



Parents Pool Safety Operating Procedures

Agreed by staff and Governors – Autumn 2022

Review date – Autumn 2025

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.

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.

Contact: School Office -
Office@grandavenue.kingston.sch.uk
020 8399 5344

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

NORMAL OPERATING PROCEDURE (NOP)

Pool supervision: Individuals providing pool supervision must ensure that all rules are obeyed by the users.

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.

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/carer. The supervising adult should also be aware of 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.

Changing Rooms: Changing room doors should not be left open whilst children are changing. Eating is not permitted in the changing rooms or poolside.

Disclosure Barring Service (DBS)

All parent/carer helpers must hold a current DBS certificate to help with swimming classes. For information regarding DBS check requirements, please contact the school office or email office@grandavenue.kingston.sch.uk to arrange a DBS appointment.

Emergency exits and escape routes: It is the responsibility of the instructor to ensure that all emergency exits and escape routes are free from obstruction.

First aid: A First Aid box can be found in the disabled toilet for Grand Avenue children swimming during the school day.

Accident book: All accidents for Grand Avenue children swimming during the school day must be reported to the school office.

Pool communications systems: There is currently NO landline available within the pool compound. The swimming instructor will bring with them a fully charged and working mobile telephone which can be used for emergencies. It must be tested prior to use for battery life and that signal is at good strength.

DURING POOL USE

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.

Pupils: The pupils 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.

Volunteers – All volunteers helping with swimming must have an up to date DBS check.

Whistle control: All lifeguards/instructors will 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.

Rescue/lifesaving equipment:

On the poolside:

- Life rings x 2
- Reach poles x 1
- A whistle is to be provided by Lifeguard/Teacher on duty.

Changing rooms:

- Space blankets x 20

Accident/incident reporting: All accidents and incidents that occur within the pool compound must be reported to the school office 02083995344.

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

HAZARDS

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.
- No diving. Signs are displayed around the pool edge, this MUST be enforced rigorously.
- The pool enclosure has windows which slide up to open and *only the swimming instructor or staff member should open/close windows*. 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. The windows can be a potential injury hazard due to moving parts.
- All exit/escape routes must be free from obstruction at all times.

POOLSIDE RULES

The following safety rules apply to school swimming pools:

- No children on the poolside without the presence of the teacher/lifeguard.
- Swimming hats to be worn at all times by all swimmers.
- Swimmers should enter and leave the pool one at a time and only using the steps.
- No shouting.

- 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

POOLSIDE RULES (continued)

- 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.
- Do not use masks, fins, snorkels and other equipment unless as a part of an organised group or club activity under qualified supervision.
- **Personal mobile phones/devices, cameras and video recording equipment cannot be used** when in the presence of children on school premises **including the swimming pool.** All devices must be stored securely out of reach within the setting during contact time with children.

EMERGENCY OPERATING PROCEDURE (EOP)

MEDICAL EMERGENCIES

The parent/carer 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.

Raising the alarm:

Lifeguard to call 999 to alert the emergency services and alert the school office.

- The instructor will blow 3 blasts on a whistle 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.
- Staff will organise a responsible person to contact the emergency services if this is required.
- Should hair need 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, staff will organise a responsible adult to inform the school office; contact number 0208 399 5344.

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.
- The staff will contact the school office or organise a responsible adult to do so - 0208 399 5344 – giving a brief account of events leading to the incident, who dealt with it and what was done.
- Once the emergency has been dealt with, everyone who witnessed the incident must write a brief description of the events leading to the accident, any action taken and by whom.

POTENTIAL INCIDENTS

Potential drowning:

- Act calmly and positively - many incidents can be controlled with very little fuss.
- If necessary, Staff will clear the pool by giving 3 sharp blasts on their whistle, then proceed to deal with the incident.
- Staff will record and report any incidents to the school office. Any other witnesses should also record what they have seen.

Lack of water clarity:

- Staff will not allow swimmers into the water.
- Staff will report the incident to the school office.

Fire:

In the event of fire the following approved fire evacuation procedures must be followed. Staff and helpers must familiarise themselves with the procedures and the evacuation map at the end of this document.

- There are four emergency routes/exits. Exit the children by the closest, safest route for each group, (this may not be the shortest or closest route).
- Congregate at the approved assembly point or the safest place available should the approved point become dangerous.
- Call 999.
- Staff will take a register and ensure all pupils and adults are accounted for.
- Report the incident to the school office.

Structural damage:

- Do not allow swimmers into the pool area.
- Leave the pool compound immediately.
- Call 999 if necessary.
- Report the damage to the school office.

Toxic gases:

- If safe to do so, staff will ventilate the pool as quickly as possible using the Fire Exit.
- Staff will clear the pool immediately.
- Staff and helpers to direct the children to leave the pool compound immediately by the closest, safest route – see map at the end of the document.
- Staff will call 999 if necessary.
- Staff will report the incident to the school office.

Sickness and diarrhoea:

- The instructor will vacate the pool immediately.
- Staff/instructor will deal with the cleaning of the pool
 - 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.
- One member of staff or volunteer to look after the child who is unwell and call school office straight away
- Volunteer helpers to support the other children in the changing rooms
- In the event of accidental contamination, the instructor will inform the site manager

- The Pool will be closed for the following 24 hours (minimum).

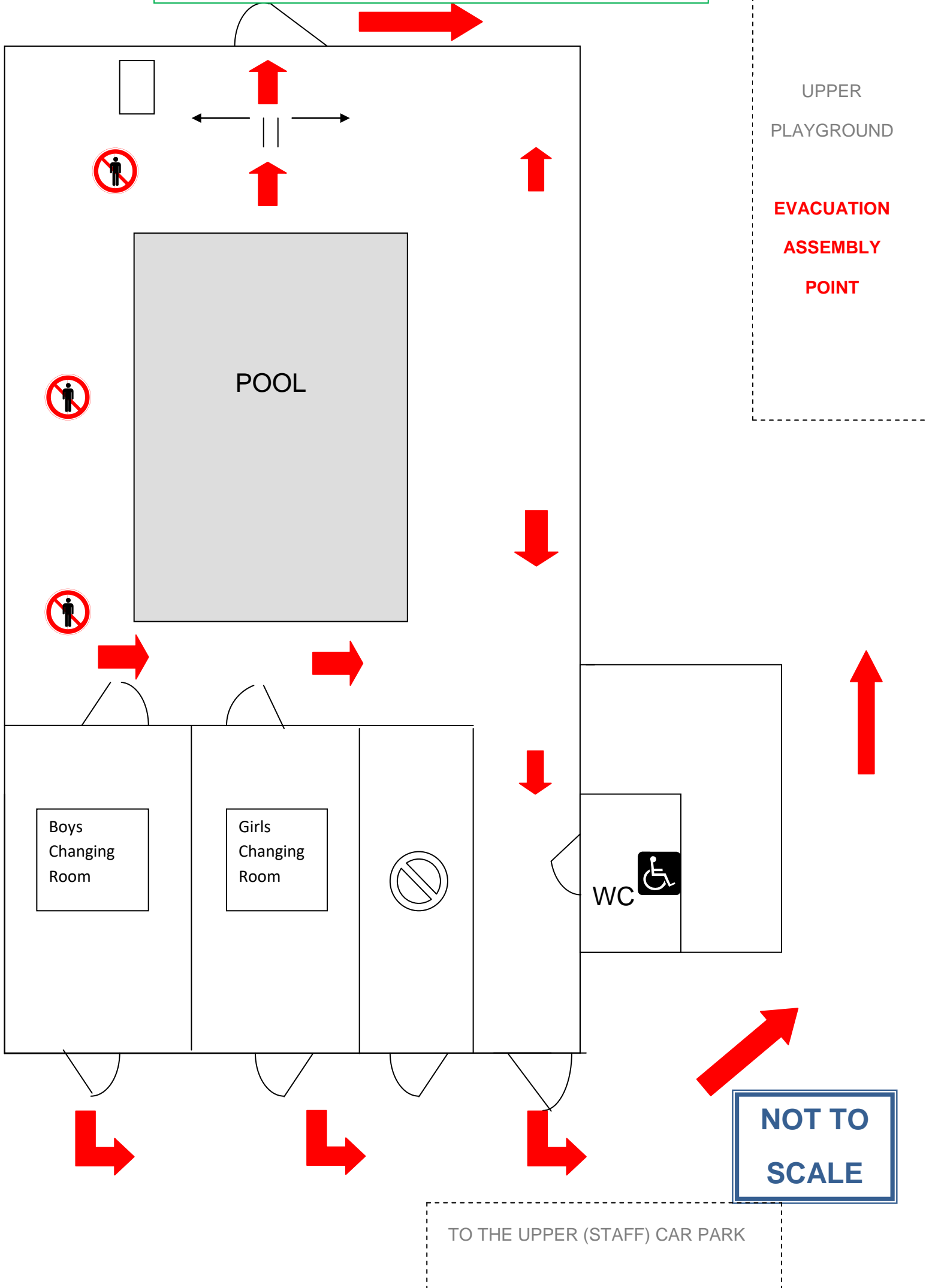
Thank you for taking the time to read this document, it may take some time and perhaps another read of it to fully absorb the information.

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 office@grandavenue.kingston.sch.uk . Thank you.

PLAN OF EMERGENCY EXIT/ESCAPE ROUTES



UPPER
PLAYGROUND

**EVACUATION
ASSEMBLY
POINT**

**NOT TO
SCALE**

TO THE UPPER (STAFF) CAR PARK