

Grand Avenue Primary School



POOL SAFETY OPERATING PROCEDURE (PSOP)

Agreed by staff and Governors – Autumn 2021

Review date – Autumn 2024

INTRODUCTION

Welcome to Grand Avenue Primary and Nursery School Pool. We hope your use of the pool is an enjoyable and safe experience. With this in mind, there are a number of factors that have to be considered. Please allow time to read through and absorb the following information.

The Health and Safety at Work Act 1974 (HASWA) requires all employers to provide written policies to ensure the safety of their employees. HASWA together with other legislation makes the owner/occupier responsible for the safety not only of their employees but also to all those who enter the building/site. HASWA also requires all employees to ensure their own health and safety while at work and the safety of those with whom they work.

If a person is injured or comes near to injury, the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require the incident to be reported to the Health and Safety Executive (HSE). Hospitals are also required to report some types of injury to the HSE. Following such a report, the HSE may investigate the reasons for the injury. If they find that this was due to unsafe buildings, equipment or safety arrangements they can close down the building and/or fine or even imprison the responsible person. As the prosecution would be made under Criminal Law, insurance policies do not cover the fine or imprisonment.

The publication of 'Safety in Swimming Pools' by the Health and Safety Commission and the Sports Council in 1988 provides more detailed recommendations to swimming pool operators. Additional guidance can be obtained from the 'ASA Guidance for School Swimming' (document January 2008) and from Swim England <https://www.swimming.org/swimengland/>

The Pool Safety Operating Procedure (PSOP) has two main sections: the Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP).

The PSOP is based upon the following:

- Feedback from those who work in and use the building
- Risk Assessment of the building and the activities therein
- Current legislation, regulations, guidance and recommendations from many sources

The PSOP is a 'living document'. It is reviewed frequently and changed when necessary. ALL those who work in or is a hirer/user of the pool compound should ensure that the PSOP is obeyed. If any part of it needs changing because it does not work in practice, please report this via email to office@grandavenue.kingston.sch.uk

COVID-19

Please ensure that all hirers of the Swimming Pool are up to date with COVID-19 Government guidance. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

Further information and documents can be found on the Swim England website. <https://swimming.app.box.com/s/aydu72bn10zwui6mqv34pmi8od8e9ko7>

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1. POOL INFORMATION

The swimming pool at Grand Avenue Primary and Nursery School consists of one pool which is 15m x 5m and 0.8m deep.

The pool is an above ground design constructed of aluminium sections or stainless steel with the glazing panels made of polycarbonate.

The floor area surrounding the pool is a self draining non slip rubber surface.

The pool temperature is maintained between 29 to 32 degrees centigrade.

Maximum bather loads: 20 children (pre covid)

When determining bather load and lane capacity, clubs should consider the advice on assessing risk in the pool as set out in the [Swim England Guidance for Operators](#). It is advised that clubs should do this in collaboration with the pool operator.

Address: Upper Entrance (opposite Emmanuel Church)
Grand Avenue Primary and Nursery School
Grand Avenue
Surbiton
Surrey
KT5 9HU

Contact: School Office - during usual school hours
Office@grandavenue.kingston.sch.uk
020 8399 5344

Out of usual school hours 07801 287425

Grand Avenue Primary and Nursery School and Kingston Corporation (RBK) have a collaborative responsibility for the swimming pool, its facilities and equipment.

NORMAL OPERATING PROCEDURE (NOP)

2. PRIOR TO USING THE POOL

2.1 Risk assessment: Hirers of the pool must carry out their own risk assessment, which must include your management of Covid-19. A copy will need to be submitted to hannah.gamble@grandavenue.kingston.sch.uk prior to using the pool. For returning hirers/users, you must continually review your risk assessment and resubmit upon an incident or change of circumstances to the same email address.

2.2 Pool supervision: Those providing pool supervision must ensure that all rules are obeyed by the users. All those who hire/use the pool should fully understand the facilities NOP's & EAP's and educate their staff and members on the rules of the pool etc. It is expected that the groups own 'lifeguards' should enforce/reinforce safe behaviour. They must bring their own whistle – please see **3.1, 3.4** and **3.5**

It is important to set a limit to the number of bathers for whom one teacher/instructor should be responsible. The user-teacher ratio should not exceed **20:1**, and, for classes of non-swimmers and beginners, it should not exceed **12:1**. When determining class size, account should be taken of the size and design of the pool, depth, water clarity and class competence and adjust the ratios accordingly. The agreed ratios should be based on the findings of the risk assessment for the school's use of the swimming pool and in line with the guidance provided by the Amateur Swimming Association - Safe Supervision for Teaching and Coaching Swimming.

Covid-19 Pool capacity – When determining the capacity of classes, hirers should consider the advice on children and assessing risk in the pool as set out in the [Swim England Guidance](#)

The pool area must be locked until the teacher/instructor enters the poolside. During the course of every lesson, the teacher/instructor must be at the poolside first, remain present whilst the users are in the water and be the last to leave at the end of the lesson. The number of users using the pool should be checked as they enter, checked whilst in the water and again after the lesson has been completed. The teacher/instructor must be able to see all the users during the lesson.

In addition to the teacher/instructor, there must be at least one supervising adult on the poolside at all times. This can be a responsible parent (where the lesson is given by the schools swimming teacher) or if the lesson is taken by an outside instructor, the teacher should remain present as he/she acts 'in loco parentis' and is responsible for the health and safety of pupils in his/her care. The supervising adult should also be trained in the pool safety operating procedure (PSOP) and emergency arrangements for the pool and fully understand their role in the implementation of the PSOP. With large numbers of children (e.g. 12 beginners) there may be need for additional supervision. Children using the changing room facilities should be supervised by an adult.

For information regarding **DBS check requirements**, Please contact the school office or email office@grandavenue.kingston.sch.uk

2.3 Qualifications: Teachers and coaches must hold an **Amateur Swimming Association swimming teaching/ coaching qualification** or equivalent plus the following:

1 for programmed swimming lessons supervised by the teacher/instructor – A current *Lifesavers* National Pool Lifeguard qualification, The National Rescue Award for Swimming Teachers and Coaches (NRASTC) or Rescue Test for Teachers and Coaches (RTTC).

The National Rescue Award for Swimming Teachers and Coaches is jointly recognised by the Amateur Swimming Association, *Lifesavers*, the Institute of Swimming and the Institute of Sport and Recreation Management as being appropriate for programmed activities.

2 for unprogrammed, fun/free swimming sessions - National Pool Lifeguard Qualification (NPLQ, RLSS approved course).

A Bronze Medallion Award is **not** sufficient because, although a community life saving award, it does not clearly meet the full criteria for pool safety and rescue laid down by the legal guidance.

The Kingfisher Centre, Kingston upon Thames, runs some of these courses, telephone: 020 8541 4576. A copy of the qualification certificates should be kept by the school.

2.4 Entrance:

For all hirers/users, entry to the site must be via the top entrance (opposite Emmanuel Church).

For parents of children swimming in school hours, you must enter school by the pedestrian gate and sign into the school office before making your way to the swimming pool

Access to the pool compound is:

- For hirers/lifeguards/supervisors, access to the pool must be via the last door on the right of the building (to the right of the changing rooms).
- For pupils and their parents/carers, access to the pool must be via the changing room doors only – doors are clearly marked 'boys' and girls'. Wheelchair users can have access with the use of the ramp.

Covid-19 – Hirers, visitors, Parents and Children must sanitise their hands on entry and wear a mask or visor at all times. No more than 1 adult should enter per child. Entrance to the pool is via the right hand door. All should exit via the changing rooms.

2.5 Emergency exits and escape routes: It is the responsibility of the hirer/user to ensure that all emergency exits and escape routes are free from obstruction. The caretaker or school representative will usually unlock all areas of the pool, however it is the responsibility of the hirer/user of the pool to familiarise themselves and all responsible adults where the emergency exit and escape routes are located (clearly marked) and to ensure they are all unlocked. If not unlocked prior to use, the 'key' is located on a hook on the wall inside the disabled toilet. All keys are clearly marked. All keys MUST be returned as soon as the unlocking process has occurred – please see **2.6** and **map** at end of this document

2.6 Changing rooms: The building houses two separate changing rooms both of which have access to the pool side. The caretaker or a school representative will usually unlock all areas of the pool, however it is the responsibility of the hirer/user of the pool, to ensure all three access doors are unlocked prior to use - please see **2.5**

COVID-19 – The changing rooms are only to be used for dressing after leaving the pool. No more than 5 children are to use each changing room at a time. Social distancing measures should be adhered to during changing and leaving the pool building.

2.7 Training: The hire/user has a legal duty to read, understand and instruct their staff, teachers and helpers of this PSOP.

2.8 Pool conditions: It is the responsibility of the hirer/user to check the pool conditions. If there are any faults that could prove to be dangerous to the pupils then they must not allow them to enter the pool. For example the water temperature too hot or cold, loose sump cover, water clarity etc. The fault must be reported immediately using the contact details in section 1. The decision on the safety of the pool rests

with the teacher/lifeguard on duty. For weekend lets, it is the responsibility of the hirer/user to test the chlorination levels of the pool before use.

2.9 First aid: hirer/user must provide a First Aid box suitable for their group. A first Aid Box can be found in the disabled toilet, for Grand Avenue children swimming during the school day.

2.10 Accident Book & Covid-19 Positive cases: The hirer/user must provide an accident book for their own use. All accidents for Grand Avenue children swimming during the school day must be reported to the school office. COVID-19 – All positive cases must be reported to the school on 02083995344 during school hours or on 07801287425 out of hours.

2.11 Child Protection: We strongly advise every hirer/user has their own separate policy with regards to the protection of children in their care regardless of whether they are accompanied by their own parents/carers. It should not only highlight concerns whilst the child is in the pool but also whilst they are changing - this could include the appropriate use of cameras.

2.12 Pool Communications Systems: There is currently NO landline available within the pool compound. Users/hirer/parents of the pool MUST bring with them a fully charged and working mobile telephone which sole purpose is emergency use only. It must be tested prior to use for battery life and that signal is at good strength.

3. DURING POOL USE

3.0 Insurance: Hirers are responsible for the safety of all persons using the swimming pool and are responsible for the proper use of the premises. Hirers may be required to pay for any damage/wilful contamination caused to the swimming pool, swimming pool equipment or school premises. This would include loss of income caused by the closure of the pool during the repair of any damage. All hirers are required to indemnify the Council against loss, damage and accidents etc. All hirers must, therefore have their own public liability insurance policy prior to using the pool or pay a small charge to benefit from the school's policy. Proof of insurance cover is required **before** any letting.

3.1 Teachers/Lifeguards: The teachers/lifeguards on duty are responsible for the safety of the children and will give the signal for the children to enter the pool and use a whistle to attract attention if necessary – please see **2.2, 3.4** and **3.5**

3.2 Pupils: It is the responsibility of the hirer/user to ensure all pupils in their care must be appropriately supervised at all times. They must not use the surrounding land for any other purpose other than to access to and from the pool compound

3.3 Registers: All users/hirers of the pool must have a register of all children in their care. This must determine who is still within the pool compound and include those who are still getting changed.

3.4 Whistle Control: All lifeguards/instructors must adopt the following whistle instructions and ensure that their pupils know the meaning of and what action they are expected to take.

- One short blast to attract the attention of the swimmer(s)
- Two short blasts to attract the attention of another member of staff
- Three long, loud blasts to indicate an emergency and clear the pool

3.5 Rescue/life saving equipment:

On the poolside:

- life rings x 2
- Throw bags x 2
- Reach poles x 1
- A whistle is to be provided by Lifeguard/Teacher on duty – please see **2.2**

Changing rooms:

- Space blankets x 20

3.6 Accident/Incident reporting: For all accidents and incidents that occur within the pool compound, the hirer/user must, in the first instance, record it in their own accident/incident book. Please then report it in writing to office@grandavenue.kingston.sch.uk . For the reporting of major incidents please refer to the Emergency Action Plan (EAP) - please see **8.1**

3.7 Special Needs: We welcome children and adults with special needs to use the pool. The pool is fitted with a hoist and wheelchair access is available in the changing rooms with the use of (removable) ramps. However, pupils that are unable to control bowel movements must be supervised at all times and are required to wear watertight nappies at all times. At the end of each session all nappies or soiled items must be removed immediately from the site – unfortunately there are NO facilities for this within the pool compound.

3.8 Sickness and Diarrhoea: All participants must be in good health when swimming. If pupils have had an incident of sickness or diahorrhea within 48 hours prior to their session they are not permitted to swim in the pool. Ensure children visit the lavatory before getting into the pool and ensuring that babies or toddlers not yet toilet trained wear special baby swimming trunks, not just nappies. Please note that in the case of diarrhoea associated with cryptosporidiosis, exclusion from swimming is advisable for two weeks after the diarrhoea has settled. Nappy changes should not take place at the pool side as this may contaminate surfaces and objects around the pool.

3.9 Sick bags: These are located in each changing room (under the table) and can be used by any user/hirer of the pool if required for the subscribed purpose. Any contents of the bag must be disposed of correctly and responsibly.

3.10 COVID-19 – All positive COVID-19 cases must be reported to the school on 02083995344 during school hours or 07801287425 out of hours. Please refer to the Government guidance on [Track and Trace](#)

4. END OF HIRE PROCESS

4.1 Clearing Up: Upon completion of use, it is the responsibility of the hirer/user to close the pool cover immediately. The pool compound should be left in good order and unaccounted items placed into the lost property box (see below). Changing rooms should be checked for any excess water on the floors and mopped up using the mop and bucket located in the changing rooms – for hygiene reasons do not use the one located in the toilet area.

4.2 Lost property: Grand Avenue take no responsibility for any property left within the pool compound however; a clearly marked lost property tub is located in one of the changing rooms. This tub will be emptied at the end of every term. Any items that are obviously school clothing items will be placed into the schools lost property bin but everything else will either be placed into our charity clothes recycle bin or disposed of.

4.3 Security: Ensure that all windows are closed in both changing rooms and pool enclosure. All doors that the hirer/user have unlocked must be closed and/or locked and keys returned to the key safe.

4.4 Complaints/queries: If you have a complaint or query please do so by contacting the school office or in writing to office@grandavenue.kingston.sch.uk . All complaints or queries will be dealt with as soon as possible in order of urgency.

4.5 COVID-19 cleaning: Please ensure that you have sprayed down all areas of the Pool before the next swim hirer enters. This includes all touch points in the Toilet, Changing Rooms and viewing area.

5. HAZARDS

5.1 Known Hazards – this list is not exhaustive

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and should therefore be considered possibilities.

- Prior health problems e.g. heart trouble, asthma, epilepsy etc
- Youth and inexperience (half of those who drown are under 15 years)
- Alcohol, drugs or food before swimming
- Unauthorised access to swimming pools intended to be out of use
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water
- Unruly behaviour and misuse of equipment
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response, by pool attendants in an emergency

5.2 Site specific hazards

- Both entrances to the changing rooms have a change in level, consisting of one step up on entry, or a step down on exit.
- Swimmers must wait in the changing rooms until instructed by the lifeguard/teacher to come onto the poolside.
- Pool staff should be conscious of the depths of the water and take appropriate steps to pay close attention to weak/non swimmers
- No Diving. Signs are displayed around the pool edge, this MUST be enforced rigorously.
- The enclosure of the pool can create bright reflections on the surface. Pool supervisors/lifeguards should ensure that they position themselves where they can see the bottom and surface of the pool clearly.
- The sunlight through the windows can also cause the water temperature to rise and the pool temperature should be closely monitored.
- The pool enclosure has windows which slide up to open. Care should be taken to ensure people are made aware of this and do not try to open the enclosure without express permission from the staff on duty. This can also be a potential injury hazard due to moving parts.

- The changing room floor is covered with specialist non-slip flooring. The changing room monitor / staff on duty have to make sure any excess or standing water is mopped up immediately (with the provided changing room mop and bucket) to prevent slip hazards.
- There are currently NO backstroke markers
- All exit/escape routes must be free from obstruction at all times

6. POOLSIDE RULES

The following safety rules apply to school swimming pools:

- No children in the poolside without the presence of the teacher/lifeguard.
- Swimming hats to be worn at all times by all swimmers
- Swimmers should enter the pool one at a time and only using the steps.
- No shouting
- No fighting, bullying, pushing or throwing other bathers into the pool
- No face masks, flippers or snorkels unless in a structured session
- No stiletto heels are permitted on the poolside as these could cause damage to the flooring.
- No smoking
- No jumping onto floats, rafts or inflatable's from the poolside
- No running around pool surroundings
- No bombing, excessive splashing or ducking
- No food or drink to be consumed within the pool compound
- No diving or Jumping into the pool
- No throwing
- No one to touch the roller pool cover
- Misbehaving pupils will be removed to the changing rooms under supervision of parents or helpers.
- Use anti-chlorine goggles unless there are valid reasons for their use (i.e. medical, confidence, etc.) NB: where goggles are worn, users should be taught how to use them correctly.
- Use masks, fins, snorkels and other equipment unless as a part of an organised group or club activity under qualified supervision.

EMERGENCY OPERATING PROCEDURE (EOP)

7 MEDICAL EMERGENCIES

The teacher/instructor/hirer should familiarise him/herself with the location of first aid equipment and its use, with the location of the nearest mobile and any emergency drills. The teacher/instructor/hirer must also establish an Emergency Drill which must involve:

- the use of a clear signal to all users to leave the water
- the procedures for the rescue of someone in difficulty
- the procedures for summoning assistance
- having easy access to a telephone which is in good working order and available for use in an emergency

7.1 Raising the alarm:

If in any doubt, call 999 to alert the emergency services.

- The whistle must be blown to evacuate the pool.
- All swimmers must leave the water. Parents/helpers must supervise these children while the teacher in charge attends to the emergency
- A responsible person must contact the emergency services if this is required.
- In case hair needs to be cut from the sump cover, scissors are in the clearly marked first aid cupboard within the changing room - the compulsory wearing of swimming hats should ensure these are not needed

Once any immediate action and needs have been taken care of please inform either the school office (during usual school hours) or email office@grandavenue.kingston.sch.uk or use the emergency contact details given upon agreement of hire (usually via email) **within 24 hours of the incident** – please see **section 1**

7.2 Serious injury procedure:

On discovering a seriously injured casualty:

- The lifeguard/teacher will administer essential first aid and call 999. The course of action will then be decided.
- If a spinal injury is suspected, the lifeguard will immobilise the casualty, maintaining the head in the same position relative to the body as when discovered.
- Record and report the incident – please see **3.5**

7.3 Important Information:

All serious injuries requiring hospital treatment **MUST** be reported to the school office (during usual school hours) or email office@grandavenue.kingston.sch.uk or use the emergency contact details given upon agreement of hire (usually via email) **within 24 hours of the incident** – please see **section 1**

The following information must be provided:

- Name and address of the injured party
- Contact telephone number of the injured
- Age
- Cause of accident
- A brief description of the events leading to the accident, any action taken and by whom.

You have a legal duty to supply this information. Failure to do so could lead to the cancellation of a club or group's swimming pool booking.

8 POTENTIAL INCIDENTS

8.1 Potential drowning:

- Act calmly and positively - many incidents can be controlled with very little fuss.
- If necessary, clear the pool by giving 3 sharp blasts on your whistle, then proceed to deal with the incident.
- Record and report the incident – please see **3.5**

8.2 Lack of water clarity:

- Do not allow swimmers into the water
- Record and report the incident – please see **3.5**

8.3 Fire:

In the event of fire please carry out the following approved fire evacuation procedures and familiarise yourself with the map at the end of this document.

- There are four emergency routes/exits , please chose the safest route for your group, this may not be the shortest or closest route – please see **2.5** and **map** at end of this document
- Congregate at the approved assembly point or the safest place available should the approved point become dangerous.
- Call 999
- Take a register and ensure all pupils and adults are accounted for
- Record and report the incident – please see **3.5**

8.4 Lighting failure

- Clear the pool immediately and if lighting is not restored within minutes
- Record and report the incident – please see **3.5**

8.5 Structural damage

- Do not allow swimmers into the pool area.

- Leave the pool compound immediately.
- Call 999 if necessary
- Record and report the incident – please see **3.6**

8.6 Toxic gases

- If safe to do so, ventilate the pool as quickly as possible using the Fire Exit.
- Clear the pool immediately
- Leave the pool compound immediately
- Call 999 if necessary
- Record and report the incident – please see **3.6**

8.7 Sickness and Diarrhoea:

- Vacate the pool immediately.
- If the faeces are solid, it should be collected with the net provided and disposed of in a correct and appropriate manner.
- If a child is sick, the vomit should be collected in the buckets located in the clearly marked cupboard in the changing room.
- Record and report the incident – please see **3.6**
- In the event of accidental contamination, the site manager must be informed immediately.
- The Pool will be closed for the following 24 hours (minimum).

9 Covid-19

- It is strongly suggested that clubs should have a dedicated officer responsible for Covid-19 Liaison. This person will have a key responsibility to liaise with the school and be aware of the rules and guidance set by the facility. More guidance can be found here [Covid-19 Role Description](#)
- Clubs should be up to date with central or local government recommendations
- All visitors into the pool building need to wear a face mask or visor
- When determining bather load and lane capacity, clubs should consider the advice on assessing risk in the pool as set out in the [Swim England Guidance for Operators](#)
- Clubs should consider double width lanes when setting up lane swimming
- Teachers and Coaches should deliver from poolside where possible
- Teachers and Coaches should adhere to government guidance on social distancing
- Clubs should work with the School to evaluate the number of personnel on poolside to give effect to social distancing
- Children are to come beach ready

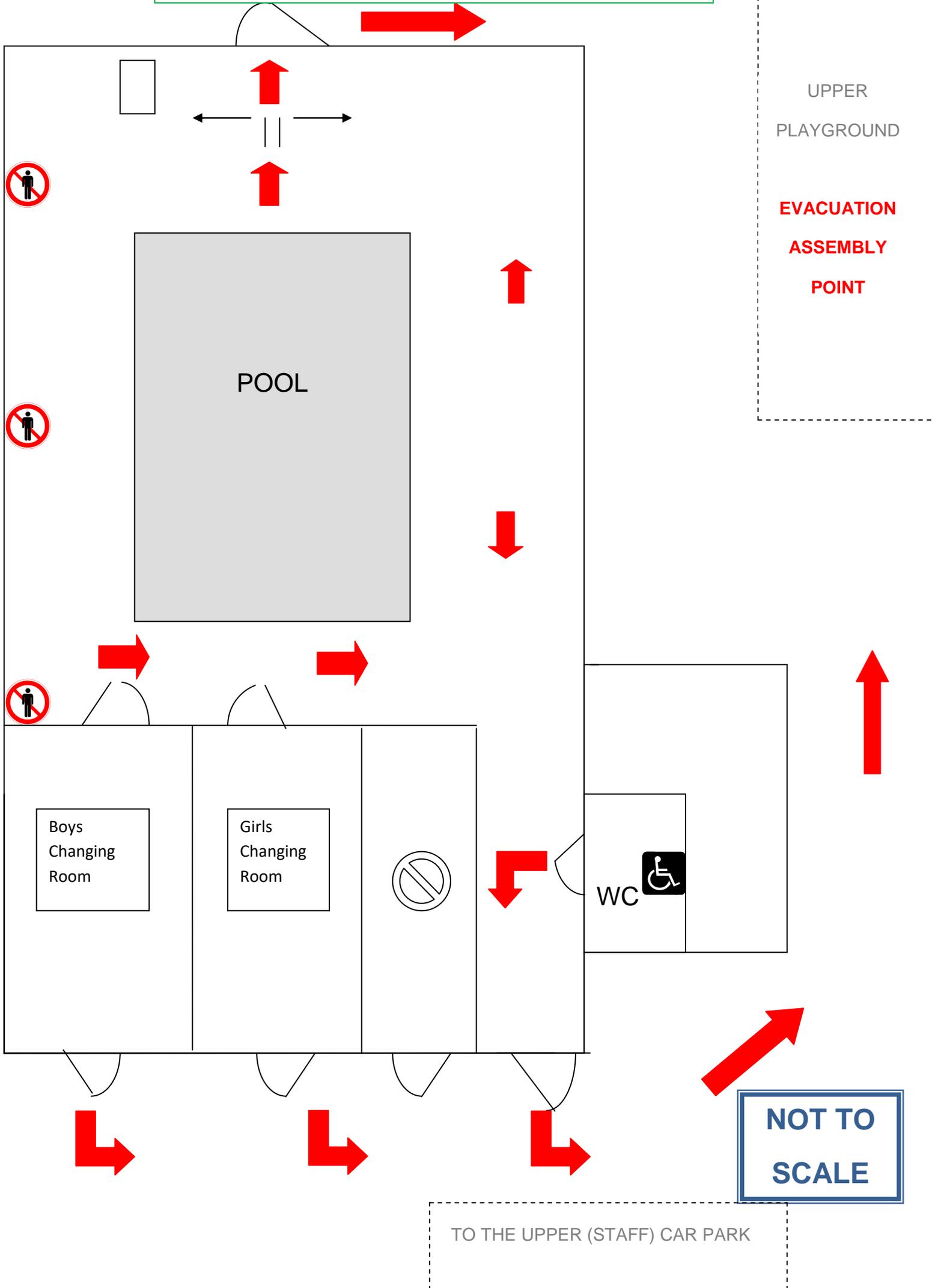
- Maintaining social distancing is paramount in order to reduce the risk of transmission of Covid-19 between participants, this is important both whilst in and out of the water.
- Please adhere to the one way system when entering and exiting the pool area.
- Hirers should allow sufficient time between lessons for cleaning. Equipment is provided by Grand Avenue Primary School. All benches and changing rooms are to be cleaning before allowing the next swimmers into the pool area.

Please ensure that all schools have read [Returning to Pools Guidance Documents](#) from Swimming.org. This guidance has further information and documents.

Thank you for taking the time to read this document, it may take some time and perhaps another read of it to fully absorb the information. It is very important information and time has been taken to consider the practicalities whilst ensuring the health, safety and welfare of all who use the Grand Avenue pool and its facilities.

Remember, the PSOP is a 'living document'. It is reviewed frequently and changed when necessary. ALL those who work in or is a hirer/user of the pool compound should ensure that the PSOP is obeyed. If any part of it needs changing because it does not work in practice, please report this via email to hannah.gamble@grandavenue.kingston.sch.uk .

PLAN OF EMERGENCY EXIT/ESCAPE ROUTES



UPPER
PLAYGROUND

**EVACUATION
ASSEMBLY
POINT**

**NOT TO
SCALE**

TO THE UPPER (STAFF) CAR PARK