

POOL SAFETY OPERATING PROCEDURE (Normal Operating Plan and Emergency Action Plan)

NORMAL OPERATING PLAN

Name of premises:	Date:
Name of Senior Manager responsible for pool operation:	
<i>Draw or attach details of the layout of the pool below. Include pool dimensions, depths, features and equipment of the pool. Include positions of pool alarms, fire alarms, steps, emergency exit routes and whether the pool is in or outdoors.</i>	
<i>Describe below potential risks of the pool area. The main hazards and users who may be particularly at risk. Look at circulation areas around pool, changes in floor level, abrasive walls, sharp corners, power sockets, low level radiators/heating pipes, glazing, signs (e.g. water depth), slippery floor, uneven, sharp or raised floors, excessive pool tank gradients, abrupt changes of water depth, grille openings, excessive suction, poor tile condition, poor definition at pool edge, design of access ladders.</i>	
<i>Describe below lifeguard/spotter duties and responsibilities, the level of training and the number of lifeguards for particular activities.</i> Please note: It is DCC policy that there must, as a minimum, be a 'spotter' whose sole role is to observe the pool whilst children are in it. The spotter must not get involved in other activities whilst pupils are in the pool and is not included in pupil:staff ratios.	
<i>Describe below systems of work, e.g.: supervision responsibilities, 'call out' procedures, use of equipment such as hoists, cleaning of toys, equipment and changing areas as well as around the pool. Describe supervision responsibilities for pupils going to and from the pool, in the changing areas, as well as when they are in the pool.</i>	

Describe below the operational systems. Control of access to the pool, who locks up and closes down the pool, who removes and replaces pool covers? Who puts out lane dividers/toys/life-saving equipment? If you hire the pool out, who is monitoring hirer activities?

Detail below the working instructions. Pool cleaning procedures, safe setting up and checking of equipment, bathing load, cleaning of equipment. Include all water treatment processes and the person responsible for them. Detail what happens in the event of staff absence.

Detail first aid provision: e.g.: first aid training, equipment and its location; how do you call for assistance?

Detail alarm systems and emergency equipment and their maintenance arrangement, e.g.: fire alarm. Include, in detail, the procedure for emergency evacuation of the pool.

Detail below the arrangements for hire to outside organisations including the PTFA and/or governors. This should include information on numbers participating and their swimming skills, the name of the person who will be in charge of the group, numbers/skills of lifeguards, rules of behaviour. Hirers must be given this document and advice on local rules such as no alcohol or eating immediately before swimming. The level of lifeguarding/spotting should be the same or better than the school's minimum requirements. Describe your school's monitoring arrangements of hirers. Describe what agreement there is over emergencies arising from a) activities of the group using the pool and b) other emergencies such as structural or power failures.

*Please note: Injury or damage to people or property during school holidays will **not** be covered by DCC's public liability insurance.*

*Please note: As a minimum, there **must** be at least one lifeguard/spotter on duty whose sole role is to observe people in the pool and not get involved in any other activity.*

EMERGENCY ACTION PLAN

<i>Detail below the specific instructions for the following:</i>
Overcrowding
Disorderly behaviour
Lack of water clarity
Outbreak of fire or fire alarm sounding
Lighting failure
Structural failure
Emission of toxic gases
Serious injury to a bather
Discovery of a casualty in the water
Contamination by faeces/vomit or blood
Procedure in the event of a cardiac arrest
Procedure in the event of an epileptic fit

The above document is based on the advice given in the HSE's HSG179 *Managing Health and Safety in Swimming Pools* (ISBN 0-7176-2686-5).