



Denstone College

Swimming Pool Safety

Normal Operating Procedure & Emergency Action Plan

Contents:

Pool Plan

Page 1:

Introductory note on Denstone College Swimming Sessions
Arranging swimming sessions
Qualified supervision
Accident prevention
Discipline

Page 2:

Normal Operating Procedures (NOP)
Instructor on Duty
Pupil Lifeguards
Unsupervised swimming
Swimming equipment
Maximum bather numbers
Training
Whistle system
Maintenance
Pool covers

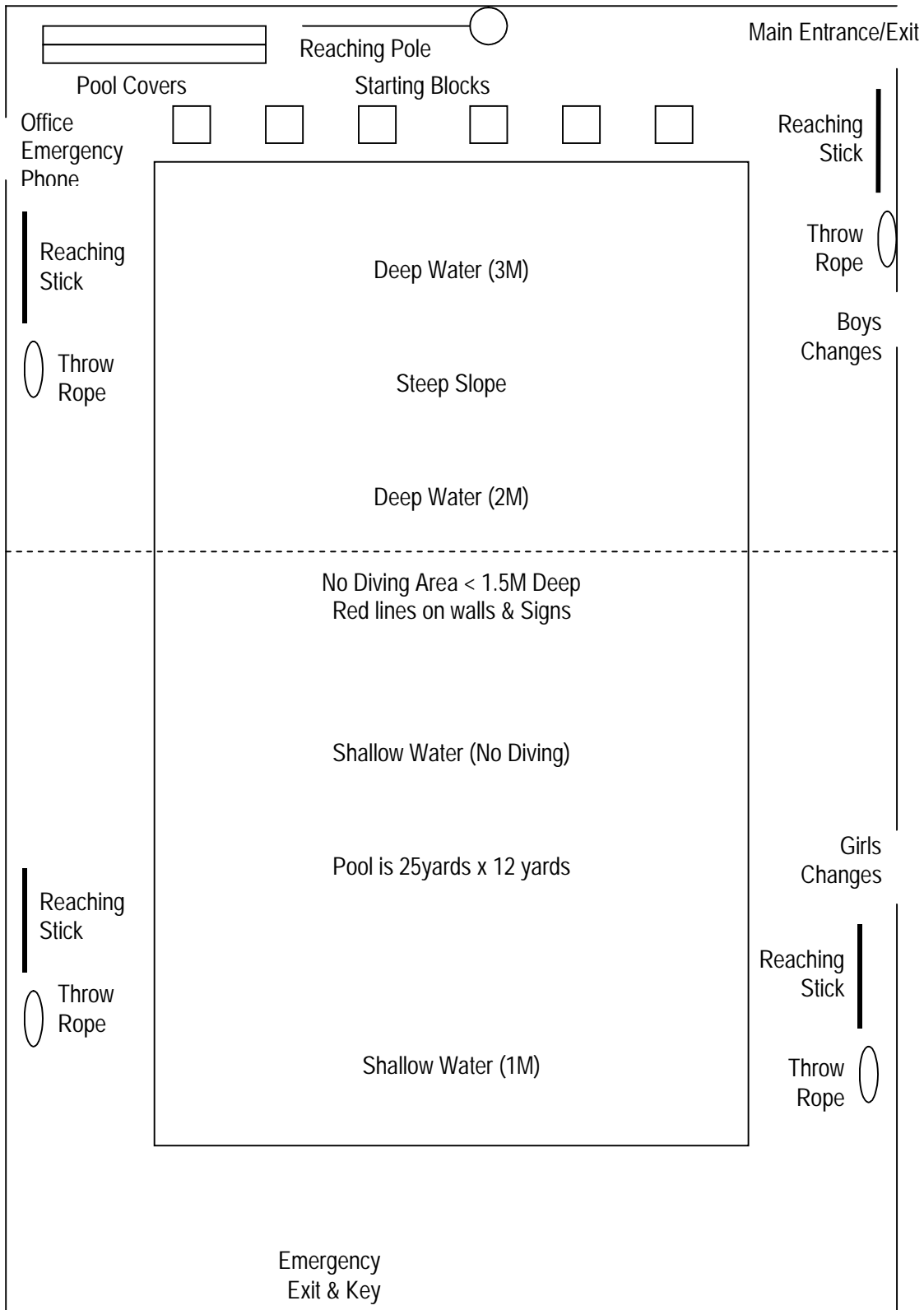
Page 3:

Emergency Action Plan (EAP)
Serious incidents
Non-serious incidents
Evacuation of the pool area

Page 4:

First Aid and Emergency Aid
First Aid cabinet
Calling an ambulance
Emergency aid equipment

Denstone College Swimming Pool Plan



Introductory note on Denstone College swimming sessions:

Denstone College swimming sessions are all those arranged and organised by the teacher in charge of swimming.

They include games sessions, PE lessons in conjunction with ic PE, use of the pool by the Cadet Force in conjunction with ic CCF, team coaching sessions, house matches, school matches and canoeing or water polo sessions. There will not be unstructured sessions such as may occur in a public pool, although there may be controlled recreational swimming.

They do not include the use of the pool by outside agencies such as those arranged by the Enterprise manager, or by anyone in unsupervised sessions.

Safety provision for non Denstone College swimming sessions is the responsibility of the hirer as defined in their contract with Denstone College.

Ultimate responsibility for pool safety during Denstone College swimming sessions rests with the Headmaster.

Arranging swimming sessions:

Any teaching staff wishing to arrange a Denstone College swimming session must do so in consultation with ic swimming, and must ensure adequate supervision is provided and safety standards observed in accordance with the guidelines, NOP and EAP as stated in this booklet.

Outside agencies wishing to hire the pool should contact the Enterprise manager. They will provide details for conditions of pool hire.

Qualified supervision:

Staff taking sessions must hold either the current National Pool Life guarding Qualification, or the RLSS / ASA Rescue Test for Teachers of Swimming.

Training, re-assessment and new courses are arranged by ic swimming.

Accident prevention:

The pool is to be kept locked when not in use.

Supervision of the pool should be arranged such that the water area and pool bottom is kept under observation. On entering the pool area from the changing rooms, swimmers should be seated on the poolside benches, a register will usually be taken. They must not enter the water until given specific permission to do so.

Pool sessions should begin with a gentle warm up.

Poor swimmers should be restricted to their standing depth, and specially supervised.

Swimmers and instructors should be aware of the rapid depth change as indicated on the plan.

Diving from the pool surround is not allowed in the shallow area, as indicated by the red lines on the walls and by notices.

The following activities are potentially hazardous and should be discouraged / forbidden:

Fighting, bullying ducking, pushing in, running on the pool side, endurance swimming under water, irregular diving especially back dives, 'bombing', irregular use of pool equipment.

Discipline:

An ordered, programmed swimming session is clearly safer than an unstructured one. The teacher in charge of the session is responsible for maintaining order, and ensuring the session is structured to remain as safe as possible. Anyone behaving in a manner likely to cause problems should be removed from the water and warned. Further poor behaviour results in exclusion from the session and where appropriate punishment in consultation with the pupil's housemaster / head of school.

Normal operating procedures:

1. Instructor on duty:

The will usually be a member of the teaching staff or the team coach. They ensure the smooth running of the NOP and EAP.

They open the pool at the beginning of the session and close it at the end, ensuring the pool area and changing rooms are clear of people, that lights are off and windows closed.

They maintain general supervision of changing rooms, although this may be delegated to a senior pupil.

They note all incidents in the accident book in the staff office, and report the incident to ic swimming (minor) and Headmaster (major).

They undertake responsibility for the aftercare of a casualty in a non-serious incident until the casualty is taken to the Medical Centre.

NB when the instructor on duty is the only lifesaver present they should be particularly vigilant. In this situation, no weak or non swimmers should be in the pool area. If weak or non swimmers are to be included in the session, extra supervision must be provided in consultation with ic swimming.

2. Pupil lifeguards:

In the event of an unqualified member of staff wishing to organise a swimming session, a senior pupil lifeguard with a current NPLQ may undertake the necessary supervision, but only in conjunction with the member of staff, and in consultation with ic swimming. The lifeguard must be on the pool side at all times.

3. Unsupervised swimming:

Under no circumstances should unsupervised swimming take place in a Denstone College swimming session as defined in the introduction to this booklet.

4. Swimming equipment:

All equipment, floats, lane dividers, backstroke flags, water polo equipment etc should be returned to the appropriate storage cupboards after use, unless needed for the following session or an arrangement has been made for the pool attendant to do so.

5. Maximum bather numbers:

The maximum number of swimmers in the water in a Denstone College swimming session is 36. With one instructor, the maximum is 24 with no weak or non swimmers.

6. Training:

There will be courses arranged as necessary for staff and pupils to take either the NPLQ or the Rescue Test for Teachers of Swimming.

7. Whistle system:

1 short blast: Draws attention of a bather
2 short blasts: Alerts another lifeguard
3 short blasts: Lifeguard taking emergency action
1 long blast: Clears the pool

8. Maintenance:

Responsibility for this rests with the Bursar, and any problems should be reported to the Bursar's office for the attention of the pool attendant.

In the event of poor water clarity, or any other potentially dangerous situation, the session is to be postponed.

9. Pool covers:

These are to be put in place and removed as indicated on the notice published by the Bursar's department. When the covers are stored on their stands, they are not to be used as seats, and must not have anything placed on them.

The covers must be completely removed and correctly stored before any swimming takes place. Swimming must not take place in a partially covered pool.

Emergency action plan

1. Serious incidents:

Upon observing a serious, or potentially serious, incident in the water or on the pool side, the lifeguard will effect any necessary rescue or other action according to their training, and as laid down in the RLSS Pool Lifeguarding book.

Three short blasts of the whistle indicated action is being taken, one long blast will clear the pool. If the pool is cleared, swimmers should sit quietly on the pool side benches unless instructed otherwise by the lifeguard. Necessary first aid and aftercare is applied by the lifeguard and / or Medical Centre

staff on their arrival. The school medical staff are alerted by dialling 230 and by sending a responsible pupil to the Medical Centre.

An ambulance may be called by dialling 9-999 on the telephone in the pool office. The notice by the telephone should be read out giving details of the location of the pool.

The Headmaster's Secretary (202) should be informed that a serious incident has taken place and that an ambulance has been called.

First aid or aftercare continues until medical help arrives.

NB This is not intended to be a step by step approach to an emergency. The nature of the incident will determine the order of the actions taken, but all the above points must be considered.

2. Non-serious incidents:

For a non-serious incident, eg nose bleed, cuts, nausea, cramp etc, the pool may not need to be cleared. If however only one lifeguard is present and the incident requires their continuing attention, the pool should be temporarily cleared.

In all cases, pupils must be sent to the Medical Centre in the company of a responsible pupil.

Should the non-serious incident become serious, eg fainting, epilepsy etc, the EAP (above) should be effected and the pool cleared by one long blast of the whistle.

3. Evacuation of the pool area:

Modifications to the usual EAP occur in the event of:

Actual fire, suspected fire, fire alarm, bomb threat, lighting failure, structural failure, chemical contamination etc.

In the event of the College fire alarm sounding, all pool users should report to their designated areas. For other pool specific emergencies, the assembly point is the area of grass between the squash courts and the five courts, but not obstructing the road.

One long whistle blast clears the pool. Swimmers are given instructions to leave and are escorted from the pool under supervision. If the main entrance / exit is blocked for any reason, the emergency exit at the shallow end of the pool should be used. Details of all incidents should be entered in the accident book in the pool office.

First aid and emergency aid:

1. Basic first aid materials are kept in the first aid box in the pool office. Cuts may be dressed and a plaster applied, though re-entry into the water is not allowed. Accidents should be entered in the accident book, and signed by the teacher on duty. Those who have suffered minor accidents, or who complain of feeling unwell should be accompanied by a senior pupil whilst changing and then taken to the Medical Centre.

2. Calling an ambulance:

IN EMERGENCY DIAL 9-999 (FOUR NINES)

ASK AMBULANCE TO COME TO:

DENSTONE COLLEGE SWIMMING POOL
DENSTONE, NR UTTOXETER

FROM DENSTONE VILLAGE UP COLLEGE ROAD
AT FRONT OF MAIN BUILDING TURN LEFT
POOL IS 400 YARDS FURTHER ON RIGHT

THEN INFORM:

MEDICAL CENTRE 230

LODGE 200

HEADMASTER'S SECRETARY 202

3. Emergency aid equipment:

This consists of several types any of which may be used to effect a rescue, and is situated in accordance with the pool plan:

Reaching pole, reaching stick, throw ropes, floats, balls etc.