLCHFA

Normal Operating Procedures

Olchfa School Pool

Normal Operating Procedures

Terms and Conditions of Hire for Olchfa School Pool

Please read the conditions stated below and sign to agree with the terms and conditions of hire that follow: -

- A qualified teacher or lifeguard must be present before anyone comes onto poolside.
- No food or drink is allowed on poolside.
(With the exception of sports bottles containing water)
- No shoes to be worn in the swimming pool area or on pool side.
- Spectators are not permitted on poolside under health and safety grounds.
- School equipment such as chairs and benches must not be brought onto poolside.
- It is the responsibility of each club to hose down the poolside after the session regardless of whether another club has hired the pool directly afterwards.
- Containers and diving blocks must be left in situ.
- The emergency exit should not be used to gain access into or out of the swimming pool.
- For hygiene purposes, all bathers must shower before use.

Failure to comply with the signed agreement may result in withdrawal of the pool facilities.

Signed:

Club Representative:

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GENERAL INFORMATION OLCHFA POOL

SIZE: - 20m X 8m

DEPTH: - 1m Shallow end
2.75m Deep end

Diving Policy – Deep end and lengthways only.

Maximum Bather Load – 50

One lifeguard – 20 bathers

Two lifeguards – 50 bathers

SYSTEMS OF WORK FOR POOLSTAFF

If there are any concerns about the condition of the facilities, notification needs to be given to the Learning Manager.

If necessary, complete maintenance request forms.

For club hire please report concerns to: -

Mrs Tracy Hancock 534300

A hand held radio can be collected from reception for public swimming, and returned at the end of the session.

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1. POTENTIAL HAZARDS

- Prior health problems (heart conditions, asthma, and epilepsy).
- Inexperienced swimmers going out of their depth.
- Unauthorized access.
- Diving into insufficient depth of water (minimum depth for diving 1.8m).
- Unclear water preventing casualties from being seen.
- Consumption of food, alcohol, and drugs before swimming.
- Width of pool surrounds may make use of rescue aids or landing a swimmer difficult.
- The long design could create blind spots when there is glare on the pool.
- Plastic bottle or rubbish could cause a tripping hazard.
- Overcrowding on poolside by spectators could prohibit visibility and access to rescue equipment by a lifeguard or teacher.

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PHYSICAL HAZARDS INCLUDE:

- Slippery tiles.
- Weak or missing drain covers.
- Steps or rails.
- Glare from windows.
- Unlocked plant room.
- Depth of water.
- Lane ropes.
- Poor tile condition.
- Entrance from changing room areas to poolside.
- Use of electrical appliances.
- Pool surround and water temperatures.

2. POOLSIDE EMERGENCY

- The lifeguard identifies the emergency and raises the alarm by the appropriate means i.e. whistle, alarm, speech or hand signal.
- Lifeguard initiates rescue, first aid and evacuation procedures.
- Casualties are removed from the danger.
- If team members are present, they are to clear the pool and maintain observation of vacated persons.
- Team members summon appropriate emergency services.
- Lifeguard to complete an incident report form.
- Any equipment used must be put back in its place, and any first aid supplies must be replenished.
- The pool returns to its Normal Operating Procedures.

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3. LIFEGUARDING

All teachers or lifeguards in charge of a class or session must have one of these qualifications:

- a) The Bronze medallion
- b) The RLSS rescue test for teachers of swimming (valid for two years)
- c) A National Pool Lifeguard Qualification NPLQ (valid for two years)

Lifeguards must:

- Carry a whistle at all times.
- Be on the poolside whilst supervising swimmers.
- Not enter the water unless in an emergency.
- Know the Emergency Action Plan (EAP).
- Make sure he/she can see all areas of the pool at all times, including the bottom of the pool.
- Ensure adequate variety and amount of rescue equipment is available before each session.
- Ensure safety equipment is to hand around the poolside.
- Ensure that equipment and people do not obstruct the pool surround.
- Regularly practise their lifesaving techniques, and keep a training record to ensure effectiveness.
- At the end of every session the lifeguard on duty, must not leave the pool side, until the next group's lifeguard has signed in on the whiteboard provided. This is located on the wall at the shallow end of the pool.
- If the pool is not in use after a session has ended, the lifeguard must not leave the pool side until the area is clear of people. A responsible person must ensure all entrances to the pool are secure. Fire exit door to be checked and the two changing room doors are to be locked.

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ONE LIFEGUARD ON POOLSIDE.

- 1 Lifeguard may supervise the pool when there are no more than 20 pool users. He / She covers the whole pool area.
- If an emergency arises, and a student or member of the public is available, he/she should be briefed on how to assist the lifeguard with the emergency situation.
- A hand held radio should be collected from the main school reception before public swimming sessions and returned once the session has commenced.

TWO LIFEGUARDS ON POOLSIDE.

- Whilst two lifeguards are on poolside the pool may be used for up to 50 swimmers. This number should not be exceeded at any time.
- One lifeguard supervises the pool and is specifically responsible for the checking of activity below the waterline and in the deep end of the pool, besides the normal surveillance of the whole pool area. The other holds the same responsibilities for the shallow end. This requires a lifeguard positioned at each end of the pool. If conditions dictate, e.g. sunlight and shadow, a different position may be taken up. At no time should two lifeguards stand side by side other than in emergency situations.
- It is the responsibility of the pool staff to ensure the cleanliness of the changing areas and pool surround.
- Regulations must be enforced to encourage safe use of the facilities.

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4. POOL SAFETY EQUIPMENT

- Rope throw bag x 3
- Poles x 8
- Ropes x 3
- Foam torpedo buoy x 3
- First aid kit (located on the wall in-between the boys' and girls' changing rooms.)
- Face mask for use in CPR (located in the box next to the first aid kit.)
- Poolside alarm (located on the wall next to the girls changing room.)

5. USE OF EQUIPMENT IN THE POOL

The following are precautionary measures to assist in the safe use of the pool by pupils during end of term lessons, and also members of the public using the pool equipment during public swimming sessions.

If equipment is needed, pool users should ask the lifeguard or person in charge.

- Ensure that the equipment is not under or over inflated e.g. armbands.
- In addition to the normal rules of behaviour, the following will apply during each session:
 - Strictly no diving from the floats.
 - No standing or pushing on the floats.
 - No jumping from or to the floats.
 - Any person attempting to damage the equipment will be asked to leave the session.
 - Floats may not be used depending on the number of bathers in that particular session
- Swimmers should be reminded of the rules at all times. Participants should have the rules explained to them before entering the pool. Safety of the user is paramount and rules must be adhered to without exception.

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6. POOL VAC

The pool vac needs to be used twice a week to keep the pool floor clean.

Follow instructional CD for correct use of the machine.

Vac is to be placed in the deep end corner near the plant room wall.

The cycle will last 100 minutes.

Ensure that there are no bathers in the water during the cleaning process.

7. SUPERVISION

Staff vigilance is of the utmost importance during these sessions. Staff must be particularly aware of the potential problems such as collisions, fatigue and asthma attacks (the excitement and exertion of the play session may cause respiratory problems for some asthmatics). The exertion of the session may well lead to tiredness and for that reason, swimmers may become more at risk. Supervision of the pool is of paramount importance and, if necessary, an extra member of staff should be called for assistance. Staff are encouraged to move around to keep concentration levels up, and eye contact with bathers must be maintained at all times.

8. TRAINING SESSIONS.

Compulsory monthly training sessions need to be completed by each individual who works as either a teacher or a lifeguard.

Each organisation that uses the pool should have a specific time training programme.

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9. LOCKING UP PROCEDURE

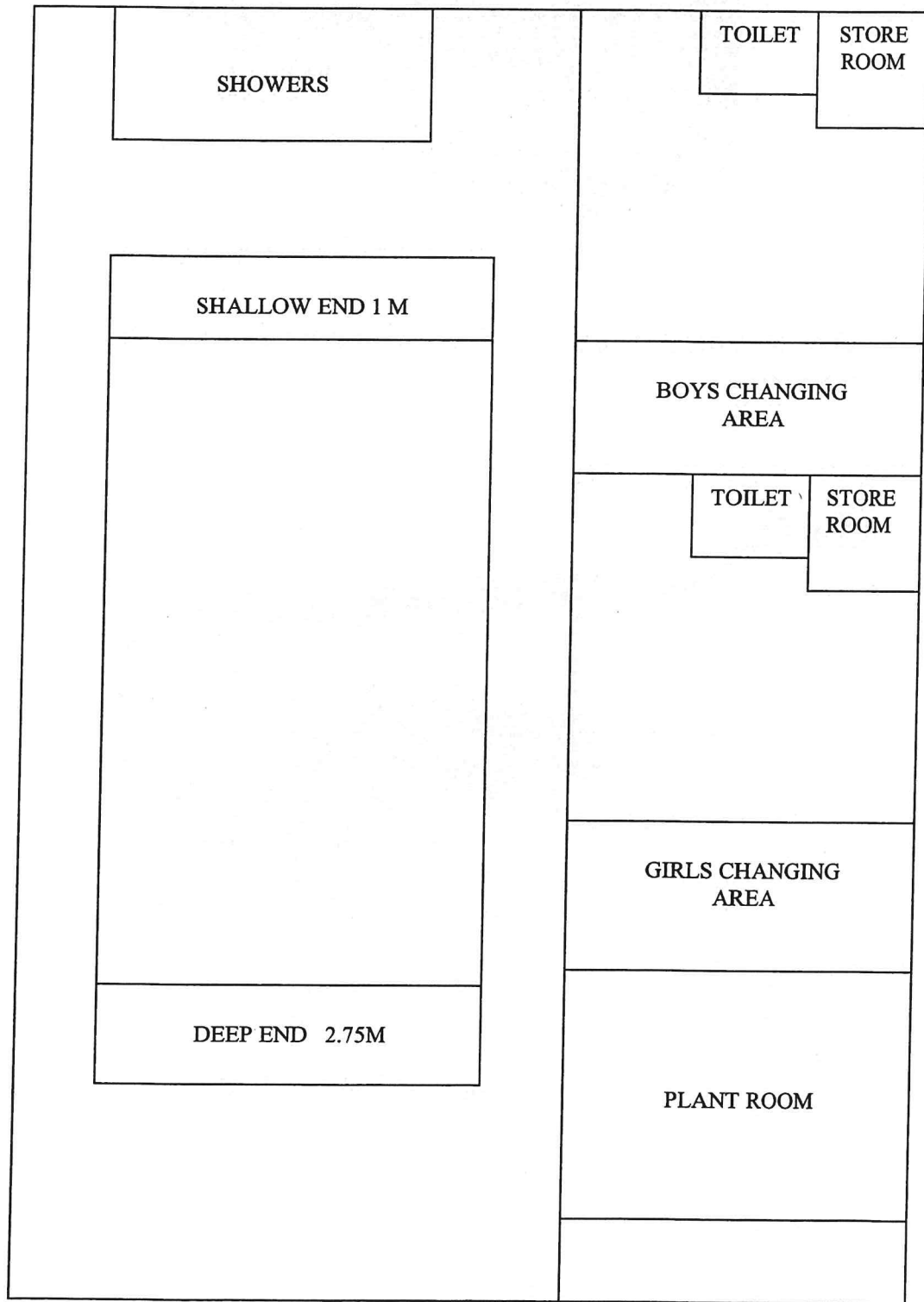
All users – After completion of a session, the pool area must not be left unattended until all entrances to the pool have been locked.

A responsible person must make sure all entrances to the pool are secure. Fire exit door to be checked and the two changing room doors to be locked.

Third Party Letting–The club's nominated responsible person will be issued with a key to allow entrance to the pool from the two changing room areas. Replacement keys will be chargeable at £30.00 each to cover costs and administration. These keys must be returned to Olchfa School once your hire agreement has terminated.

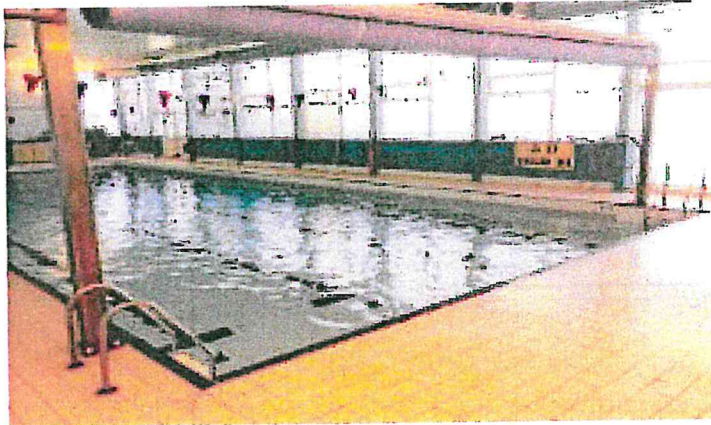
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PLAN OF POOL AREA



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Shallow End



Access into the pool can be gained in the shallow end by the steps at either side

Deep End

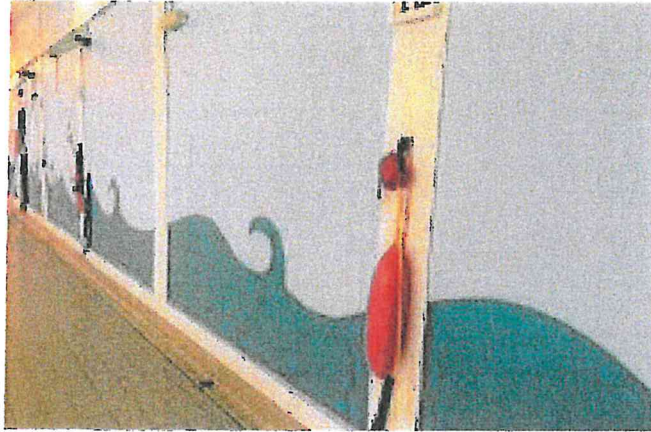


Access into the pool at the deep end can be gained by the steps at either side.

Emergency exit is located at the top left of the pool.

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Rescue Equipment



Rescue equipment can be accessed all along both sides of the pool.

Emergency Blankets (Foil Blankets)



Emergency Blankets can be located on the right hand side next to the Emergency exit under the fire alarm. These are to be distributed to bathers in the event of the fire alarm going off.

