

Normal Operating Procedures

Denstone Pool

Arranging Swimming Sessions

All swimming sessions are to be pre-booked by the club and no “unofficial” sessions to be arranged by individual members.

Qualified Supervision

Those taking sessions must hold either the current national pool lifeguard qualification or the RLSS/ASA rescue test for teachers of 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 must not enter the pool until the teacher/coach taking the group instructs them to enter the water.

A register of all participants should be taken before swimmers enter the water (to ensure that a check of names and numbers can be made in the event of an emergency).

The ability of participants should always be ascertained in advance in particular weak or non-swimmers or those with a specific disability.

Participants should ensure that if they require any medication, such as inhalers for asthma, these are available on pool side.

Teachers/coaches should be made aware of any medical condition either temporary or long term of participants.

The following activities forbidden: fighting, bullying, ducking, pushing in, running on the pool side, irregular diving such as bombing and irregular use of pool equipment.

Discipline

The Teacher/Coach in charge of the session is responsible for maintaining order and ensuring the session is structured to remain safe. Anyone behaving in a manner that may affect this should be removed from the pool immediately.

The normal disciplinary procedure should follow a verbal warning and then a final warning before being dismissed unless the matter is deemed to be of a serious nature from outset when the participant should be dismissed immediately.

Teacher/Coach on duty

The Teacher/Coach should open the pool and ensure there are no unexpected hazards before participants enter the pool area. At the end of the session the Teacher/Coach should ensure the pool area and changing room areas are clear of people, the lights are switched off and all entry/exit points are closed (including windows).

The Teacher/Coach is responsible for the safety of participants from time of arrival till the time of departure from the premises and may need to delegate some responsibilities to responsible senior swimmers/parents.

Diving

Only those swimmers that have reached the standard of the ASA start award should be allowed to dive freely at both the deep end and the shallow end. All others should only be allowed to dive with direct supervision from the instructor.

Swimming Equipment

All equipment used such as floats, drink bottles and fins etc. should be removed when not in use to avoid causing a hazard.

Maximum Bathing Numbers

There should be no more than 20 swimmers per group

Emergency Action Plan

Serious Incidents

Upon observing a serious or potentially serious incident in the water or on the poolside the Teacher/Coach (lifeguard), will effect any necessary rescue or other action according to their training ensuring that “back-up” is available from other lifeguard(s) or responsible adult(s) at the earliest opportunity.

The pool should be cleared immediately when a serious situation arises to avoid any secondary incidents.

As a matter of course 9-999 should be rung from the pool telephone or directly from the mobile phone the emergency services. If in doubt the call should be made to avoid any delays in medical treatment.

All incidents should be recorded in the accident report book and reported to the club's child welfare officer who in turn will inform the college if necessary.

Non-serious Incidents

For non-serious incidents e.g. nose bleeds, cuts, nausea, cramp etc. the pool may not need to be cleared. This will be dependant upon having more than one lifeguard available, one to maintain on participants in the pool, and one to deal with the incident.

If the non-serious incident then becomes serious then the serious incident process above should be followed.

All incidents should be recorded in the accident report book and reported to the club's child welfare officer who in turn will inform the college if necessary.

Evacuation of the Pool Area

If there is an actual fire or suspected fire or the fire alarm has been activated or if there is a bomb threat, lighting failure, structural failure or chemical contamination then the pool should be evacuated, initially where possible through the main entrance where registers can be checked or through the emergency exit at the shallow end.

First Aid & Emergency Aid

First aid kit is available in the pool office; cuts may be dressed and a plaster applied though re-entry into the pool is not allowed. Those who complain of feeling unwell should be supervised by a nominated adult while changing. Emergency aid equipment includes: reaching pole, reaching stick, throw ropes, floats, balls etc

Best practices and General training arrangements

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Participants when swimming in chains should start off at set intervals/distances to avoid collisions. Chains should swim in alternating directions i.e. lanes 1,3 and 5 clockwise, 2,4 and

6 anti-clockwise. Overtaking should be avoided, swimmers going off in speed order again to avoid collisions.

Cheadle Pool

Lifeguards are provided by the leisure centre and therefore all incidents whether minor or serious are immediately deferred to them. All other procedures are as per above.

Other Pools

Where lifeguards are provided by the pool, then as per the Cheadle pool all incidents whether minor or serious are immediately deferred to the lifeguards and all other procedures are as per above

Where the club provides the lifeguard cover particular attention should be paid to the layout of the pool with the main points being emergency exit points and safety equipment that is available and all other procedures should be as per the Denstone Pool NOP and EAP.