

Normal Operating Plan (N.O.P)

External Group Bookings

Swimming Pool

1. Safety

No one is allowed into the pool without a lifeguard being present on the poolside.

The poolside must be kept clear and tidy of any obstacles at all times. Equipment must be placed in the correct storage position.

If the conditions of the water prevents the bottom of the pool from being seen, then the pool must not be used.

If signs are displayed saying that no swimming is allowed, these must be obeyed. The signs are the responsibility of the lifeguard on duty.

Areas of special concern.

There are certain areas that may present a greater possibility of injury. It is important to incorporate these into your scanning routine:

- All access routes and seating areas
- Slippery approach to changing rooms
- Slippery surface on the pool surround.
- Deep Water
- Steps
- Railings around the poolside.

2. Maximum and Minimum Bather Loads

A maximum number of 40 bathers are allowed in the pool at any one time, with a lifeguard to bather ratio of 1:30. Bather ratios for children's course may vary and will need to be assessed and authorised prior to the start of the course.

Minimum numbers are to be decided by the senior member of staff on duty.

Admission

The adult to child bather ratio is 1:2, there can be no more than 2 children under the age of 8 years to 1 adult.

3. Lifeguard Duties

The sports centre will provide lifeguards. On occasion a lifeguard may be provided by the user organisation with prior permission of the Sports Centre Management.

All lifeguards will hold the level of qualification required by the Sports Centre and will attend monthly training sessions to ensure that site specific pool procedures are followed. If during any staff training session a lifeguard is found incompetent to carry out rescues, he/she will not be given poolside duties until such a time as the standards are reached. This may result in all pre arranged shifts being cancelled.

4. Alarm Systems & Safety Equipment

Assistance may be obtained by sounding the emergency alarm. This will alert other staff members in the building.

Poolside telephone may be used in emergencies dial 9 999 for the Emergency Services.

Alarm buttons are situated at the centre of each of the longest walls in the pool hall.

Two reach poles are situated at the centre of each of the longest walls in the pool hall.

Four throw bags are situated at each end of both of the longest walls in the pool hall.

Two torpedo buoys are situated in the centre point of each of the longest walls in the pool hall.

All safety equipment is to be checked at the start of each shift by the lifeguard on duty.

Alarm systems will be checked on a weekly basis.

Lifesaving equipment is there to assist the lifeguards as and when necessary. It should not be used for play.

Teachers MAY be allowed to use certain pieces of equipment during lesson in agreement with the Senior member of staff on duty. This will be dependant on the session, planned usage and immediate risk assessment.

5. First Aid

There are 2 first aid boxes in the pool hall. They are clearly visible and identifiable, with one being on each of the longest walls at the shallow and deep end of the pool.

Each first aid kit should be checked weekly, alongside the contents list found inside to ensure accurate maintenance.

It is the responsibility of the lifeguard to administer first aid unless assistance is required from another user or staff member.

6. Photography & Filming.

It is the policy of the St Margaret's Sports Centre that the use of cameras of any description or video/digital recording equipment is not permitted on the premises at any point unless the senior member of staff on duty has granted prior permission.

However if a request is made during a pre-booked session then permission may be given if the senior staff member has consulted with the group organiser. It is deemed reasonable that the person responsible for the

conduct and organisation of a particular group will be responsible for decisions made on their behalf.

7. General

User organisations must agree to abide by the rules and regulations of use prior to commencing their booking period.

Bona fide swimsuits must be worn; no cut-off jeans or trousers unless otherwise authorised by the centre manager.

Forward diving is allowed in depths of 1.5 meters and above. Backwards dives, somersaults, running and throwing people into the pool is prohibited at ALL times regardless of situation.. Anybody found participating in any of these will be asked to leave the pool.

Balls, flippers, snorkels and masks are not allowed, except by prior agreement with the centre manager.

Armbands are not allowed on swimmers legs. No bather wearing a rubber ring or armbands is allowed into the deep end. Non swimmers must stay within their depth in the water at all times.

Pool equipment such as floats, noodles, sinkers etc, should not be lent to pool users apart from armbands, unless authorised by a senior staff member

Spectators are not allowed within the pool hall unless they are wearing blue overshoes or they have removed their outdoor shoes. There is a spectator space on the first floor available when not in use.

Spectators are to enter and exit poolside through the changing rooms only and not through fire exits entering onto reception or outside.

No food or drinks are to be consumed on poolside or in the changing areas.

Teachers will be issued with their register from the term at the start of each term. These are to be used during each session and returned to the Swimming Coordinator at the end of each session.

These registers may contain sensitive information and should not be made available to those who are not Teaching Staff (i.e. parents, guardians or other members of centre staff)

Reception

A First Aid kit can be found on the wall above the reception desk. First Aid is to be administered by a qualified staff member on duty.

The lift found in the foyer area is to be used in the appropriate manner. Children under the age of 8 should not use the lift unless accompanied by an adult.

In the event of a fire the use of the lift is prohibited.

Closed Circuit Television Cameras operate in Reception, Fitness Suite and car park areas. The monitor is situated in the reception area.

The entrance door to poolside is fitted with a code lock and should be used whenever possible to restrict access to poolside to Staff Only.

Sports Hall

1. General/ Usage

The Sports Hall is used by members and user groups for a variety of sports activities, held by either the school or the Sports Centre or by outside bookings. Each activity held in the Sports Hall is subject to a Risk Assessment prior to the first session

A spectator area for the Sports Hall can be found on the first floor in the Dance Studio when available.

A separation curtain is in place for use in the event of Shared Usage.

Any Sports Hall hire will be in accordance to the terms stated in the Conditions of Hire

2. Safety

The Sports Hall is served by one entrance door and 2 Fire Exits and two Changing Room access doors.

All equipment is to be stored in the store cupboard in the correct position safely.

The Sports Hall should be kept clear of any obstacles and debris at all times.

All equipment should be checked regularly for any faults; any faults or maintenance concerns should be reported to the senior member of staff on site and recorded in the Site Maintenance Log.

Dance Studio

1. General

The Dance Studio can be found on the first floor of the Sports Centre.

The Disabled Male Change can be found adjacent to the Dance Studio, the first floor is accessible by a lift located in Reception.

On either side of the Dance Studio are large observation windows which can be used as a spectator area for the Swimming Pool and Sports Hall when the Studio is not in use.

The Dance Studio is served by one Air Conditioning unit the remote control can be found in the Kitchen Area.

2. Safety

The Fire Exit for the Dance Studio can be found at the back of the Studio, the exit is served by a Fires Escape Staircase outside.

The Fire Exit is to be unlocked during Studio usage hours and closed and locked at the end of each day.

Two Fire Extinguishers can also be found at the rear of the Studio, clearly labelled.

At the end of each class/session all equipment should be stored safely in the Store Room at the rear of the studio, this includes tables and chairs.

All audio and visual equipment found in the Dance Studio is to be used by staff only.

Kitchen

1. General

The kitchen is to be used by staff only unless by prior agreement with the sports centre staff.

All equipment, crockery, cutlery etc must be stored safely.

After use all equipment, crockery and cutlery must be cleaned and put away.

The Kitchen should be kept clean and tidy at all times for hygiene reasons.

2. Safety

The kitchen is equipped with a Fire Blanket which should be used in accordance with training and instruction given.

After use all electrical equipment where possible should be turned off after use at the mains.

Fitness Suite

1. General

The Fitness Suite should be checked by staff on duty regularly to ensure the safety of members.

All members that wish to use the Fitness Suite are required to have a Fitness Induction prior to their first session.

Members should register at reception prior to using the Fitness Suite to obtain an entry card.

2. Safety

The Fitness Suite can be found adjacent to the Sports Centre Offices and can be accessed with the use of a swipe entry card.

The Fitness Suite is served by a Fire Exit on the exterior wall.

All those who wish to use the fitness suite will be required to undergo an Induction with a Gym Instructor prior to their first session. The induction will include the completion of a PARQ as part of the screening process.

Only members over the age of 14 years will be allowed to use the Fitness Suite.

Children under the age of 14 are not permitted in the Fitness Suite at any time.

All Fitness Equipment should be checked daily to ensure safe use by all. Any faults or concerns should be reported to the senior member of staff on site and recorded in the Site Maintenance Log.

All equipment should be turned off at the mains at the end of each day.

Fitness Inductions are to be given by fully qualified Gym Instructors only.

Ventilation for the Fitness Suite is supplied by an independent air conditioning unit.

Tennis Courts/Netball Courts

1. General

The Tennis/Netball Courts can be found in the school grounds on the opposite side of the road to sports centre, adjacent to the sixth form car park.

The Tennis/Netball Courts are available to hire during the centre's opening hours provided they are not in use by the school.

Courts can only be booked by members/school parents & school staff on an hourly basis.

Access to the courts is restricted and can only be gained by reporting to the sports centre reception.

The Tennis nets can be found at the side of the courts if not already in place.

Changing Areas

1. General & Safety

The Sports Centre offers 6 changing areas. Two disabled changing areas, 2 Wet Area change and 2 Dry Area change.

Changing Area usage policy states that females or males over the age of 8 years should use their designated changing area. Those under the 8 years should use the changing area specific to the gender of the accompanying adult. This policy is in line with National Guidelines set out by the ISRM.

During times of shared use Changing Areas may be designated to each user group, during this time Changing Area usage and access should be monitored regularly

Any items remaining in any changing areas are to be recorded in Lost Property.

Both wet side changing areas have Baby Changing units for use to members and user groups.

Any faults found in Changing Area must be reported to the senior member of staff on site.

Electrical Equipment

1. General

All Electrical equipment used and provided for use by St Margaret's Sports Centre will be checked regularly.

In addition to these regular checks each piece of electrical equipment will be tested annually by an electrician to comply with health and safety standards.

Any electrical item found to be faulty of a danger to its users will be removed from operation.

Electrical equipment being used on poolside must be plugged into the RC socket provided.

Outside electrical equipment may not be used on site unless it has a current PAT test and at the discretion of the senior member of staff on site.



Company Responsibility

All group organisers are responsible for their group whilst on St Margaret's Sports Centre/School property.

The group organiser will be responsible the following during their groups hire sessions;

- Group Participation, including entrance and exit.
- Property & Valuables
- Session Safety
- Group Behaviour
- Litter

Should any issues or concerns arise during booking allocations please contact the duty manager on site.