

Merchant Taylors School Swimming Pool Normal Operating Procedures

Merchant Taylors School swimming pool is a dual use site with use by school boys during the school day in term time and for use by external hiring organizations after the school day and during holiday periods.

Details of the Pool

- Length : 25 Metres
- Width : 12.8 Metres
- Depth: Shallow End – 0.9 Metres
Deep End – 1.8 Metres
- The Pool is maintained at 29.5 C
- Competition starting blocks located at the deep end of the pool for 6 lane swimming.
- Plans of the building showing pool dimensions and depths and a general plan of the building showing emergency exits and evacuation routes are displayed in the pool foyer. Copies can also be given on request, at the discretion of the Director of Sport or Lettings Manager. All users of the pool should consult these plans to ensure adequate awareness of the entire building.

Potential Risk Factors

Awareness of Risks – Main Hazards & High Risk Users

- Swimmers with prior health problems such as heart trouble, asthma, epilepsy etc..
- Young and inexperienced swimmers
- Alcohol, drugs or food before swimming
- Weak or non swimmers straying out of their depth
- Diving into insufficient depth of water.
- Unruly behavior and misuse of equipment
- Poor water clarity
- Absence of, or inadequate response, by teacher or life guards in an emergency

Pool Hazards – All trained teachers and life guards must watch out for the following pool hazards

- Teachers and life guards must be conscious of the likelihood of slipping accidents on the poolside. Do not allow running or any activity which could lead to injury.
- Specific observation must be made of the unused footbaths. There is non slip tape applied to the tile edges near the footbaths and by the showers within the changing rooms, however, staff should still treat these areas as a potential hazard.
- Teachers and life guards must know the pool water depths and keep an eye out for swimmers about to get out of their depth.
- Diving regulations must be enforced to ensure there is no diving from anywhere other than the deep end.
- Teachers & life guards must be aware of the possible entrapment dangers arising from the pool inlet and outlet grilles.
- Due to the full length windows on the side of the pool glare from the sun could inhibit satisfactory vision. The member of staff or hirer in charge of the session should walk around the pool to ensure they have an unimpaired view of the pool.

Swimmers who appear to be intoxicated or not well enough to enter the water must be excluded.

Dealing with the Public & Rules

Communication with customers and users of the pool will be in the form of verbal and written notices. Members of school staff supervising swimming sessions and life guards of hiring organizations will use vocal commands and whistles where appropriate to attract attention. Hiring organizations are expected to work by their own operating procedures and ensure their customers are aware of these procedures. Members of school staff must ensure all boys are fully aware of the chosen communication methods. Any whistles should be used sparingly to remain an effective way to receive attention. A whistle will only attract attention and needs to be followed by a visual or verbal instruction. Remember that users of the pool may have a hearing or sight impediment or may not speak English as their first language. Any hand signals must be made in such a way as to be quite obvious and not open to misinterpretation.

General Rules

- No Pushing
- No running around pool surroundings
- No Bombing
- No Excessive Splashing
- No Ducking
- No Bullying or Fighting
- No Food or Drink to be consumed within the pool building. This includes the changing rooms.
- Nobody is allowed on the poolside without authorization from a Teacher or the Lettings Manager
- No diving from anywhere other than the deep end of the pool.
- No Running Dives.
- No Jewellery to be worn whilst swimming.

Daily operating guidelines

Maximum Bathing Loads

- **Merchant Taylors School insists that the maximum numbers do not exceed:**

School Swimming Lessons : 48 Swimmers at any one time

Facility Hirer Use : 48 Swimmers at any one time

- The above loads are maximum numbers only provided that the relevant ratio of trained life guards is present. **Merchant Taylors School follows the Royal Life Saving Society (RLSS) recommended ratio of 20 (capable) swimmers per trained life guard at any one time. Hiring organizations must not exceed this recommended ratio.** Any sessions that include weak or non swimmers or swimmers with special needs must have a lower number of swimmers per life guard. It is the duty of the life guard or member of staff supervising the session to be aware of what the RLSS stated ratios are before starting the session and comply with their own risk assessments

Access to The pool

- Access to the pool is through the main entrance and changing rooms. There is a shoe cover dispenser in the foyer, please ensure all shoes are covered before walking through to the changing rooms. If there are no shoe covers, please remove any footwear and store them to one side in the foyer. All swimmers must enter and exit the pool using the metal steps within the pool. Swimmers may only exit the pool in other ways if an immediate evacuation of the water is required.

Staff Swimming Times

- Do not swim alone. There must be a minimum of 2 competent adult swimmers during any session.

Internal Changing Room Doors

- All users must ensure that the doors leading from the changing rooms to the poolside are kept shut. This assists the air handling system to maintain the correct air temperature within the pool building.

Decision Making

- Authority to act as the situation demands is given to whoever is on scene at the time. In any event the Lettings Manager must be informed of any issues or problems with the pool and its surroundings. The lettings Manager will then take appropriate action.

Supervision of Swimmers

- This involves not only keeping a careful eye on people to make sure that they are not in any difficulty or danger, but also ensuring that their behavior does not cause injury to themselves or other users. Supervision is the responsibility of suitably trained school staff or the hiring organization. Any users of the pool that are weak or non swimmers should be restricted to the shallow end. Merchant Taylors School P.E Department always assess any new swimmers in the shallow end before allowing them to swim in the deeper areas of the pool, regardless of any previous experience.

Users with Special Needs

- Merchant Taylors School welcomes children and adults with special needs to use the pool. However, individuals that are unable to control bowel movements must be supervised at all times and are required to wear watertight nappies at all times.

Qualifications for the Teaching of Swimming & Life Guarding

- A member of school staff or a member of the hiring organization is recognized as qualified for teaching and supervising swimming sessions if he or she holds one of the following awards:
 - Royal Life Saving Notional Pool Lifeguard Qualification
 - Royal Life Saving Society/Amateur Swimming Association National Rescue Award For Swimming Teachers & Coaches Certificate
 - Swimming Teachers Association National Aquatic Rescue Standard Pool Lifeguard Qualification
 - Swimming Teachers Association National Aquatic Rescue Standard For Swimming Teachers and Poolside Helpers Certificate.

It is the responsibility of the Director of Sport to ensure any members of school staff are qualified before allowing them to supervise a swimming lesson. It is the responsibility of the owner of the hiring organization to ensure they and their staff are correctly qualified. All hiring organizations must provide up to date copies of insurance details and supervising adults life saving qualifications to the Lettings Manager.

The Role of the Life Guard

A Life guard:

- Keeps a close watch over the pool and the users to anticipate problems.
- Identifies emergencies quickly and takes appropriate action.
- Supervises diving or other pool activity when required.
- Carries out rescues and other emergency action when necessary.
- Gives immediate first aid to any casualty.
- Communicates with pool users and colleagues when performing these tasks.

First Aid, Rescue Equipment & Fire Alarms

First Aid

- There is a first aid box located next to the emergency telephone in the pool store area. Facility hirers are strongly advised to bring their own additional first aid boxes. If any items are used from Merchant Taylors' first aid box please ensure that the Director of Sport or Lettings Manager is made aware for re-stocking purposes.
- If any First Aid equipment is used it must be disposed of correctly and the surrounding area where treatment took place must be cleaned.
- During School Hours the school nurse can be contacted on: 07730064633 (mobile) or Internal extension 2244
- The telephone located in the pool store area is only for emergency calls. It will not receive incoming calls and will only call 999. If this phone is used to call the emergency services, the Director of Sport must be contacted if in school time and the Lettings Manager must be contacted during a hiring organizations use. The Director of Sport and/or the Lettings Manager will then take appropriate action.

Health of Users

- All users of the pool must be in good health when swimming. If children and adults have had an incident of sickness or diarrhoea within the previous 48 hours they are not permitted to swim in the pool

Rescue Equipment

- There are a number of reach poles, torpedo buoys and throw bags around the pool side. A spinal board is available for use by trained life guards only. Please inform the Director of Sport or Lettings Manager if any equipment is damaged or lost prior to or during each swim session.
- All adults in charge of swimming sessions (School Lessons & Hiring organizations) must be aware of Merchant Taylors' Emergency Action Plan. All Members of staff or users from the hiring organization must hold an up to date life-saving qualification and be competent in resuscitation.

Fire Alarm procedure

- The fire alarm is a long continuous siren. Everyone within the pool building must be evacuated immediately and assemble in the main quad. If a fire alarm occurs during a hiring organizations use they must ensure that the Lettings Manager is informed. The Fire alarm system is maintained by DebCo and receives quarterly servicing. The fire extinguishers also receive annual servicing.

Reporting Problems & Accidents

- There is a Report book and an Accident book located next to the First Aid box and Spinal board in the pool store area. Please record any problems experienced during the swimming session in the report book and report any minor or major accidents in the accident book. Please ensure the Director of Sport is given a copy of any accident report forms completed during School use and ensure the Lettings Manager is given a copy of any forms filled out during a hiring organisations use.

Security & Clearing Up

- Upon completion of use, the pool should be left in good order and a thorough check must be made to ensure that the building is clear of all users. Hiring organizations must ensure the lights are switched off and all external are locked.