COGNITA

Dasman Bilingual School

Pool Safe Operating Procedures (PSOP)

Completed by: [Insert name]
[Insert date completed]

Middle East

Introduction:

The following document has been developed for Cognita Middle East schools and nurseries with swimming pools onsite. This document forms the normal safe operating procedure, emergency preparedness and response plan and is known as the Pool Safe Operating Procedures (PSOP).

This PSOP has been developed using DM-PH&SD-GU81-PSPS2 and HSG179 (Managing Health and Safety in Swimming Pools). The PSOP is in line with the standards as set out in ISO 45001 and international best practice.

The scope of the procedure covers all swimming pools within the Cognita Middle East Region.

It is important the PSOP is communicated to all relevant stakeholders, acknowledgement of stakeholders is obtained, and the plan is reviewed annually to ensure it remains up to date and current.

Contents

School and Emergency Contact Details:

Local Emergency Services

Police	999 or 112
Ambulance	997 or 112
Civil Defense	**1804000**

Fire Assembly Point

The fire assembly point is located at: **Big Soccer Field**

School Key Contacts: [Add or delete as appropriate for your setting]

School Principal	Wehann Human (Elementary) Malmoud Alaaeldien (SEN)	+965 567095227 +965 50467859	wehannhu@dasmanschool.com.kw Mahmoud.saed@dasmanschool.com.kw
Designated Safeguarding Lead (DSL)	Fay Khan	+965 99139415	fatimakh@dasmanschool.com.kw
Health and Safety Co-Ordinator	Fay Khan	+965 99139415	fatimakh@dasmanschool.com.kw
Schools Operations Manager	Servee Palmans	+965 50299199	Servee.palmans@cognita.com
School Facilities Manager	Ahmad AbuZaid	+965 51428877	Ahmad.abuzaid@dasmanschool.com.kw
School Doctor / Nurse	Soha Chokor (Elementary) Ibtisam Rayyan (SEN)	+965 97398993 +965 66620866	Soha.chokor@dasmanschool.com.kw Ibtisam.rayyan@dasmanschool.com.kw
Head of Sport / Aquatics	Sasho Balakchiev (Elementary) Kristian Ivanov (SEN)	+965 66552928 +965 66622007	sashobalakchiev@dasmanschool.com.kw kristianiv@dasmanschool.com.kw
Head Guard	NAME	TEL. NO.	EMAIL

Head of Health and Safety	Pauline Bruce	+971 524654593	Pauline.Bruce@Cogita.com
Head of Safeguarding	Kirsty Clark	+971 524118601	Kirsty.Clark@Cogita.com

Normal Operating Procedure

This document should be read in conjunction with the emergency action plans.

Details of the Pool Facilities

SEN POOL

Learner Pool

- [ ]m Wide x [ ]m Long
- Shallow end depth of [ ]m
- Deep end depth of [ ]m
- Pool type [ ]
- Maximum Capacity based on 3m2 per bather - [ ]
- Depth Markings

Main Pool

- [ ]m Wide x [ ]m Long
- Shallow end depth of [ ]m
- Deep end depth of [ ]m
- Pool type – [ ]
- Total Lane - [ ]
- Maximum Capacity based on 3m2 per bather -140
- Maximum capacity for lane swimming – [ ] (Maximum 8 per lane)
- Depth Markings

ELEMENTARY POOL

Main Pool

- [ ]m Wide x [ ]m Long
- Shallow end depth of [ ]m
- Deep end depth of [ ]m
- Pool type – [ ]
- Total Lane - [ ]
- Maximum Capacity based on 3m2 per bather -140
- Maximum capacity for lane swimming – [ ] (Maximum 8 per lane)
- Depth Markings

Facility Plan

*Images of school pool to be included here, showing pool building layout in full.

*Schematics of the plant room should also be included, where available.

Features and Equipment

- [Lane ropes] – Anti Wave and Rope and their attachments
- [Starting Blocks] – located at the deep end of the main pool
- [5m Flags at each end of the main pool]
- [Teaching equipment; floats, arm discs, noodles, sinkers and hoops]
- [Ladders – 4 corners of the main pool]
- [ ] x Pool Platforms – Removal platform
- [ ] x Pool Floating Boom -
- Steps – Learner pool
- [ ] x Lifeguard Chair

Rescue / Lifeguard Equipment

- [ ] x Torpedo Buoy (minimum 1 per lifeguard)
- Whistles per lifeguard
- [ ] x First Aid kit located [ ]
- [ ] x AED located at [ ]
- [ ] x Pocket Mask located [ ]
- [ ] x Reach Pole located [ ]
- [ ] x Throw bag located [ ]
- [ ] x Spinal Board located [ ]
- [ ] x Safety ring located [ ]

Potential hazards and their risk

Full details of hazards and their control measures can be found in the Swimming Risk Assessment, which should be carried out in line with **CME|HS|POL|003|Risk Assessment** and appropriate for all specific activities, equipment and conditions undertaken in the school swimming pool.

Key Hazards / Risks

- Unauthorised access to poolside.
- Sudden drop into deep water in the Main Pool.
- Risk of injury due to shallow water in Learner Pool & Main Pool.
- Unsupervised swimmer.
- Insufficient supervision by teacher/coch/lifeguard
- Non/weak swimmers.
- Risk of entrapment in surface water draw off grills and pool bottom outlets.
- Unauthorised use of diving boards (where installed).
- Slippery/damaged surface pool side.
- Glare onto pool from windows.

- Use of the pool cover (where provided).
- Infection/disease.
- Overcrowding.
- Illness.
- Poor maintenance.
- Miscommunication.
- Gap in training.

Access and Restrictions

Access

Student / Swimmer access to the pool is only allowed under the supervision of an Emirates International Accreditation Centre (EIAC) qualified team member within the UAE and regulatory approved equivalent for all other locations as well as a minimum of one additional 'Swimming staff' or 'Qualified PE teacher'.

When the pool is closed the poolside gates / doors must be locked, and the emergency exits closed to restrict access.

Restrictions and Rules

- Diving is only permitted in pool depth of 1.8m or more and this area must be designated by clear signage.
- Pool users should be instructed and/or reminded about these precautions and about the underwater slope. Shallow racing dives with arms above the head permitted only.
- Jumping in is only permitted in water 1m deep or more. Jumping in is not permitted in the Learner Pool. All jumps should be forward facing and feet first with a slight knee bend. Bombing and twisted jumps are not allowed due to the increased risk of injury.
- Swimmers must not tamper with surface water draw off grills and pool bottom outlets.
- No running on poolside
- No acrobatics
- No spitting, inappropriate language, or boisterous play
- No petting
- No smoking on school grounds
- No eating on poolside
- Only drinks in plastic or metal containers allowed – no glass or ceramics allowed on poolside.
- Swimmers are to remove all jewellery that may be a hazard to other swimmers. Rings, earrings, bracelets, and necklaces that cannot be removed either through tight fit or for religious reasons should be taped down to minimise injury to other swimmers.
- Swimmers should wear appropriate swimwear i.e. traditional costumes, shorts above the knee, religious swimwear specifically designed for purpose.
- Please adjust and add as appropriate for per setting.

Pool Supervision

General Operations

- All Poolside staff must hold a valid local First aid certificate
- Anyone teaching Swimming must hold a formal Swimming Teaching Qualification
- Anyone teaching Curriculum swimming must hold a formal Swimming Teachers Qualification or PGCE in (Sport Science / PE Teaching)
- Anyone Teaching Swimming must hold a valid pool safety certificate
- All swimming activities must be supervised by a stand-alone EIAC Pool Lifeguard or an appropriately trained and certified lifeguard per location in accordance with local legislations.
- All lessons should follow the Swim England Swimming Framework

Open Swim

All children under 8 must be supervised by an adult over 18 years on a 1:2 ratio. Children must stay within arms reach of the supervising adult.

Open-swimmers must remain in their standing depth unless with a supervising adult over 18 years, in which case they must not access water deeper than 1.5m. Competent swimmers must be able to:

- Jump into deep water without aids.
- Tread water for at least 30 seconds.
- Perform a star float for at least 30 seconds.
- Swim 25m competently and without stress.

Academy Swimming (Approved providers)

- The Swimming Teacher should undertake routine head counts as part of the class safety protocol.
- Swimmers waiting for their lesson should not come onto poolside more than 5 minutes before the start of their lesson.
- Swimmers should wait at their allocated lesson waiting / meeting point.
- No swimmer should enter the water without the permission of the swimming teacher.
- All swimmers should wear a swimming hat unless due to a medical condition.
- Class registers must be completed prior to swimming session commencing.

Schools Curriculum Swimming

- PE teachers are responsible for supervision and safeguarding on access to the building and in the changing areas.
- The Swimming Teacher / PE Teacher should undertake routine head counts as part of the class safety protocol.

- No swimmer should enter the water without the permission of the swimming / PE teacher.
- Students waiting for their lesson should not come onto poolside more than 5 minutes before the start of their lesson.
- Students should wait at their allocated lesson waiting point as indicated by signs on poolside.
- All swimmers should wear a swimming hat unless due to a medical condition.
- Before a student's first lesson in the swimming pool and at regular intervals (termly) thereafter, the emergency evacuation procedures should be explained and practiced.

Swimming Activity Ratios

Activity	**Participant to instructor ratio**	**Comments/considerations**
Adult and child class (where adults are in the water with a child on a one-to-one basis).	12 child and adult pairs:1 teacher	• Pool temperatures are critical for young infants. • Pool depth to be suitable for the adult – comfortable standing depth or shallower. • Considerations for twins – 1 adult:2 children permitted, subject to risk assessment. One child must be in fixed floatation equipment such as discs, belts, or a floatation vest. • The swimming teacher may provide safety cover from in the water where there is direct adult supervision in the water for each child, provided the teacher can see all participants.
Pre-school children (aged 3 to 4 years' old).	8:1 (Learner Pool) 6:1 (Deep Water Teaching)	• Depth, layout, and size of pool. • Ability of participants and SEND. • Provision of floatation equipment. • Provision of additional helpers/Level 1 • Swimming Assistant. • Teacher in or out of the water.
Beginners (children over 4 years and including adult participants).	12:1	• Participants with or without floatation equipment who cannot swim 10 metres comfortably and safely using a recognised stroke. • Depth, layout, and size of pool. • Ability of participants and SEND. • Provision of equipment. • Provision of additional helpers/Level 1 Swimming Assistant.

Improving swimmers (children and adults).	20:1	• Participants who have mastered stroke technique and have the ability to swim 10 metres comfortably and safely using a recognised stroke. • Depth, layout, and size of pool. • Ability of participants and SEND. • Provision of equipment - activity taking place.
Mixed ability groups, not including beginners (children and adults).	20:1	• Should not include beginners and all should be able to swim a minimum of 25 metres. • Mixed ability groups are often a necessity for school swimming lessons.
Competitive club swimmers.	30:1	• The number of participants should fit the lane/area. • The ratio should reflect the swimming competence of the participants and the activity taking place. • Consideration needs to be made for the size of the pool ensuring that the whole designated area can be suitably supervised. • More information can be found in HSG 179: Health and Safety in Swimming Pools.
Diving tuition from poolside (children and adults).	20:1	• All dives from the poolside should be taught into a minimum depth of 1.8 metres with 7.6 metres forward clearance. The exception to this is where a qualified coach/teacher is delivering training on the Swim England Competitive Start Award or as part of a competitive club session. • Recommended reading: Diving and Jumping in Swimming Pools and Open Water Areas. • Deep water spinal rescue and recovery training.
Platform diving training (children and adults).	10:1	• Only one diver should be on a board at any one time. • Expansive diving facility configuration with safe spaces between the plunges may allow the ratio to increase. • Deep water spinal rescue and recovery training.
Artistic	20:1	• Some artistic swimming exercises

swimming (children and adults).		should not be taught in shallow water in case of impact with the pool floor. • A risk assessment should consider the depth of the water needed for the exercise in relation to the height of the participants. • Spread of participants across the pool. • Use of equipment in the pool which has to potential to cause entanglement.
Water polo (children and adults).	30:1	• Water space would normally preclude larger groups. • Additional water polo players out of the water may allow the ratio to increase in a training session. • If small groups are undertaking different activities within areas of the pool, additional supervision would be required.
Exercise in shallow water (adults).	30:1	• Participants must be able to stand up from floating in the water on their front or back. • Age and mobility of participants including medical conditions.
Exercise in deep water (adults).	20:1	• Unlike exercise in shallow water, consideration must be given to participants' swimming ability and the use of floatation equipment. • Age and mobility of participants, including medical conditions.
Participants with special educational needs and/ or disabilities - SEND (children and adults). Participants with long term health conditions or impairments.	To be considered on a case-by-case basis	• Each situation must be considered independently as people with SEND are not a homogenous group. • Carers/helpers and in-water support should be considered depending on the requirements of the participant.

Qualifications and Training

Job Role Qualifications

Pool Lifeguard

- Valid Pool Lifeguard Qualification (as per local regulation)
- Valid (and locally approved) First Aid Certificate
- Depth tested to deepest section of the pool
- Must attend regular staff training and be assessed as competent by a Trainer Assessor
- In the event of a missed training session a competency test must be completed by a Trainer assessor prior to returning to poolside supervision
- Site specific training/induction
- Police clearance certificate dated at the start of employment
- Occupational health card
- Cognita Level 1 Safeguarding training

Swimming / PE Teacher

- Swim England Level 2 Swimming Teacher qualification or equivalent
- Valid EICA Pool Rescue Award or EIAC Pool Lifeguard certificate (or local equivalent)
- Valid (and regionally approved) First Aid Certificate
- Depth tested to deepest part of the pool
- Must attend regular staff training and be assessed as competent by a Trainer Assessor.
- In the event of a missed training session a competency test must be completed by a Trainer assessor prior to returning to poolside supervision.
- Police clearance certificate dated at the start of employment
- Site specific training/induction
- Occupational health card
- Cognita Level 1 Safeguarding training

Assistant Teacher

- Swim England Level 1 Swimming Assistant Qualification or equivalent
- Valid EICA Pool Rescue Award or EIAC Pool Lifeguard certificate (or local equivalent)
- Valid (and regionally approved) First Aid Certificate
- Police clearance certificate dated at the start of employment
- Site specific training/induction
- Depth tested to deepest part of the pool
- Occupational Health card

- Cognita Level 1 Safeguarding training

Induction Training

Induction training should include:

- Read and understood the school's PSOP
- Read and understood the swimming pool risk assessment(s)
- Read and understood the school Evacuation Procedures
- Walk through of swimming pool environment
- Complete 2 x Shadow Shifts
- Complete the COGNITA Swimming Competency Test

ONGOING TRAINING

Pool Lifeguard

- Regular ongoing in lifeguard training
- Content: COGNITA Ongoing Competency Assessment framework / Highfield / Blue guard / RLSS pool lifeguard framework
- Attendance Compulsory
- Anyone missing a session(s) must complete a Competency Test before being allowed to supervise the pool/lessons.
- Reassessment: Every 2 years by an independent EICA (or locally approved equivalent) Pool Lifeguard Trainer assessor.

Pool Rescue Award

- Regular ongoing in pool safety award training
- Content: COGNITA Ongoing Competency Assessment framework / Highfield / Blue guard / RLSS pool lifeguard framework
- Attendance Compulsory
- Anyone missing a session(s) must complete a Competency Test before being allowed to supervise the pool/lessons.
- Reassessment: Every 2 years by an independent Pool Safety award trainer assessor.

Emergency First Aid

- All swimming staff to attend regular first aid training throughout the year.
- Emergency First Aid for all ages to be renewed every 3 years through local approved training centre.

Pool Plant Operators

- Renewed every 3 years.

Cognita Child Safeguarding Training

- Compulsory annual refresher training for all staff conducting swimming activities

School Specific Health and Safety Awareness Training

- Compulsory annual refresher training for all staff.

Safe Systems of work

Whistle use

Lifeguards should use their whistle sparingly and any action should be followed with an explanation and reason for any rule breaking.

- 1 short whistle blast to get the attention of a bather.
- 2 short whistle blasts to indicate calling another lifeguard / teacher attention.
- 3 short whistle blasts to indicate a lifeguard is entering the water.
- 3 short whistle blasts with a tap to the back of the neck to indicate a lifeguard is entering the water for a spinal emergency.
- 1 long whistle blast to clear the pool of bathers.

Lifeguard Rotations

- Lifeguards should not be on poolside for more than 2 hours without a break away from the pool with a maximum time in one position of 20 minutes.
- This may be reduced dependant on poolside temperatures.
- If lifeguards reach their maximum poolside duration the Head of PE / Site Lead must be notified in order to provide poolside relief.
- Rotations should be scheduled to allow for the lifeguard who is off poolside to assist with poolside set ups such as lane ropes.

Lifeguard rules

- No talking on poolside except in handover of essential information.
- Drinks must be in either a plastic or metal bottle – no glass or ceramics.
- No eating on poolside.
- No mobile phones in the possession of a lifeguard whist on duty.
- Smart watches must not be worn on poolside.
- Poolside telephones must be used appropriately for communication with the team.

Bather Load Control

- Bather loads will be constantly monitored by Lifeguards through head counts.
- When the bather load is reaching maximum capacity the Poolside Lifeguard will notify Swimming / PE Teacher.

Opening Procedure

Security Team lead duties:

- Turns on lights to the building and unlocks main entrance
- Checks plant room – water flow, chlorine / acid tank and plant equipment

Lifeguard Duties:

- Removes pool covers if required
- Poolside checks
- Changing Room checks
- Conducts Pool test – inform Head of Swimming / FM immediately if outside of parameters for safe bathing
- Fire exits must be checked every morning before use to ensure they are free to operate properly in an emergency
- Sets up Lane Ropes / Activity
- Any other duties required to set up the centre for school use

When swimmers are in the water the Lifeguard should not partake in any activity other than actively supervising the swimming pool and ensuring the safety of bathers.

CLOSING PROCEDURE

Security Team lead duties:

- Check all exterior windows are closed and locked.
- Check all exterior doors and fire exits are closed and locked
- Plant room check and check last pool test result
- Check poolside gates are secure and locked
- Check general facility cleanliness and Lifeguards have completed closing tasks.
- Lock building

Lifeguard Duties

- Check Changing Rooms
- Conduct last Pool test – inform Head of Swimming immediately if outside of parameters for safe bathing
- Ensure poolside is generally tidy with equipment put away
- Wash down poolside with pool water
- Check pool, lock poolside gates and check emergency exits are closed
- Turn off lights

Pool Water Quality

CHLORINE PARAMETERS

POOL TEST RESULTS

Summary of where pool water testing values should be, using common disinfection methods.

WATER TREATMENT CHEMICAL	Calcium Hypochlorite Disinfectant	Sodium Hypochlorite Disinfectant	Stabilised Chlorine	Bromine (BCDMH)
FREE CHLORINE	2.0 – 4.0 mg/l (ppm)		2.5 – 5.0 mg/l (ppm)	4.0 – 6.0 mg/l (ppm)
pH	7.2 – 7.6		7.2 – 7.6	
ALKALINITY	80 – 120 mg/l (ppm)	120 – 150 mg/l (ppm)	80 – 150 mg/l (ppm)	100 – 140 mg/l (ppm)
CALCIUM HARDNESS	80 – 200 mg/l (500 ppm)	80 – 200 mg/l (ppm)	80 – 200 mg/l (ppm)	80 – 200 mg/l (ppm)
TDS	Should be equal to that of the mains water + 1000 mg/l (ppm) maximum			
WATER TEMPERATURE	28.0°C – 32.0°C			
LANGELIER INDEX	Balanced water +0.1 - +0.4 slightly scale forming			

All pool records must be kept for a minimum of 5 years. Records can be kept in paper form or electronically. These must be available for inspection if requested.

Daily water quality testing must be completed by INSERT LIFEGUARD(S) NAMES and recorded. This should capture the following periods:

- Pre-opening (morning)
- Lunchtime
- End of daily activities
- Evening

Water Temperatures

The swimming pool water shall be kept within the operating parameters as detailed below. Where a pool is multi use 28-32 ^{0}C will be maintained.

All pool records must be kept for a minimum of 5 years. Records can be kept in paper form or electronically. These must be available for inspection if requested.

Daily temperature checks must be completed by INSERT LIFEGUARD(S) NAMES and recorded. This should capture the following periods:

- Pre-opening (morning)
- Lunchtime
- End of daily activities
- Evening

Water Temperatures
The swimming pool water shall be kept within the operating parameters as detailed below. Where a pool is multi use 28-32 ^{0}C will be maintained.

Microbiological Testing
In addition to daily Pool Water Quality checks a monthly Microbiological test will be conducted externally to the school and results will be recorded with Facility Management:

In the event of an unsatisfactory microbiological test action should be taken to remedy, after this another test should be conducted. If 3 unsatisfactory tests have been received the pool should be closed. In the event of gross contamination, the pool should be closed immediately.

Backwashing
Filter backwashes are conducted as [3 times] in a week, one for each filter.
Water flow should be monitored daily through Facility Management plant room checks and additional backwashes scheduled accordingly thorough external pool maintenance company.

Cleaning
- All cleaning tasks are detailed on the schools daily cleaning sheet.
- All team members with responsibility for cleaning will have received induction training covering cleaning chemicals, COSHH, PPE and their use as well as be given the risk assessments and work method statements s appropriate.
- In the event that a new chemical is introduced team training will be given prior to its use.
- All cleaning chemicals must be stored in the cleaning cupboard with the door locked to prevent unauthorised access.
- No cleaning chemicals should be left unsupervised in public areas.

- Team members must report any damage / defects to equipment and chemicals and their storage to a Duty Manager asap.
- All chemicals must be stored and used in line with their COSHH sheets. Expiry dates are checked monthly.
- COSHH sheets are stored in the cleaning Cupboard in a folder marked COSHH
- In the event of spillage follow EAP guidance.
- When cleaning floors in all areas of the building the area will be clearly marked by Slippery Floor signage.

Personal Protective Equipment

- All staff working on the poolside must have appropriate personal non-slip footwear not to be used in other areas to avoid contamination to the pool deck.
- Pocket masks and gloves are available in each First Aid kit and with the AED.
- Facility Management each have their own Plant Room PPE consisting of:
  [Gloves]
  [Face Shield]
  [Face mask]

All PPE must be checked before and after use and any defects reported to the Facility Management.

Faeces Contamination Procedures

- In the event of a well-formed stool being found in the pool it is to be netted out. The water is to be tested and if an acceptable level of free chlorine is present swimming can continue.
- In the event of a loose stool (Diarrhoea) being found in the pool, the pool should be evacuated and procedures in the EAP should be adhered to.
- In the event of receiving a positive plate count from the chemical analysis and/or the identification of crypto sporidia, the swimming pool should be closed and drained down and the pool and filter disinfected under the supervision of external contractors.

First-Aid Supplies and training

First Aid Kit Locations

- [Lifeguard Station]
- [PE office]
- [School Clinic]

First Aid Kit Checks

- School Specific [Poolside First aid kits are visually checked on pool opening checks]
- School Specific [Poolside Fist aid Kits are checked on a monthly basis by School Nurse]

- Each kit has a sticker over the seal with the expiry of the next item. If the seal is unbroken then the kit does not need to be counted. In the event the seal is broken, or the expiry date is expired, the first aid kit should be opened and filled to the pre-agreed stock levels.
- Only approved items must be stored in the first aid kits, no medications should be present.

Recording/Reporting

An incident report must be completed on EVOLVE Accident Book by the lesson lead after an incident or accident involving a pool rescue or first aid treatment. Completed forms are documented and stored online. Completed forms are uploaded onto the database and are reviewed and closed by School Facilities/Operations Manager who will check any areas after an incident for cause and to ensure the location is safe for public access.

Serious accidents must be completed, in accordance with the SIRF process, by the lesson lead and reported to the Cognita Regional Head of Health and Safety alongside completing any local reporting requirements.

Disposal of soiled materials

In the event of a major bleed, soiled dressing should remain with the casualty in a yellow medical waste bag.

Soiled items from smaller wounds such as cuts and grazes can be disposed of the sanitary waste disposal bins in the school clinics for the safe disposal for contaminated waste.

Safeguarding

The school has its own Safeguarding and Safer Recruitment Policies, which should be read in conjunction with this document. Any concerns must be directed to the DSL member of staff in school.

All staff working in the swimming pool environment must be familiar with the school's Safeguarding Team and who the DSL is.

Photographs cannot be taken without the consent of parents and staff leading the activity and never take in or around the changing rooms.

Details of fire systems and any emergency equipment, maintenance arrangements

- Fire Alarms are located throughout the building
- Fire Alarms are tested [insert frequency]
- Fire Extinguishers are checked [insert frequency]

- Poolside Assistance can be initiated by the use of 3 short whistle blows, followed by a call for help.

- [Panic Alarm button installed near to both the pool side and sounder will be activated in the clinic and security room upon initiation.]

Emergency Action Plan

Evacuation (General)

This Emergency Action Plan (EAP) details what must be done to evacuate the swimming pool in the event of specific emergencies.

- The emergency tasks should follow that of the respective school in which they are operating.
- If required, use fire exit doors on poolside and ensure that the fire exit doors are closed by the lifeguard when exiting poolside.
- In the unlikely event that this door is compromised swimmers must remain in the pool all at the opposite end until rescued.
- All staff supervising the swimming pool must receive training on the evacuation procedure and this must be recorded.
- Evacuation training should be undertaken termly, and records kept.

Lifeguard responsibility

- The poolside Lifeguards do ‘three short blasts’ of a whistle and announce, “clear the pool”.
- The Lifeguard will check and evacuate all poolside staff areas, ensuring doors are closed and fire exits secure.
- The Lifeguard will check and evacuate viewing areas, ensuring doors are closed and fire exits secure.
- Enters changing rooms through poolside entrance closing the poolside gate behind them.
- Checks and clears toilets and disabled changing directing students, parents, and spectators to the evacuation meeting point so long as it is safe to do so.
- Exits the building through the front entrance and goes to Evacuation Point.
- All Poolside side staff will then go to the Evacuation Point and meet the to roll call staff and manage the scene.

Swimming / PE Teachers responsibility

- Remove their group from the pool.
- Ensure they have their register/tablet and lead their group through the nearest exit to the evacuation point.
- They should then complete a register to ensure they have all the children who have been registered as attended in the class.
- Teachers will take all students to the Emergency evacuation point.
- Parents will not be able to take their children from poolside once a register has been completed to ensure the safety of the children.

Any parents in the spectator areas should go through the nearest emergency exit and meet their children at the emergency evacuation point.

FIRE EVACUATION PROCEDURES (School Specific)

Fire Assembly point - (School Specific)

Fire Marshals- (School Specific)

Uncontrolled gas emission (toxic)

Uncontrolled gas emission is most likely to be caused by mixing chlorine with an acid-based solution. This may happen as a result of an incident in the Plant Room, cleaning store or poolside through misuse of cleaning products. Incidents in the Plant Room hold the highest risk due to the volume of chemicals stored in this area.

In the event of Uncontrolled Gas Emission, a controlled Emergency Evacuation should be conducted ensuring students, staff and visitors are directed away from the emission. If the normal evacuation route passes the contaminated area, an alternative route must be taken.

The Evacuation Point should be reviewed to ensure it is not down wind of any potential gas hazard.

Emergency services must be called to attend the scene and should be given as much information as is available to allow them to prepare (possible HAMAT suits etc.).

Facilities Team

In the event of being made aware of an uncontrolled gas emission the Facility Management / Head Security will indicate a full Evacuation of the facility by activating the nearest fire call point and verbal instructions to the team including a location of the emission.

Lifeguard responsibility

- The poolside Lifeguards do ‘three short blasts’ of a whistle and announce, “clear the pool”.
- The Lifeguard will check and evacuate poolside staff areas, ensuring doors are closed and fire exits secure.
- The Lifeguard will check and evacuate viewing areas, ensuring doors are closed and fire exits secure.
- The Lifeguard will then go to the Evacuation Point for roll call of staff and assist with managing the scene.
- The Evacuation Point should be reviewed to ensure it is not down wind of any potential gas hazard.

Swimming Teachers responsibility

- Remove their group from the pool.
- Ensure they have their register / tablet and lead their group through the nearest exit to the evacuation point.
- Teachers should then complete a register to ensure they have all the children who have been registered as attended in the class.
- Visitors will not be able to take their children from poolside once a register has been completed to ensure the safety of the children. Any parents in the viewing areas should go through the nearest emergency exit and meet their children at the emergency evacuation point.
- Teacher to follow instruction from the designated Fire Marshall.

An uncontrolled gas emission is capable of affecting a large area that could include adjacent residential housing and commercial buildings. Consideration should be given to evacuation of the local area.

Lighting/Power Failure

Emergency lights are available in the school, poolside and changing rooms and should be automatically activated in a power failure incident.

In the event of a lighting failure, indoor swimming pools should be immediately evacuated as light levels will not be sufficient for normal operations. Pools that are outdoors are unlikely to be impacted by a power outage during the day, however, consideration must be given to the changing rooms. It is important to note that in addition to reduced light levels a power failure will affect the plant room, chemical dosing, and pool water filtration along with any shower pumps.

Actions

- The poolside Lifeguards do ‘three short blasts’ of a whistle and announce, “clear the pool”.
- Swimmers and spectators are asked to sit on poolside to await further instruction.
- Facility Management / Head security to stop all access to the school.
- In the event that the power does not return the Facility Management / Head Security will investigate the cause:
    - Light switches are on and haven’t been accidently knocked and turned off.
    - Power to other devices in the centre been affected
    - Check trips/plant room for electrical problems
    - Check local power service for an update.
- If the cause cannot be found the Facility Management / Lifeguard will check the changing facilities for sufficient lighting. If deemed sufficient customers will be allowed access to the changing rooms to collect their belongings and change. They should then exit through reception.
- All other building areas are evacuated of customers.

Overcrowding

- Overcrowding should be prevented wherever possible through the use of the planning of lesson delivery and all user having a provisional booking or allocated space, along with regular poolside head counts by Lifeguards.
- Care should be taken not to exceed the bather loads in either the Learner Pool or Main Pool.

Learner Pool (if applicable)

- In the event that the bather load is reached in the learner pool the Learner Pool Lifeguard will restrict admissions and do a one in one out policy.
- The learner pool lifeguard will ask for support from an additional qualified EIAC Pool lifeguard (or local equivalent).
- The Lifeguard will ask Instructors whose swimmers who are competent and to transfer to the main pool providing space is available.

Main Pool

- In the event that the bather load is reached in the main pool the Main Pool Lifeguard will restrict admissions and do a one in one out policy.
- The Lifeguard will ask for support from the Teaching team who will instruct classes to leave the main pool.

Bather Load Exceeded

- In the event that the total bather load is exceeded the poolside lifeguards will clear the pool and alert the Teaching team.
- The Lifeguard who will instruct swimmers who have been in the pool in excess of time to leave the facility.

Disorderly Behaviour

In the event of disorderly behaviour, the Class teacher / Pool Lifeguard supervising the facility should give one sharp blast of the whistle and request that the disorderly user behave or leave the facility. If the problem persists the person(s) supervising the facility may wish to clear the whole area and stop the activity.

Lack of Water Clarity

If the water becomes cloudy or turbid and the person(s) supervising the swimming pool can no longer see swimmers beneath the water or on the floor of the pool the swimming should be stopped until the clarity is regained.

Serious injury to a bather

If a serious injury to a bather occurs the person(s) supervising the swimming pool should not permit swimming to continue whist assisting the injured person.

The person(s) supervising the swimming pool shall give three short blasts of a whistle and announce, ‘Clear the Pool’.

When the users are safely away from water the person(s) supervising the swimming pool should alert the Ambulance service by dialling 998. All First Aid should be administered by a qualified first aider.

The parent is to be informed of the injury and if a parent or guardian is not present then a member of staff should accompany the causality in the ambulance if required.

Discovery of a casualty in the water

If there is a casualty in the water the person(s) supervising the swimming pool shall give three short blasts of a whistle and announce, ‘Clear the Pool’.

The person(s) supervising the swimming pool should then rescue the casualty by the appropriate method (throw, reach, wade, and tow).

Support staff should ensure all other users are safely away from water and use the poolside or nearest telephone to summon assistance as appropriate or should then alert the Ambulance service by dialling 998 or arranging for another helper to do so.

The casualty should then receive CPR as appropriate

Serious injury to another user

If a serious injury to a user occurs the person(s) supervising the pool should not permit the activity to continue whist assisting the injured person.

The person(s) supervising the pool shall give one short blast of a whistle and announce, ‘stop what you are doing’.

When the users have stopped the activity the person(s) supervising the facility should alert the Ambulance service by dialling 998. First Aid should be administered by a qualified first aider.

Structural Failure

If a part of the structure of the facility collapses or is deemed to be in imminent danger of collapsing the person(s) supervising the facility shall give three short blasts of a whistle and announce, ‘clear the pool’.
The person(s) supervising the facility shall indicate that evacuation is away from the dangerous part of the building. If the position of the structural failure allows, the users should evacuate the area and assemble at the schools ‘evacuation meeting point’. The person(s) supervising the facility should be the last person to leave after ensuring everyone else has left. Bathers or spectators should not be permitted to try and retrieve any items within the changing rooms.

If the structural failure has imperilled lives Civil Defence and Ambulance services should be summoned by dialling 997/8. Any attempt to rescue trapped users should not be attempted until all other users are safely evacuated and at no risk to the supervisor's safety.

In the event of any of the above emergencies a staff member should meet the emergency services at the entrance [Gate 4] to the school and direct them to the incident area giving clear instructions of the nature of the emergency.

Loose Faecal / body fluid contamination

- Close the pool – and any other pools whose water treatment is linked to the fouled pool. If people transfer to another pool, they should shower first using soap and water.
- If coagulation is not the norm, a supply of polyelectrolyte coagulant should be available so it can be hand-dosed in these circumstances, following manufacturers' instructions.
- Super chlorinate to 20mg/l adjusting the pH to 7.2-7.4 and leave for 13 hours (or 50mg/l for 5 hours). Procedures and supplies must be in place for this (see PWTAG Technical note on super chlorination).
- Vacuum and sweep the pool.
- Make sure the pool treatment plant is operating as it should.
- Backwash the filters.
- Allow the filter media to settle by running to drain for a few minutes (rinse cycle) before reconnecting the filter to the pool.
- Reduce the free chlorine residual to normal by dilution with fresh water or using an approved chemical. This may mean using the chemical gradually; procedures and supplies must be in place for this. See the Technical note on super chlorination for details.
- When the disinfectant residual and pH are at normal levels for the pool, re-open.
- Super chlorination should remove any current contamination but will not guarantee future water quality.

Swimming Pool staff declaration:

I confirm that I have read and understood the Pool Safe Operating Procedures and I am aware of what to do under normal operating procedures and in emergency situations.

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