



Normal Operating Procedure (NOP)
and
Emergency Action Plan (EAP)
for the
Swimming Pool
at
Abbey Stadium Sports Centre

Adopted by Governing Body: November 2016

Reviewed by Governing Body: 19.10.21

Cycle of review: 1 year

Statutory Policy: No

1.0 Introduction

This document is designed to meet the needs of the pool at Abbey Stadium Sports Centre. It identifies what needs to be done and by whom to establish a safe working routine and environment. It is a handbook for the safe use of the pool.

The document will be reviewed and amended as appropriate (a) annually and (b) in the event of a serious incident. Following the first publication and any amendment the document will be agreed by the governing body before being adopted as part of the school's swimming policy. Please see appendix 1 for Approved Amendments to Normal Operating Procedures.

1.1 Responsibility for duties at Abbey Stadium Swimming Pool

The following people have a responsibility for swimming at Abbey Stadium pool as detailed:

- Overall responsibility: Head Teacher
- Overall Charge of Pool: Abbey Stadium
- Supervision: Lead Teachers, Teaching Assistants, Lifeguards, Spotters
- Teaching: Lead teachers/qualified swimming instructors
- Maintenance: Abbey Stadium staff

2.0 Objectives and Scope of Normal Operating Procedure

This document will identify the processes designed to control pool safety in terms of:

- Safety
- Supervision
- Teaching

3.0 Reference Documents

This document details the Normal Operating Procedures and Emergency Action Plans of the Swimming Pool at Abbey Stadium Sports Centre. It forms part of a comprehensive series of reference documents forming part of the school's swimming policy.

Documents are ready available for all pool users. These are:

- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)
- Worcestershire County Council Safe Practice in Swimming Guidelines (2009)

4.0 Details of Pool

• Type of pool	Normal
• Length	25m
• Width	12m
• Maximum capacity:	105
• Maximum Depth	2.0m
• Minimum Depth	1.0m
• Usual Pool Temperature Range	28.5C-29.5C
• Maximum Bather Load (Normal Session)	10 per section
• Maximum Capacity: Teaching Session	15 per section
• Maximum Daily Bather Load	N/A
• Specialist Equipment	Hoist chair

The pool is under the control of Abbey Stadium Sports Centre between 06:00-22:00 (Monday-Thursday), 06:00-21:30 (Fridays), 07:30-20:00 (Saturdays) and 08:00-21:30 (Sundays). The pool is used in the following ways:

- Teaching lessons to pupils during curriculum time
- Recreational use by members of the leisure facility
- Hired by other schools to be used during school hours

5.0 Building plans and layout

A plan of the pool area at Abbey Stadium Sports Centre showing emergency exits and evacuation routes can be found in appendix 2 (pending). This includes the location of alarms and safety equipment, as well as entry and exit points to the pool.

6.0 Potential areas of risk

Inherent in every pool environment are potential areas of risk. In recognising the risks, strategies can be put in place to minimise their impact.

6.1 Hazards

There are a number of hazards that make swimming pools potential danger places to use. This section identifies (a) people hazards, (b) activity hazards and (c) physical hazards. The lists are pertinent to all potential users of the pool.

6.1.1 People Hazards

- Persons under the influence of alcohol or drugs, including for medical use
- Persons who have consumed food prior to swimming
- Persons with poor health and/or with medical conditions
- Weak or non-swimmers, or those that swim but get out of their depth
- Young or inexperienced swimmers
- Persons who are boisterous
- Persons exhibiting unruly behaviour
- Swimmers using swimming aids
- Persons wearing incontinence swimwear or similar
- Persons with communication difficulties
- Persons gaining unauthorised access for example:
 - Persons gaining access to the pool when it is not in use or not supervised.
 - Pupils wandering back into the pool from the changing rooms at the end of a swimming lesson when the pool is unguarded.
- Suspicious or unknown persons
- Persons wearing jewellery
- Persons entering the pool inappropriately, for example, by diving or jumping into the pool
- Absence of, or inadequate response of staff in an emergency.

6.1.2 Activity Hazards

- Diving or jumping into the pool
- Running, pushing or fighting (in play or otherwise) on the poolside
- Tag games or 'horseplay' in the pool or on the poolside
- Misuse of facilities or equipment
- Bombing, acrobatics and throwing games
- Bullying, smoking and the consumption of food or drink
- Swimming underwater
- Using flippers, snorkels and face masks
- Using floats, inflatable equipment and toys

6.1.3 Physical Hazards

- Clarity of the water
- Slippery surfaces, for example tiles and/or steps
- Main water outlets
- Main water inlets

- Skimmer outlets
- Rail around pool
- Depth of water
- Glare and light reflections
- Lighting system
- Sound system
- Sound and light system operating unit
- Storage of equipment
- Emergency rescue aids
- Hoist, hoist chair and hoist bed
- Benches
- Showers
- Pool cover
- Lane ropes when in use
- Poor tile condition both on poolside and in the pool
- Changing room areas
- Water temperature
- Pool surrounding temperature
- Use of electrical appliances

7.0 PROCEDURES FOR SCHOOL LESSONS

The following procedures help to maximise user safety.

7.1 Qualifications of Teaching & Supervisory Personnel

7.1.1 Teaching Staff

It is essential that during school swimming lessons a teacher holding Qualified Teacher Status (QTS) is present at all times. The lead teacher(s) will assume overall responsibility for the safety and well-being of the pupils under the duty of care, in 'loco parentis'.

7.1.2 Supervisory Personnel

Swimming lessons will be supported by a number of supervising staff. The large majority of these staff will be qualified teaching assistants. They will be deployed or directed by the lead teacher as required in order to maximise the safety of the pool environment. They may be required to support the lesson from either the poolside or in the pool itself. It is an expectation of all persons employed as a teaching assistant that they are willing to support lessons from in the water unless they have agreed with the Head Teacher/Human Resource Manager that they will be exempt from this responsibility.

7.1.3 Life Savers/Qualified swimming instructors

Abbey Stadium provide qualified life savers with up to date qualifications. A list of staff who are qualified swimming instructors can be found (appendix 3). These individuals need to be present at all swimming lessons where possible, if not the class teacher must be present.

7.2 Supervision

- At least two members of staff should be present on the poolside before pupils are admitted to the pool area. At least one of these members of staff should be a qualified life saver – this can include abbey stadium lifeguards.
- The lead teacher(s) must hold QTS and they must be fully aware of their responsibilities.
- The maximum teacher/pupils ratio must not be exceeded unless authorised by the head teacher.
- Staff members will supervise pupils in the water during swimming lessons. The number of staff members in the water will be determined by the specific needs of the pupils present in the lesson and the changing circumstances of the session, e.g. staggered pupil changing.
- There must be at least one member of staff present on the poolside during the lesson to act as 'eyes on the side' (See Appendix 4). They must be able to see all pupils and the pool bottom throughout the lesson. They should be able to scan the pool in approximately 10 seconds.
- The swimming group must be counted before, during and after the lesson.
- The last member of staff, preferably the lead teacher(s) or life saver, must complete a final scan of the pool to ensure that all pupils have left the pool area.
- Swimmers must not be allowed to go back into the pool area unattended.

- Changing rooms must be adequately supervised at all times.

7.3 Pool environment

Compared to other teaching environments, air quality in pools can be poor. It is therefore essential that the time spent in the pool area is adequately controlled. Staff should not spend more than 90 minutes in the pool area without a break.

7.4 Users Behaviour

- No pupil must enter the water unless specifically directed to do so.
- Where appropriate, given the specific needs of the class, pupils should be aware of the emergency procedures to clear the pool. This should be practiced regularly.
- Pupils should be encouraged to use the toilet if appropriate before they enter the water.
- Jewellery can be a hazard and must not be worn during swimming activities.
- Long and shoulder length hair must be tied back.
- Users must wear appropriate dress, such as swimming costumes, trunks or swimming shorts when using the swimming pool.
- Costumes that are modified or when additional clothing is worn to cover arms and legs for cultural or religious reasons are acceptable as long as they are close fitting.
- Flippers and snorkels should not be used unless when supervised appropriately.
- Shouting should be discouraged unless in an emergency.
- No acrobatics.
- Users must not be allowed to run on the poolside.
- Users must not be allowed to push or pull others into the water.
- Bombing is not allowed.
- Eating and drinking in the pool area is not permitted. Glass containers must not be used anywhere within the pool complex.

7.5 Swimmer/Supervisor Ratios

The maximum bather capacities are listed below. These must not be exceeded. The following swimmer/supervisor ratios are designed with safety considerations rather than teaching requirements in mind. A qualified supervisor may be a teacher or a qualified life saver with an up-to date qualification.

7.5.1 Pupils Under 7 Years

A ratio of one qualified supervisor for every twelve pupils (1:12) under 7 years old must not be exceeded irrespective of swimming ability.

7.5.2 Beginner/Non Swimmers

A ratio of one qualified supervisor for every twelve swimmers (1:12) who are unable to swim 10 metres unaided on their front and on their back, should not be exceeded.

7.5.3 Special Needs Persons/Pupils

A ratio of one qualified supervisor for every one – eight persons/pupils (1:1 – 8) depending on disability should not be exceeded. An assessment of need should take place before swimming begins and each situation should be considered individually.

7.5.4 Adult/Baby Groups

A ratio of one qualified supervisor for every twelve adult baby pairs (1:12) should not be exceeded.

7.5.5 Improving Swimmers

A ratio of one qualified supervisor for every twenty swimmers (1:20) of a similar ability to each other who can swim at least 10 metres competently, unaided on their front and on their back should not be exceeded. It is recommended that pupils are not out of their depth.

7.5.6 Mixed Ability Groups

A ratio of one qualified supervisor for every twenty swimmers (1:20) with a range of abilities (from improving to competent) should not be exceeded, where the least able and least competent are working within their depth. Swimmers' techniques, stamina and deep-water experience should be considered.

7.5.7 Competent Swimmers

A ratio of one qualified supervisor for every twenty swimmers (1:20) who can swim at least 25 metres competently and unaided on their front and on their back and who can tread water for 2 minutes, should not be exceeded.

7.5.8 Covid-19 Swimming Guidelines

In light of the current Covid-19 pandemic the following guidance has been adopted from Swim England's 'returning to the pool' document:

- When delivering swimming lessons swimming teachers that are external to a school bubble should adhere to government guidance on social distancing;
- School teachers and teaching assistants that are internal to the bubble can replicate the same procedures through swimming lessons as they do in the classroom;
- All parties involved in the delivery of school swimming should have a dedicated officer or lead responsible for Covid-19 considerations, making sure that they are up to date with central or local government guidance. This person should be aware of the rules and guidelines set out by the facility;
- When determining the capacity of classes, providers should consider the advice on children and assessing risk in the pool as set out in the Swim England Guidance for Operators;
- Considerations should be made on how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable;
- Teachers should deliver from poolside;
- Teachers should adhere to government guidance on social distancing;
- Providers should evaluate the number of personnel on poolside to maintain social distancing;

- Providers of school swimming should review available pool space to allow for correct social distancing, including entry and exit points;
- Providers should allow sufficient time between lessons for cleaning and to reduce the chance of clustering groups;
- All equipment should be sanitised before and after each activity;
- Equipment that cannot be sanitised in the pool should be appropriately cleaned between activities. This should include surfaces in high traffic areas such as handrails and towel hooks;
- Risk assessment's to be completed by the school which aligns with the providers Covid-19 procedures;
- Adaptations and considerations of lessons and changing provision for any pupils with SEND to be confirmed with the provider.

As of 14.10.21 all Covid restrictions have been removed and guidelines have returned to pre-pandemic guidance.

8.0 EQUIPMENT

Pool areas make use of a lot of equipment that has specific functions. It is essential that all Equipment is checked regularly to ensure that it is fit for purpose (see appendix 5).

8.1 Safety Equipment

Safety equipment should be checked regularly for defects so that it can be used in emergencies. Similarly, it should be present in its allocated position so it is available when required. Once used it should be put back in its allocated position as soon as possible after use.

8.2 Safe Use of Floats

Usually it is recommended that large floats are used by competent swimmers. However, due to level of supervision the use of large floats may be an appropriate teaching aid to promote and develop water confidence. However, the following 'rules' should be fostered in order to maximise safety:

- Pupils should not be allowed to stand on the floats.
- Pupils should not swim underneath the floats.
- The floats should not be tipped over.
- Floats should not be stacked together.
- Pupils should not jump onto the floats.
- Pupils should not use the floats near the walls of the pool.
- No more than 2 pupils should be allowed to use a float at any one time.

Staff should constantly monitor the use of large floats. If the use of these floats puts the user(s) or other pool users in danger the use of the floats should cease immediately.

9.0 Reporting accidents and incidents

Accident and incident reporting must be in accordance with school policies and relevant legislation.

10.0 First Aid Supplies and Training

Abbey Stadium Sports Centre have members of staff that are first aid qualified. A paediatric first aider will accompany Early Years swimming lessons (when this cohort participate in lessons at the stated venue) and members of staff who are specifically trained to deal with individual students' medical requirements will also be present.

Emergency Action Plan (EAP)

A key role for poolside staff (lifeguards, swimming teachers, physio's and spotters) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

Action to be taken in the event of Swimmer in difficulty

Action by the lifeguard

This action must be carried out immediately. It has been observed that a swimmer is in difficulty, whether the lifeguard is required to enter the pool or not.

1. Alert pool staff verbally of an incident occurring as set out in the N.O.P. This warns staff immediately that there is a problem and you may need assistance.
2. The emergency button is activated by spotter.
3. Carry out the rescue procedures as per your training, getting the student to the side of the pool as quickly and as safely as possible.
4. Carry out First Aid procedures until the medical team or first aider arrives and assess whether emergency services is required.
5. If an ambulance is required it will be requested by leisure centre staff on instructions from the medical team.
6. As soon as incident is over, complete appropriate report forms and take to senior management immediately.

Action by other staff

This procedure should be carried out immediately after the alarm has been raised.

1. Assess the situation. If the lifeguard in the water requires immediate assistance, this takes priority. The swimming assistant should also have a RLSS National Pool Lifeguard qualification or National Rescue Award for Swimming Teachers and Coaches or have relevant first aid qualifications and specific medical training relating to the individual in danger.
2. Clear the pool or bring students to the side of the pool depending on severity of the incident.
3. While the pool is being cleared, assess whether or not an ambulance is required and designate someone to call emergency services.

4. Assist in lifting the swimmer from the pool and in giving first aid as per training, assess again if an ambulance is required and summon as above. If not required, give further assistance, and then continue to help supervise other students on the poolside until the incident is over.
5. When the incident is over, inform the swimming teacher/senior management.

Action to be taken in the event of a lighting failure

The following action is to be taken by all staff:

1. Clear the pool immediately, instructing swimmers to change and leave the poolside.
2. Instruct all spectators' to leave the poolside through the normal exists.
3. Proceed into changing areas and stay there until all students/staff are out.
4. Make way out into corridor and head count.
5. Call for site manager/leisure centre staff.

Action to be taken in the event of a Serious Injury in the Pool – by Other Staff

1. On hearing the verbal warning clear the pool immediately.
2. The designated first aider/medically trained staff should take charge of the situation as soon as possible.
3. Assess the situation and call for any emergency services if required.
4. Assist with any first aid that is needed as per your training.
5. Take other students away from the incident and into changing rooms.
6. Ensure that no one goes into the pool whilst the incident is in progress.
7. When the incident is dealt with, a report should be made by the swimming teacher and forwarded onto senior management.

Action to be taken in the event of a Casualty being discovered on the pool floor

1. On discovering the casualty the pool alarm must be raised immediately.
2. Emergency services should be contacted immediately; explaining the situation.
3. A qualified life saver should enter the pool and attempt to rescue the casualty.
4. Once casualty has been removed from the water, commence CPR as trained.
5. Report the incident to the LA health and safety unit.

Total Evacuation

When needing to exit the Abbey Stadium Sports Centre

ALL STAFF should be familiarised with all means of escape from the building and the appropriate procedures. The fire alarm will be activated for any emergency except for a pool incident. If the fire alarm sounds then there is a fire. The location and sound of the fire

alarm can be found and heard in the vicinity of the poolside. The fire evacuation procedures plan can be found at the leisure centre and can be verified with members of the leisure centre staff.

Assembly Point

Location of the assembly point will be identified in the fire evacuation procedure plans which can be found at the leisure centre.

Action in the event of a fire

From Pool

1. On hearing the fire alarm the swimming teacher and other members of staff in the pool at the time will clear the pool of all swimmers.
2. The class teacher will do a strict head count to ensure all students have returned to the poolside.
3. Teaching assistants will assist in clearing the students from the water in a calming reassuring manner.
4. The students will be evacuated through the designated emergency exits and the students will be escorted from the building by swimming teacher/staff etc.
5. The teaching assistant for a designated class will be situated at the end of the file to ensure that all students are evacuated from the pool area.
6. Another head count will take place when all students/staff are assembled at the designated assembly point.

Changing Room

1. On hearing the fire alarm the class teacher/AT's will calm and reassure the students, and line them up in an orderly file.
2. Students will be evacuated through the designated emergency fire exit door and escorted from the building by a member of staff.
3. A teaching assistant should be situated at the end of the file to ensure that all students are evacuated from the building.
4. A head count will take place when all students are assembled at the designated assembly point.

Action to be taken in the event of an escape of Toxic Gas

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

Action to be taken by all staff

1. Upon discovering a release of toxic gas, clear the pool immediately and evacuate the building IMMEDIATELY.
2. Activate fire alarm.
3. Do not stop to pick up belongings, just leave.
4. The swimming teacher will make sure everyone is out of the pool and escort students to the assembly point
5. A teaching assistant will make sure the female changing room is empty.
6. A teaching assistant will make sure the male changing room is empty.

7. Assemble at assembly point.

NOTE:-

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services MUST be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.

Prevent anyone re-entering the building until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

Lack of water clarity

If the water is cloudy or has a milky appearance then inform a member of the leisure centre reception staff as the pool will need to be closed for tests.

Structural failure

If there is any sign of structural failure whilst the pool is in use, alert leisure centre staff and follow procedure of emergency evacuation.

Window breakages

If there is a window that is broken or cracked, clear area of students and staff immediately and close pool until all glass has been cleared and the window has been mended.

APPENDIX 1

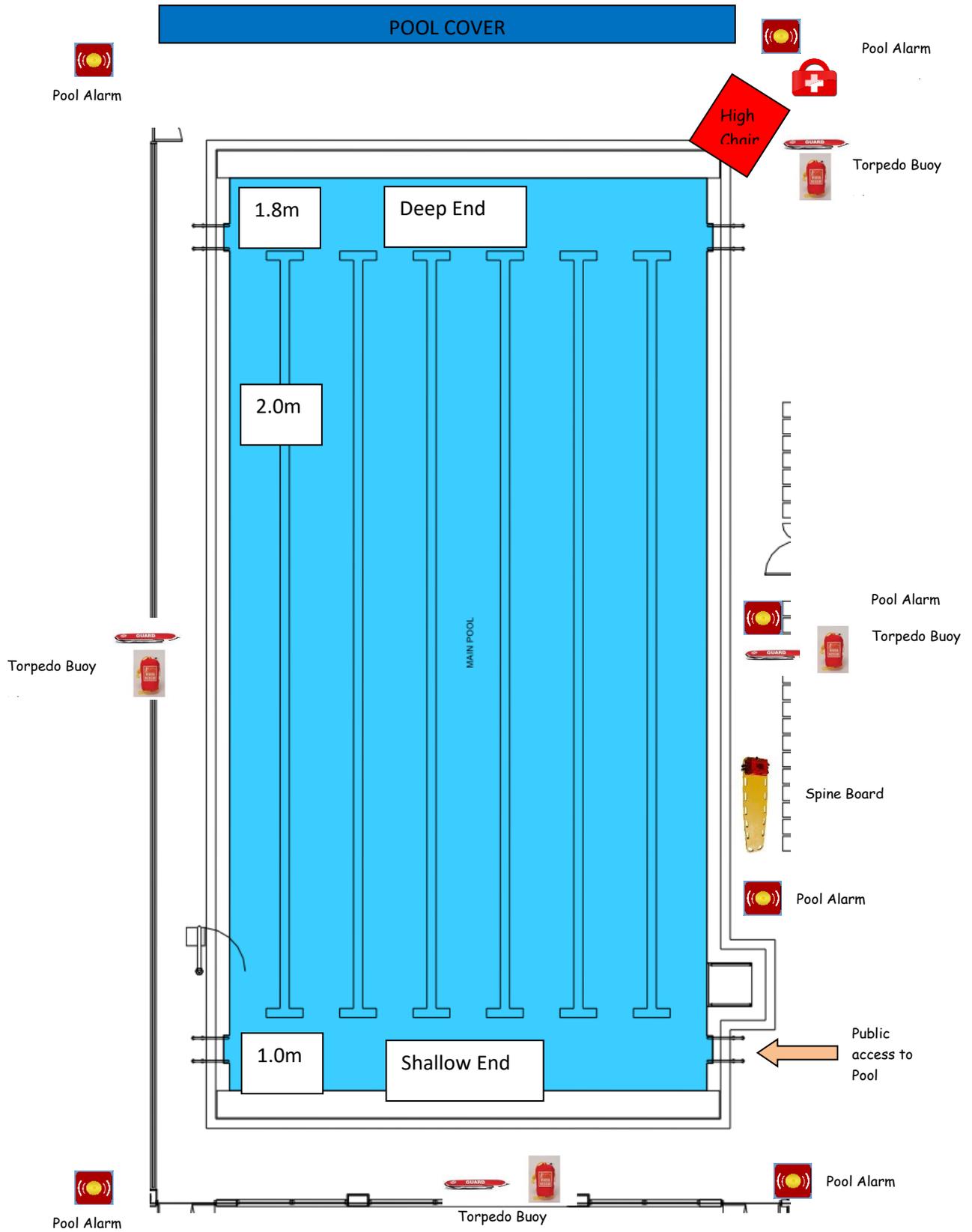
Record of Approved Amendments to Normal Operating Procedures

Summary of Amendments	Authorised by	Date agreed	Position held	Authorised signature
Staff training	M Wright	May 2018	Swimming co-ordinator	
Staff training	M Wright	November 2018	Swimming co-ordinator	
Covid-19 guidelines	M Wright	October 2020	Swimming co-ordinator	
Covid-19 guidelines	M Wright	October 2021	Swimming co-ordinator	

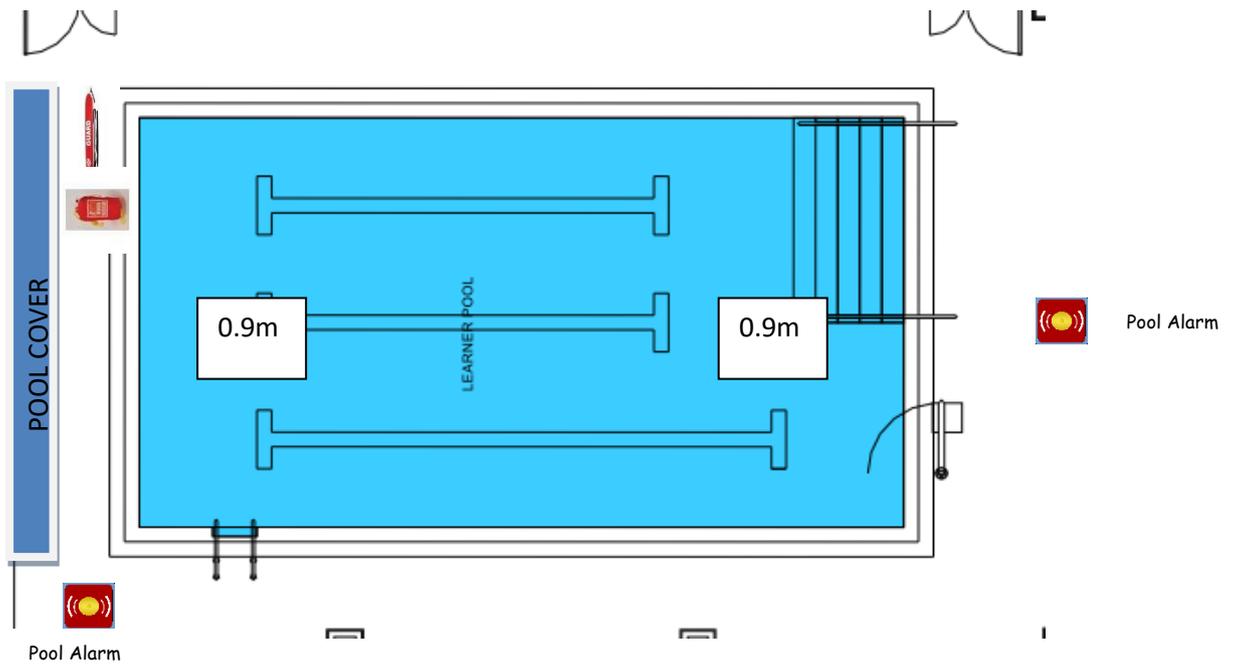
Appendix 2

Abbey Stadium Sports Centre – Swimming Pool layout

MAIN POOL PLAN



LEARNER POOL PLAN



Appendix 3

Qualified swimming instructors

Michael Wright (PE) – ASA Level 1 in Teaching Aquatics - 2015

Staff training:

Name	Course	Date of completion	Result
Joanne Hooper	ASA level 1 Swimming assistant teacher	Feb-17	Complete
Jackie Woods	ASA level 1 Swimming assistant teacher	Apr-17	Complete
Ellena Hobbs	ASA level 1 Swimming assistant teacher	Jul-17	Complete
Anna Bridges	ASA level 1 Swimming assistant teacher	Oct-17	Complete
Tasmin Bowes	SEQ Level 1 Swimming Assistant (Teaching)	Jul-21	Complete
Ciaran Kelly	SEQ Level 1 Swimming Assistant (Teaching)	Jul-21	Complete
Chloe McCrudden	SEQ Level 1 Swimming Assistant (Teaching)	Jul-21	Complete

Appendix 4

Role & Responsibilities of 'Eyes on the Side'

Given that the life saver and/or lead teacher(s) may be in the pool for the duration of the lesson the school adopts an 'eyes on the side' approach to pool safety. It is the responsibility of all individuals employed by the school, whatever their status, to act as 'eyes' when on the poolside. Their responsibilities are:

- To ensure they can see all pupils and the pool bottom throughout at all times;
- To be in a position whereby they can scan the pool area in approximately 10 seconds;
- To inform the lead teacher(s), life saver and/or staff supporting in the water immediately when they believe a pupil is in difficulty;
- To count the number of pupils in the water regularly;
- To inform another member of staff before they leave the pool area;
- To ensure that by leaving the pool area they are not removing the 'eyes on the side'.

Appendix 5

Audit of Teaching Equipment

Please tick once equipment has been checked. If equipment needs replacing please enter an 'R' in the appropriate box and inform as appropriate. This should be completed on a regular basis.

Description of teaching equipment	How & Where equipment is stored	Procedures for safe use of equipment	Date of check
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner.	01.05.17
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner.	12.09.17
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner.	09.02.18
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands.	16.05.18

		All students to use learning aids/swimming accessories in a safe manner.	
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner.	21.03.19
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner.	12.10.2020
Armbands and swimming accessories	PE Cupboard	All students requiring floatation aids to wear armbands. All students to use learning aids/swimming accessories in a safe manner. KS2 classes allocated their own set of armbands for Covid-19 purposes.	30.09.2021