

Milborne Port Community Swimming Pool

NORMAL OPERATING PROCEDURE

12/05/17

1. **Revision History**

Issue 1: 28/04/10

Initial Issue

Issue 2: 12/05/2017

Document revised following the building of the swimming pool enclosure over the pool.

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2. Objective and Scope

This procedure identifies the processes designed to control pool

- Supervision
- Safety
- Teaching
- Hiring to external users.

3. Reference Documents

The following reference documents should be readily available to anyone using the pool

- Normal Operating Procedure
- Emergency Action Plan
- County Policy on Swimming
- Conditions of Swimming Pool Hire
- Staff Training Register for School Staff (life guarding, teaching and plant maintenance).

4. Details of the Pool

Pool Details	
Length	12m
Width	6m
Maximum depth	1m
Minimum depth	0.7m
Number of lanes	1
Total surface area	
Maximum capacity (people)	20

The pool is used by the school for curriculum swimming during the 2nd half of the summer term only. The Beeches playgroup and other village clubs all hire the pool. Private bookings can be made also during the opening times (up to the end of the summer holidays). Weekends and every day in the holidays.

Plans of the Building and Layout

A plan of the school building and pool area showing emergency exits, evacuation routes the location of the assembly point in the event of evacuation/fire can be found in Appendix A.

5. Potential Areas of Risk

Risk Assessment

- A separate documented assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety
- This assessment covers
 - Pool environment
 - Pool supervision
 - Pool plant
 - Sessions users

- All leaders of groups using the pool must have had sight of or access to the Risk Assessments and must be aware of the risks identified at this pool and the actions necessary to control them. *It would be useful to list key risks.*

Known Hazards

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- d) Recreational swimming
- e) Prior health problems
- f) Absence of, or inadequate response, from pool staff in an emergency

Standard Procedures for school lessons

- To ensure unauthorised access the pool must be locked when not in use
- Swimming will not take place until one hour after a meal
- Before a lesson commences all emergency equipment will be in place
- The person in charge of swimming will keep a register of all those participating in swimming lessons.
- A headcount will be taken of those entering the pool and this will be recorded.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, and epilepsy. Ventilators should be within easy access to swimmers who may need them. Where epilepsy is totally controlled by medication no special precautions are necessary
- All supervisors should carry a whistle
- Swimmers must practice a simple whistle drill at the beginning of a new swimming programme – two short blasts means stay still, continuous blasts mean go to the side of the pool and wait for instructions
- Diving and jumping is prohibited and swimmers will enter from the pool steps and are also taught safe entry from the side.
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop.
- Swimmers must not be allowed to go back into the pool area unattended
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms

- All swimmers should be counted out of the pool at the end of the session, and a supervisor should be the last to leave locking the door behind them

6. Pool Rules

- No running on the pool side
- No diving or jumping from the side into the pool
- Enter and exit the water by the steps only unless taught safe entry from the side (and told to do so).
- No entry until instructed to do so
- No shouting
- No acrobatics
- No pushing or ducking other swimmers

7. Supervision of Swimming Activities

There must be a minimum of two qualified pool supervisors present at all times; one person must be nominated as the lead supervisor. Supervisors must be on the poolside; staff in the water do not count in the pool supervision ratios.

When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity and remain at the poolside until full supervision levels are resumed.

Pool supervisors must carry a whistle with them at all times.

Pool supervisors must be in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors must remain on the poolside at the end of a session until all swimmers have left the area and the pool is secured.

Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.

Supervisors must work together to ensure that they monitor all areas of the pool and all pool users. They should be located on poolside so that they can achieve this and know who is looking out for which area or group of children.

8. Club Use/Private Hire

The swimming pool committee shall ensure that private organisations are aware of the requirements and rules when confirming the booking. A formal application and agreement must be issued to confirm the arrangements to be in place. The organisation shall be issued with a copy of this procedure and given a copy of the Emergency Action Plan (EAP).

The person hiring the pool shall ensure that all qualified Lifeguards and supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. This training and their qualifications must be signed off on the hire agreement form.

The swimming pool committee shall monitor club/private hire use to ensure the requirements and rules are being adhered to.

9. Equipment

Safety equipment, must be checked daily prior to pool opening and records of these checks must be kept.

Problems/shortfalls must be reported to the member of staff responsible for school swimming.

Records of checks and problems raised are reported to and kept by the swimming pool committee

Floats, woggles and toys are all kept in a secure storage unit. Only used by the school and organisations with prior consent. No inflatables to be used in the pool.

10. Pool water treatment

Chemical storage and testing requirements

Dry acid is kept in a secured storage container. Chlorine products (liquid, granules and tablets) are kept in the chemical store cupboard away from all acid based chemicals. Alkali is stored in the pump room shed.

Free chlorine, combined chlorine and Ph levels are tested twice daily (am and pm) when the pool is in use. During buy periods it must also be tested at midday. A record sheet is filled in each time the water is tested; this is kept in the blue folder in the shed along with the contact details for the chemical team responsible for testing.

There **MUST** be a gap of at least one hour between chemicals being added and swimmers using the pool.

Chlorine and dry acid **MUST NOT** come into direct contact and should be added to pool water separately.

Safety clothing (apron, gauntlets, face guard) should be worn when administering chemicals. These are kept in the chemical cupboard, though a separate pair of gauntlets are kept in with, and for use with, the dry ice.

Daily routine and water testing

Check the air temperature using the thermometer, then hang the thermometer over the hand rail in the pool for several minutes to record the water temperature. Record the results on the sheet. Water temperature should be between 28°C and 31°C (82.4°F and 87.8°F) and can be adjusted using the thermometer on the heater.

Air temperature is closely monitored during hot spells. When the ambient air temperature exceeds 32°C (90°F), lessons will be suspended and the pool shut.

Fill tester with pool water from half way down the pool on the left hand side and from a depth of approx. 30cm (12"). Add one DPD 1 tablet (white) to the right hand chamber and one Phenol Red tablet (orange) to the left hand chamber. Avoid actually touching the tablet. Replace lid and shake to dissolve. Compare results with coloured test strip in centre chamber facing towards the deep end from the shallow end poolside (best light).

Ph (Phenol red test) should be between 7.2 and 7.6, ideally 7.4. Free chlorine (DPD test) should ideally be 5.0 but not below 3.0. After recording results add one DPD 3 tablet to right hand chamber using the same water to get the total chlorine reading. Minus the free chlorine

reading from the total chlorine reading to find the combined chlorine level, this level should not exceed half of the free chlorine level or 1.5mg/l. Record result on sheet.

Chemical treatment and dosage

If Ph level is above 7.6 add dry acid. Half fill green bucket with pool water, measure 700g of dry acid and add half to the bucket and stir until completely dissolved (clear and non-gritty) then slowly pour along water on shed side of pool then repeat for other half of dry acid. Alternatively add 500g per day until Ph level stabilises using the above method. If chlorine level is below 5.0 add chlorine at the following rates

Reading	Liquid Chlorine	Chlorine Granules
4.0	640ml	125g
3.0	1,280ml	250g
2.5	1,600ml	300g
2.0	1,920ml	375g
1.5	2,240ml	500g

Liquid chlorine is poured into the top skimmer; granules are first dissolved in pool water in separate chlorine bucket then poured into the top skimmer.

Cyanuric acid

Cyanuric acid should be tested once a week, optimal range is 30 to 50 ppm with the maximum level of 100 ppm. If level is too high partially drain the pool and add water to reduce cyanuric acid concentration. Cyanuric acid level should be tested if the chlorine level regularly drops rapidly. Chlorine tablets or granules should be used instead of liquid to raise cyanuric acid level and stabilise chlorine.

Backwashing

The pool should be backwashed twice a week and vacuumed when necessary. This is the responsibility of the chemical team and should be recorded on the record sheet.

General maintenance and cleaning

The strainer basket is checked daily and emptied when necessary.

The pool floor should be brushed up once or twice a week, or as and when debris is visible. Debris should be swept towards the sump on the right hand side of the pool, or removed using the available net. The pool floor should be vacuumed once a week to avoid the build-up of dirt.

The pool surround should be swept and hosed down as and when necessary, the football should be cleaned daily with an ordinary household cleaner.

A member of the chemical team is responsible for ordering chemicals. This shall be stored immediately following delivery.

Persons Responsible

There is a rota of chemical team members organised by the pool committee, these team members are responsible for one day each. On their specified day they carry out all the previously listed procedures with regard to the pool and pool area.

Chemical team members are responsible for checking that the pool area is clean and tidy on a daily basis. They are also responsible for reporting any adverse conditions/issues regarding pool use to the school and the pool committee immediately upon discovery.

Somerset County Council Scientific Services run a monthly check during the pool 'in-use' period. Total alkalinity, calcium hardness and totally dissolved solids (TDS) plus a microbiological sample are tested in addition to the regular ph and chlorine tests. Copies of the results are kept in the blue folder in the shed.

11 Reporting of accidents and incidents

An accident book is kept in the first aid box. If an entry is made the head teacher must be informed at the earliest opportunity. A copy will be given to external hirers.