

POOL SAFETY OPERATING PROCEDURE (PSOP)

CRANLEIGH SCHOOL

7/10/2020

Version 8

STATEMENT OF SAFETY POLICY

Cranleigh School Swimming Pool Complex (CSSPC)

Introduction

This Statement of Safety Policy relates to the Senior School swimming pool complex, which consists of an indoor 25m 4 lane pool. It is based on the guidelines laid down by the Institute of Sport & Recreational Management (ISRM), taking note of the Cranleigh School and Cranleigh Preparatory School Health & Safety Policy.

Under section 2(2) of the Health & Safety at Work etc Act 1974, the CSSPC has a statutory duty to communicate the safety policy to its employees. Further, the CSSPC seeks to ensure a full understanding of its safety policies and objectives.

Commitment

1. The CSSPC recognises that high standards of health and safety performance are integral to business performance.
2. The CSSPC recognises and accepts its responsibilities as an employer and service provider for providing
 - i) a safe and healthy workplace and working environment for its employees.
 - ii) leisure facilities, which are safe for bathers and others to enjoy.
 - iii) for the safety of others who may be affected by the CSSPC operation.
3. The CSSPC is committed to complying with all legal requirements and implementing all industry best practices and guidance.
4. The CSSPC will take steps within its power to meet this responsibility paying particular attention to the provision and maintenance of
 - i) facilities, plant, equipment and safe systems of work.
 - ii) safe arrangements for the use, handling, storage and transport of articles and substances.
 - iii) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - iv) a safe place of work and safe access to it and egress from it.
 - v) a healthy working environment.
 - vi) adequate welfare facilities.

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Cranleigh School Swimming Pool Complex (CSSPC)

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NORMAL OPERATING PROCEDURES (NOP)

Cranleigh School Swimming Pool Complex (CSSPC)

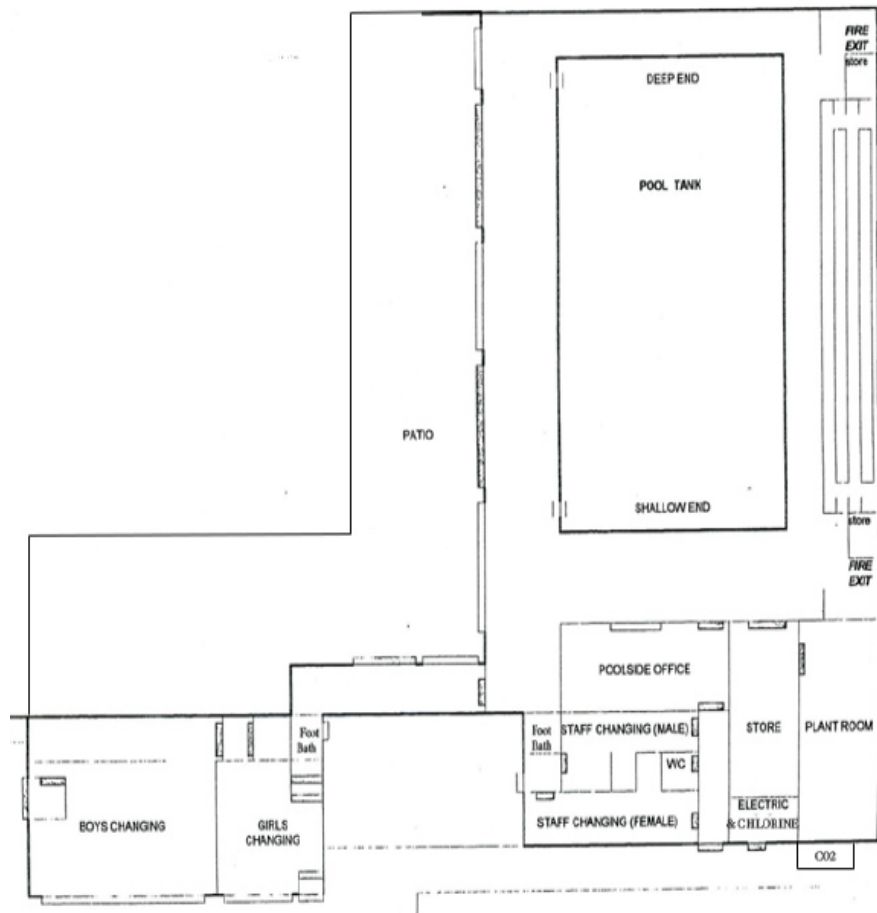
All staff are required to be completely familiar with both the normal and emergency operating plans and at all times to carry out their work according to the instructions laid down in them.

CHAPTER 1 - DETAILS OF THE POOL

1.1 POOL

The pool is a traditional rectangular pool measuring 25m in length and 7.8m (4 standard lanes) in width, with depths ranging from 1.1m to 1.9m. It comprises of 4 standard lanes, when laned off. The pool runs on a skimmer system, with the pool surround being raised approximately 14cm above the pool water level. It is used for casual swimming, fitness swimming, competition training, lessons, water polo, underwater hockey, sub-aqua, kayak training and competitions. Starting blocks can be fitted to the poolside - deep end only.

1.2 LAYOUT DIAGRAM OF CRANLEIGH SCHOOL POOL



CHAPTER 2 - POTENTIAL RISK FACTORS

2.1 AWARENESS OF RISKS - MAIN HAZARDS AND HIGH RISK USERS

Known hazards

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

- a) Prior health problems e.g. heart trouble, asthma, epilepsy etc.
- b) Youth and inexperience (half of those who drown are under 15 years).
- c) Alcohol, drugs or food before swimming.
- d) Unauthorised access.
- e) Weak or non-swimmers straying out of their depth.
- f) Diving into insufficient depth of water (leading to concussion or injury to head, neck or spine).
- g) Unruly behaviour and misuse of equipment.
- h) Unclear pool water, preventing casualties from being seen.
- i) Absence of, or inadequate response by, pool attendants in an emergency.

2.2 POOL AND POOL HALL HAZARDS

Lifeguards must watch out for the following pool hazards:

- a) Lifeguards must be conscious of the likelihood of slipping accidents on the poolside. Do not allow running or any other activity, which could lead to injury.
- b) Lifeguards must know the pool water depths and make bathers aware of the dangers, particularly those about to get out of their depth.
- c) The “diving in pools” regulations must be rigorously enforced to prevent diving during casual swimming sessions in the pool.
- d) Lifeguards must be aware of possible entrapment dangers arising from inlets, outlets, steps, rails and other grills.
- e) Pool users should be discouraged from placing any part of their body directly over submerged inlets and outlets.
- f) Blind spots may be encountered in any pool, which Lifeguards should be aware of, and provision made for bringing the hidden area into view.

2.3 BATHERS AT RISK

Once bathers are in the water, it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- a) Weak or non-swimmers
- b) Handrail and lane rope crawlers
- c) The boisterous and show-offs
- d) Those wearing arm bands or other forms of buoyancy aid
- e) Unaccompanied children or inadequately supervised by a responsible adult
- f) Parents / carers “teaching”
- g) Bathers using floats, inflatable and other such equipment
- h) Elderly bathers
- i) Bathers with disabilities / special needs
- j) Bathers under the influence of drink and/or drugs
- k) Bathers with poor understanding of the English language.

2.4 EXCLUSIONS

Where possible, duty lifeguards need to observe before they enter the poolside, bathers who may be considered to be at particular risk, such as

- a) Those under the influence of alcohol and/or drugs
- b) People in poor health
- c) The elderly
- d) Unaccompanied children under the age of 15
- e) Those who appear nervous or afraid

Persons who appear to be intoxicated or not well enough to enter the water must be excluded. Appropriate consideration must be given to those bathers who may have a disability and appear to pose a risk. Many persons in this category will have been referred by a doctor for exercise and will be able to swim safely. Children who are under the age of 15 not accompanied by a responsible adult over the age of 18 should not be allowed admission.

2.5 RISK ASSESSMENTS

The management of health and safety at work regulations (1999) require that employers assess the risks arising from their activities both to members of staff and bathers.

The risk assessments for CSSPC are reviewed annually or in light of an incident, accident or a change in working practice.

The control measures of the Risk Assessments are included within the Pool Safety Operating Procedure. These have been formulated to ensure the reduction of any risks present.

Staff training will be undertaken to ensure that lifeguards are familiar with the safety procedures. However, all staff have a responsibility to contribute to ensuring that procedures for a safe operation maintain their relevancy over time. Ensure you inform a member of management if you are aware of a change in circumstances, which affects safety procedures.

CHAPTER 3 - DEALING WITH BATHERS

3.1 SAFETY EDUCATION

Any pool will be safer if bathers are aware of potential risks and act responsibly. There are a number of ways in which these risks may be drawn to bathers' attention.

- a) Notices are displayed on the pool notice board i.e. Swimming Pool (PSOP).
- b) A large board is sited in the changing room to Pool hall passage displaying the General Pool Rules.
- c) Depth signs and deep end/shallow end signs are in place around the poolside. No diving signs are in place in the relevant areas.
- d) A copy of the PSOP is kept in the Poolside office copies are given out to all regular Outside Bookings. Further copies can be obtained by any Outside Booking on request from either the TASC or the Head of Swimming.
- e) Reference to safety aspects to be incorporated into contracts with clubs, schools and other organisations hiring the pool. (see appendix i).
- f) All new pupils will be made aware of the following safety procedures at the beginning of the session:
 - i) Fire exit locations
 - ii) Evacuation procedures
 - iii) Shallow and Deep end locations
 - iv) Rules for the pool session
- g) Verbal reminders where necessary by pool staff. It is vital, both in bather care terms and to enable bathers to understand the rationale behind rules and regulations, that they are given appropriate explanation.
- h) Particular attention will be paid to non-English-speaking pupils, or pupils who have difficulty understanding English.

i) Copies of the General Pool Rules are available in a number of foreign languages on request.

3.2 COMMUNICATION WITH BATHERS

Some bathers can be rude and difficult but pool staff must remain calm and correct in the face of provocation. Pool staff should deal with bathers politely but where necessary, firmly, especially in situations where health and safety might be at risk. Creating the right image and atmosphere may simply involve a smile or friendly greeting when a bather enters the pool or a straightforward explanation of the rules.

In dealing with bathers, especially where there is a potential discipline problem, the following should be considered:

- a) Smile and appear approachable.
- b) Use eye contact.
- c) Be courteous but firm.
- d) Be seen to care.
- e) Be specific and give reasons for any warning/instruction.
- f) Do not display anger or use inappropriate language.
- g) Do not intimidate a bather.
- h) Use a whistle sparingly, or else it loses its effect. It is important to remember that a whistle will only attract attention and needs to be followed by a verbal or visual instruction. If using hand signals, ensure that they are made in such a way as to be quite obvious and not open to misinterpretation.
- i) Remember that many barriers to communication exist. The bather with whom you are trying to communicate may have a hearing or sight impediment or may not speak English as their first language.

3.3 POOLSIDE RULES FOR BATHERS

- a) No running on the poolside.
- b) No fighting, bullying, pushing or throwing other bathers into the pool.
- c) No facemasks, flippers or snorkels to be used during casual sessions.
- d) No outdoor shoes permitted on the poolside.
- e) No spectators permitted on the pool surround.
- f) No smoking.
- g) No chewing gum.
- h) Non-swimmers and weak swimmers must remain in areas of the pool in which they can stand.

3.4 RULES FOR FUN SPLASH

- a) No standing on the mats
- b) No stacking of the mats more than two high
- c) No diving of the mats
- d) No aggressive use of fun splash equipment

- e) No unused fun splash equipment is to be left on pool surround
- f) When not in use fun splash equipment must be stored away neatly
- g) No facemasks, flippers or snorkels to be used during fun splash sessions.
- h) Use of balls is prohibited during fun splash sessions.
- i) When a lane(s) have been provided for lane swimming, fun splash equipment must be kept clear.

3.5 POOLSIDE RULES FOR DIVING

- a) Diving is prohibited in the pool unless during a swimming coaching session, under strict supervision or during swimming galas. Only shallow racing-type dives are permitted. A qualified Full swimming teacher must be present unless a holder of an ASA start award.
- b) Bathers performing shallow-racing-type dives must ensure that no other swimmers are in the area into which they are going to dive.
- c) Running dives are prohibited.
- d) Backward dives are prohibited unless under instruction.
- e) No dives without hands in front of head.
- f) No indiscriminate diving.
- g) Somersault entries are prohibited unless under instruction.
- h) No bombing.

3.6 STARTING BLOCKS

May only be used during official instruction or during organised racing (i.e. School galas). Visiting staff will be advised upon the dangers of using starting blocks and will be asked to make sure that their swimmers are competent in their use of starting blocks. Only those swimmers that have reached the standard of the ASA competitive start award should use the blocks (unless part of a structured lesson, led by a fully qualified ASA/STA teacher).

3.7 SWIMMING GALA SAFETY ANNOUNCEMENTS

- a) In the event of an emergency the starter will give 3 loud blasts on his/her whistle. On hearing this swimmers should clear the pool tank immediately and return to their team areas.
- b) In the event of a fire within the swimming pool complex, swimmers and spectators should move carefully to the fire exits located at both the deep end and shallow end of the swimming pool and make their way to the TASC.
- c) We would like to remind all swimmers and coaches that this gala is run under the one start rule according to A.S.A technical laws. In the event of a false start swimmers should continue their shallow racing dive into the water. They should not tuck or topple into the pool, as this may be dangerous.
- d) Diving from the blocks.

It is the responsibility of the coach of each team to ensure that all participants are competent and able to perform a shallow racing dive. Those swimmers who are unable to fulfil this criteria should begin the race in the water. Swimmers should be

aware that the depth of the pool at its shallow end is 1.1m and at its deep end 1.9m.
(Also see 7.3)

3.8 THE ORDER OF START

- a) The referee will give a number of short blasts on his/her whistle. On hearing the short blasts we request that all competitors and spectators are silent in anticipation of the start.
- b) The event and heat will be announced.
- c) The referee will give one long blast on his/her whistle and indicate that the competitors are to climb onto their blocks or enter the water.
- d) The starter will on the signal of the referee ask the competitors to take their marks. (At which point the competitors must be still.)
- e) The starter will then start the race with one blast of the whistle.

3.9 PHOTOGRAPHY

Photographic equipment may only be used within the Pool Complex for the following reasons:

- a) For the purpose of assisting with the coaching of Swimming under the direct guidance of the Head of Swimming and Swimming Pool Management.

OR

- b) For the recording of School Swimming, Water Polo Teams and events, by the Official School Photographer.

PLEASE NOTE. All other use of photographic equipment including Cameras, Video recorders, Digital mobile phones etc within the Pool Complex during School use is **PROHIBITED**. No mobile phones with a camera function are allowed on poolside unless with the permission of the pool manager

CHAPTER 4- POOL LIFEGUARDS' DUTIES AND RESPONSIBILITIES

4.1 KEY TASKS

The key tasks of the pool Lifeguards are:

- a) To maintain concentrated observation of the pool and pool users in order to anticipate problems, e.g. rowdy behaviour, diving into shallow water etc, and to identify any emergency quickly. Some bathers in difficulty may shout and splash, others may give little indication of a problem, but simply sink below the water. Both types of behaviour may be found during normal activity. Concentrated vigilance is needed to detect the genuine emergency.
- b) To supervise diving or other pool equipment when allocated to these duties.
- c) Carry out rescues and initiate other emergency action, as and when necessary.

- d) Give immediate first aid, in the event of injury to a bather, or other emergency.
- e) Communicate with bathers and other pool staff on duty to fulfil the above tasks.
- f) Encourage responsible behaviour by the swimmers - polite and firm reminders should be given to swimmers who are in breach of the rules.
- g) Maintain communication with colleagues at all times. Use speech, whistle or hand movements to deliver clear directions.
- h) Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly.
- i) Carry out inspections of various pool and poolside equipment and ensure that such checks are recorded in the pool logbook.
- j) Carry out visual inspection of plant room equipment in so far as training has been given by the Head of Swimming. Reporting by telephone immediately any serious plant room defect, which may affect the safety of the pool water, prior to the admission of bathers. Any such telephone calls or call-outs must be logged in the pool logbook.
- k) Operate at all times according to the details and instructions contained in the pool complex PSOP.

In order to carry out these tasks effectively, a sound knowledge of pool rules, NOPS and EAPs and problem areas identified as risk factors elsewhere in this document is required. This knowledge combined with good communication skills, with school pupils, members of the public and other staff, will provide the safe environment required.

4.2 BATHER OBSERVATION

A key element in Pool Lifeguard's duties is bather observation. Pool staff must be aware of warning signs that a potentially dangerous situation is developing. Look out particularly for the following:

- a) Worried expression on the face of the bather.
- b) Cries for help.
- c) Crowd gathering.
- d) Deliberate waving of an arm.
- e) Sudden submerging.
- f) A bather in a vertical position in the water.
- g) Hair over the eyes or mouth.

By remaining constantly vigilant and constantly scanning the water, Pool staff can detect a problem in its early stages and be ready to take the appropriate action.

4.3 POOLSIDE RULES FOR POOL STAFF

- a) Pool staff must look smart and presentable at all times when they are on duty.
- b) Pool staff are to wear a clean Cranleigh School or Cranleigh Preparatory School uniform T-shirt and shorts and training shoes (flip-flops are not permitted) while on pool duty.
- c) If the air temperature is on the cold side, easily removable tracksuit tops or sweatshirts may be worn on duty.

- d) Pool staff shall maintain an alert and vigilant demeanour during times of poolside supervision.
- e) Pool staff must never leave a pool, or area of a pool, unattended. They must not, for example, leave the pool to get floats or armbands. They should also ensure that their attention is not drawn from the poolside by the fitting of armbands etc.
- f) Pool staff must carry a whistle at all times when on poolside duty.
- g) Pool staff must be in position on the poolside before bathers are permitted to enter the water. In addition, staff must remain on the poolside at the end of a session until all bathers have left the area and ensure the pool tank has been checked and changing room corridor locked to prevent readmission.
- h) Pool staff must be aware of unsupervised children under the age of 15. You may need to question those children, exclude them from the water if necessary. Record any such instances in the pool logbook.
- i) No lifeguard should have a mobile phone / mp3 player etc on their person whilst working on poolside.

4.4 LIFEGUARD POSITIONS AND POOL AREA RESPONSIBILITY

The Lifeguard position during normal usage periods is seated/standing on the poolside at halfway or on the patio side half way (you can use a red chair from the office to sit on), but also mobile around the pool as necessary.

Area supervised - the complete indoor pool.

Areas supervised - will be detailed out by the senior lifeguard on duty, depending on the make-up of the bather load.

4.5 MAXIMUM POOLSIDE WORK TIMES

Maximum poolside work times will vary with the type of session but not more than two hours continuous pool life guarding duties will be required. Unforeseen circumstances such as a requirement to administer first aid or an emergency situation may extend this period occasionally. A minimum of a 15-minute break will be given between periods of life guarding duties. (Ideally the maximum poolside work time should be one hour, but due to low staff numbers this is often unachievable).

4.6 LIFEGUARD ROTATION During periods when two or more lifeguards are on duty, they shall change round (swap positions) every 15-20 minutes at the discretion of the Senior Lifeguard on duty.

4.7 LIFE GUARDING – GENERAL

- a) Look out for young children running from changing rooms into the pool.
- b) Enforce the swimming pool complex diving rules.
- c) Non-swimmers and swimmers wearing armbands should be restricted to water of less than 1.5m or ideally in a depth where they can stand with their heads above the water.

- d) Do not allow swimmers to hang onto lane ropes or to climb out using them.
- e) Enforce the swimming pool complex age policy.
- f) Stop any activities that, in the opinion of the Lifeguard on duty, are dangerous. (Note: all such occurrences must be logged in the pool logbook so that relevant action can be taken).
- g) Enforce all swimming pool (PSOP).

4.8 LIFEGUARD WHISTLE SIGNALS

Long blast = Clear the Pool

1 Short blast = To attract a bathers attention

2 Short blasts = To attract another Pool Lifeguards attention

3 Short blasts = To notify other Pool Lifeguards you are entering the water and /or in need of assistance.

4.9 LIFEGUARD TRAINING

Frequency of Training - Regular training is essential for all Pool Lifeguards as it allows the lifesaving team to develop and maintain the high standard expected of lifeguards. (Records are kept of all lifeguard training)

Training Requirements - Members of the Lifeguard team will be required to maintain a current RLSS National Pool Lifeguard qualification (NPLQ) or STA National aquatic Rescue Standard (NaRS) Pool Lifeguard. All Swimming Pool Staff will be encouraged to obtain a First Aid at Work Certificate. (FAW)

Training sessions will be held at regular intervals during term time. These training sessions will ensure that Lifeguards:

- a) Know and understand The PSOP's.
- b) Understand the safety aspects of their duties and be fully competent to deal with these.
- c) Operate the pool NOPs and EAPs. (PSOP's)
- d) Assess potential risk factors.
- e) Work effectively as a member of a team.
- f) Observe the water and affect a prompt rescue. This requires the ability to use the emergency equipment provided for this purpose, enter the water safely, swim, dive to the deepest part of the pool, recover and land a bather in difficulty.
- g) Give effective resuscitation by using rescue breathing or, if required, cardio-pulmonary resuscitation (CPR) and use the Resuscitation equipment, if qualified to do so.
- h) Give emergency first aid, and record all such incidents in the Accident Book.
- i) Maintain water fitness.

Records will be kept for each Lifeguard showing all in-service sessions attended, training given and qualifications held.

4.10 LIFEGUARDS QUALIFICATIONS

- a) *Age:* All Lifeguards left in sole charge of the CSSPC must be over 16 years of age.
- b) All Lifeguards under 18 years of age must be accompanied by a responsible adult i.e. Member of Common Room or a Lifeguard over the age of 18 years.
- c) *Qualifications:* The RLSS National Pool Lifeguard Qualification (N.P.L.Q) or STA, National Aquatic Rescue Standard (NARS) Pool Lifeguard.
- d) All qualifications must be in date and current.
- e) *Proof of Qualifications:* Will be requested of all outside bookings supplying their own Lifeguard cover, and records will be kept at the T.A.S.C. Office. Copy to Swimming Pool
- f) *All Duty Lifeguards:* Will be required to go through an induction before the start of their period of employment at the CSSPC. This includes all Lifeguards supplied by outside bookings. The course will be run by the Head of Swimming or the T.A.S.C Manager or person/persons appointed by them.

4.11 SUB-AQUA SAFETY QUALIFICATIONS

During all periods of use by Sub-Aqua Clubs or outside bookings, suitably qualified persons must be in attendance.

An Instructor must be present during all sub-aqua sessions. All Instructors must be qualified either PADI or BASC, they must follow the guidelines as laid down by their governing bodies (Copies of both PADI and BASC guidelines are kept at the Pool and the TASC during all periods of Pool use.

Proof of qualifications will be requested from any Sub-Aqua Club or Outside booking intent on using the Pool for the purpose of Sub-Aqua, a record will be kept at the T.A.S.C, and updated at regular intervals.

ONLY QUALIFIED INSTRUCTORS MAY COLLECT THE POOL KEYS, FROM THE TASC.

CHAPTER 5 - SYSTEMS OF WORK

5.1 LINES OF SUPERVISION

Normal day-to-day running of the swimming pool complex is the responsibility of the Head of Swimming. However, in a complicated structure such as Cranleigh School, the following personnel also have certain responsibilities.

- a) The Bursar has ultimate responsibility for the safe running of the pool.
- b) The Works Manager has overall control of the budgets for building maintenance, Boiler rooms and Plant.
- c) The school engineer maintains boilers, pumps, filters, air circulation systems etc.
- d) The Head of Swimming organises and runs galas, water polo matches. Maintains discipline and liaises with the Common Room and other Schools. They also control the swimming budget.

- e) The Assistant Head (Co-Curricular) is in overall charge of the School's sports programme.
- f) The Head of Swimming has overall control of the budget for all pool equipment i.e. life rings, spine board, ladder treads, minor plant room equipment etc.
- g) School Tutors act as mentors for Pupils (Each Tutor looks after the interests of a small number of Pupils) and therefore in the first instance of any discipline problems or incidents, should if possible be contacted, before invoking House Masters.
- h) Housemasters and Housemistresses are responsible for members of their houses. Any serious breaches of discipline or incidents involving pupils must be reported to them.
- i) The Deputy Head is responsible for overall pupil discipline. If an incident is felt to be very serious, then The Deputy Head must be informed.
- j) The Prep School, any problems should be reported in the first instance to The Prep School Director of Sport or if they are unavailable contact the Matrons (Tel 2056) or The Prep School Common Room or in the last instance The Master who is ultimately responsible for all Prep School Pupils.
- k) School Medical Centre has the authority to keep pupils off swimming due to sickness. If a pupil is put NTC (Not to Change) or NTS (Not to Swim) then they must be excluded. Also, any serious injury occurring to a Cranleigh School pupil must be reported to the Medical Centre as soon as possible.
- l) The T.A.S.C. Manager together with the Head of Swimming are responsible for all outside hiring or bookings of the swimming pool complex and ensuring adequate Lifeguard cover is provided either by the School or the Hirer of the Pool.
- m) The T.A.S.C. Manager is responsible for supplying adequate details of the swimming pool complex, PSOP's together with booking contracts to all outside organisations (See appendix i).
- n) Duty lifeguards are answerable to the Head of Swimming or TASC Manager.

5.2 CALL-OUT PROCEDURE

Pool lifeguards must inform the senior member of staff on duty as soon as possible, of any accident, incident or emergency in the swimming pool complex. The senior member of staff will decide whether it is appropriate to contact the emergency services as follows:

Serious accident	Ambulance	(9) 999 or (9) 112
Bomb threats, disorderly behaviour,		
Theft, break-in	Police	(9) 999 or (9) 112
Fire, flood, gas leak	Fire brigade	(9) 999 or (9) 112
During all periods when the swimming pool complex is open, a direct dial telephone is available situated in the poolside office.		

5.3 NUMBERS OF POOL LIFEGUARDS REQUIRED FOR PARTICULAR ACTIVITIES

- a) General swimming (Less than 20 Swimmers) number of Lifeguards: 1
- b) Busy general swimming (Max 40 Swimmers) number of Lifeguards: 2

- c) School Swimming Lessons under 20 pupils 1 Lifeguard over 20 pupils to a maximum of 40 pupils 2 Lifeguards.
- d) Fun splash 1:10. (Mats and play equipment) Up to a Maximum of 30 Swimmers supervised by a minimum of 3 Lifeguards
- e) Underwater hockey - 2 Lifeguards are required, 1 in the pool with mask and fins and 1 on the Poolside.
- f) Synchronised Swimming - 1 Lifeguard.
- g) Water polo - 1 Lifeguard.
- h) Kayaking: May only be used under strict supervision and in a structured class situation a ratio of 1 BCU Coach - 12 Pupils and 1 Lifeguard – 6 Kayaks
- i) British Sub- Aqua Club - the sub-aqua club must provide appropriate qualified cover during their periods of use. (4.11)
- j) Cranleigh Amateur Swimming Club - must provide N.P.L.Q. or NaRS qualified Lifeguards to cover during their periods of use. (See 4.10)
- k) Lifeguard training – 1 Lifeguard.
- l) Sub-Aqua (Multi-Activity) – 1 qualified NPLQ or NaRS member of staff poolside, 1 qualified instructor in the water, maximum of 4 bathers.

5.4 LIFEGUARDS SUPPLIED BY AN OUTSIDE BOOKING

- a) Qualified Lifeguards supplied by an outside booking must attend the one-day induction/Site specific course, run by the School. (See 4.10f)
- b) Qualifications will be checked at the start of the induction course by the Pool Manager or TASC Manager and records will be kept.
- c) The School reserves the right to refuse or suspend the services of any Lifeguard supplied by an outside booking if the Pool Manager or the T.A.S.C Manager deems their LIFE GUARDING:

- ability
- vigilance
- attitude
- appearance
- bather control

To be below an acceptable level, regardless of qualifications held.

- d) Access to In-service Lifeguard training will be offered to all Lifeguards working within the CSSPC.

5.5 GENERAL ARRANGEMENTS

The swimming pool complex will not open for swimming unless.

- The Head of Swimming is in attendance.
- A qualified TASC staff member is in attendance.
- A qualified member of Pool staff is in attendance.
- A qualified member of Common Room staff is in attendance.
- A qualified member of Prep School Common Room staff is in attendance.

*Qualified (An individual over the age of 16 that is the holder of a valid RLSS NPLQ or STA Full Lifeguard Certificate and has been approved by the Head of Swimming or TASC manager – Please refer to section 4.10)

These requirements do not apply for Sub-Aqua Outside bookings who arrange their own Safety cover in accordance with their Governing bodies, PADI or BSAC as laid down within these (PSOP).

5.6 BREAKDOWNS In the event of a power failure or plant breakdown, telephone:

- | | |
|--------------------------------------|---------------|
| a) By day: Works Office | dial 2065 |
| b) By day: The General Foreman | dial 2066 |
| c) By night or weekends (Jim Taylor) | dial 9-275593 |

CHAPTER 6 - OPERATIONAL SYSTEMS

6.1 CONTROLLING ACCESS TO THE POOL

Pool hall - When the pool is out of use, the changing room to pool passageway door must be locked at all times. When the pool is unmanned, then the staff entrance door must be locked at all times.

6.11 – Covid procedures-

Please see attached doc for new Covid procedure regarding pool use .

6.2 BUILDING SECURITY

Building security is the responsibility of all key holders. At the end of any swimming session they must ensure the following:

a) The Head of Swimming, or members of Cranleigh School staff, or Duty Lifeguard, or Outside booking Lifeguard etc who is in possession of CSSPC keys takes over responsibility of the safety of the Pool at the commencement of their activities period of use.

b) If there is no one to take over the responsibility of the Pool safety, for example at the end of the day or if the following session fails to turn up then the CSSPC must be locked up using the pool lock up procedure checklist located in the pool office on the wall between the 2 doors.

- All doors shut and locked
- All windows shut
- Changing rooms, pool surrounds, pool tanks etc checked visually
- Check changing room taps are turned off and, if necessary, flush toilets
- Visual check on the plant rooms, if trained to do so.
- All Outside bookings must return the Pool keys to the TASC at the end of their periods of hire.

6.3 USER CAPACITY

Maximum Bather Loads - The capacity of the swimming pool complex as a whole, and the pool themselves, will vary according to the activity-taking place within it. As a general rule, the peak capacity of the swimming pool complex during normal operation is 140, made up as follows:

Maximum number of people allowed in the water at any one time is: 20 Bathers to 1 Lifeguard and no more than a total of 40 Bathers.

Spectators: 90 spectators on the balcony.

Controlling Numbers:

School and Sports Club use: Numbers will be monitored and restricted by the TASC Manager, The Head of Swimming, Duty Lifeguard, member of Common Room in charge etc (i.e. whoever is in charge of that particular session).

Outside bookings: will provide suitably qualified, responsible adults, who will ensure that swimmer numbers do not exceed those laid down in this NOP. Failure to comply will result in the withdrawal of facilities and any future bookings.

6.4 POOL HYGIENE – BATHERS

Bathers are encouraged to use toilets and showers before using the pool, to reduce the amount of pollution, and consequently the quantity of chemicals required to be added to the pool. They should also be advised that such action significantly reduces the amount of dirt and bacteria which otherwise will end up in the pool. It is particularly important to emphasise the aspect of visiting the toilet to children, who should all be encouraged to empty their bladders before entering the swimming pool.

(Note: urine + chlorine = nitrogen trichlorite, which causes red eyes and sore throats).

Babies and young children must wear rubber pants or costumes in the pool (See EAP12.0) and obviously dirty bathers must tactfully (If possible) be asked to shower.

6.5 ADMISSIONS POLICY

The use of the swimming pool is limited to:

- a) Pupils of Cranleigh School and Cranleigh Preparatory School
- b) Members of Common Room of both schools and their partners, sons and daughters
- c) Members of the Bursarial Staff and their partners, sons and daughters

- d) Guests of Cranleigh School Staff may occasionally swim, but must be accompanied at all times by the member of Staff who has invited them (All such Guests will remain the Staff member's responsibility)
- e) Members of the Cranleigh School Sports Club Swimming Section, or outside bookings as arranged through the T.A.S.C. Office
- f) Persons other than those listed above, who are in possession of special written authority from the Bursar or Head of Swimming or TASC Manager.

6.6 UNSUPERVISED STAFF AND FAMILY SWIMMING

Swimming without the supervision of a qualified Lifeguard is not permitted by the Swimming Pool Management. During most School holiday periods supervised swimming sessions are provided for Staff use, information on these sessions can be found in the Bursarial Arrangements published by the Bursar's office before the start of all holiday periods.

6.7 AGE POLICY

Basic guidelines regarding the admission of unaccompanied children, and the adult to children under the age of eight ratios, have been produced by the ISRM. Having carried out a full risk assessment of the pool complex and having regard to the ISRM recommendations, a policy has been devised as follows, for the staff and family/sports club swimming sessions under the supervision of a trained Lifeguard:

- a) Children under the age of 15 must be supervised by an accompanying adult.
- b) One adult may accompany up to 6 children at one time, between the ages of 8 and 15.
- c) Children under the age of 8 must be accompanied in the water by an adult.
- d) One adult may accompany up to 2 children under the age of 8. Children under the age of 6 should be accompanied on a 1-to-1 basis.

CHAPTER 7 - SPECIALIST ACTIVITIES

7.1 KAYAKING

- a) Kayaks can only be used under the supervision of a BCU qualified coach.
- b) max 6 kayaks in the water
- c) ratio 1 BCU qualified coach to 12 Kayakers
- d) 1 Lifeguard – 6 Kayaks
- e) No free swimming (apart from the coach) is allowed in the pool when the kayaking is taking place.
- f) Kayak polo, paddles should not be used unless kayakers are wearing helmets, face guards and upper body protection.

7.2 SUB-AQUA

a) Sub-aqua can only take place under the regulations as laid down by PADI or BSAC (Copies of both are kept at the T.A.S.C. and The Poolside office.)

7.3 SWIMMING LESSONS, SWIMMING INSTRUCTOR RATIO.

1:6 - non-swimmers or very weak swimmers.

1:10 - weak swimmers (50m).

1:12 - improvers (50m - ASA Bronze Challenge).

1:20 - where all pupils can swim and are water confident.

1:10 - for mixed ability classes and extra supervision cover.

7.4 SYNCHRONISED SWIMMING

Swimmers taking part in Synchronised swimming must be made aware of the dangers to the ears in diving to depths greater than 1.6m.

Nose clips are recommended.

The Instructor ratio is 1:20.

7.5 WATER POLO

a) Water Polo hats must be worn during all matches including practice games and as directed by the Coach in charge of the session.

b) Water Polo players are advised to wear boxes and gum shields.

c) All items of jewellery must be removed before practices and matches.

d) The Coach ratio is 1:20.

7.6 DIVING-IN POLICY

ISRM has produced a policy document on diving in pools, to which this swimming pool complex fully complies. The policy is as follows:

a) No diving is permitted in the pool unless during a swimming coaching session, under the strict supervision of a ASA/STA Swimming Teacher or during swimming galas. Only shallow racing-type dives are permitted and clear prohibition signs are displayed.

b) Bathers performing shallow racing-type dives should ensure that no other swimmers are in the area into which they are going to dive.

c) Running dives are prohibited due to the increased velocity of entry combined with the possibility of a higher take-off and probable steeper angle of entry. Running dives also increase the danger of slipping and striking the side or passing swimmers.

d) Starting blocks can only be used at the deep end, and can only be fixed in place during coaching sessions or school swimming galas. The blocks will not be used until the staff member or coach in charge has checked that they are secure and the Swimming Gala safety announcements have been made.

7.7 THE TEACHING OF DIVING

The Teaching and Coaching of Diving either from the Poolside or the Starting blocks must be under the direction of a qualified ASA/STA Swimming Teacher or a qualified ASA Level 1 Swimming Coach (minimum).

7.8 USE OF SNORKELS, FACEMASKS AND FINS

The use of this equipment is only permitted during sub-aqua club sessions, Cranleigh Amateur Swimming Club bookings or during school organised activities i.e. Octopush or fins for swimming coaching etc. The use of this equipment is not permitted at any other time of pool use for the following reasons:

- a) Fins and facemasks may present a hazard to other pool users.
- b) In addition, snorkels allow the user to breathe while facedown making it difficult for Pool Staff to see if the user is in difficulty.
- c) Some facemasks may comprise glass, breakage of which can cause serious injury to the user and considerable problems in the complete removal from the pool.

CHAPTER 8 - DETAILED WORK INSTRUCTIONS

8.1 POOL HYGIENE - CLEANING PROCEDURES

Floor surfaces, both within the changing room and poolside, should be kept clean.

- a) *Changing rooms* - are scrubbed on a regular basis with disinfectant cleaner and hosed out. Toilet areas i.e. urinals, toilet bowls, sinks etc. are to be cleaned with chemical cleaners on a regular basis, drains are to be cleared out on a regular basis and toilet paper and soap replenished.
- b) *Pool surrounds* - are scrubbed with disinfectant cleaner or pool water is used to disinfect the pool surround. During school holiday periods, pressure washing and, if necessary, a mild acid wash may be used. During these periods of cleaning, the pool will remain closed.
- c) *Scum lines* - are cleaned on a regular basis with chemicals compatible with the pool water chemistry.
- d) *Pool tanks* - are cleaned on a regular basis with a pool brush or pool vac. During these periods of cleaning, the pool will remain closed.

8.2 SETTING-UP FOR SWIMMING GALAS

For a full galas set-up the following needs to take place in advance of the gala, after other bathers have cleared the pool.

Fixing lane ropes: The Pool is to be divided into four lanes by the fixing of three lane ropes into special fixings. Racing lane ropes can be found in the Pool store on a reel. (These can only be fixed by a trained member of staff) At the end of the galas, the

lane ropes are put back onto the reel and left on pool side to dry. Once dry, put the reel back into the Pool store.

Backstroke markers: Holes for the backstroke warning flags have been provided on both poolside surrounds, 5m from either end of the Pool. The backstroke marker flagpoles should be removed from their storage brackets at the shallow end of the Pool and placed in the Poolside holes provided. The backstroke flags should be removed from their storage and unravelled. Flags should be attached securely to the poles.

Starting blocks: These will only be provided during coaching sessions or School swimming galas. They will only be fitted to the deep end of the Pool. The blocks are stored in the white cupboard at the deep end. Using the bolts and washers provided, firstly secure the blocks to the pool surround. **(The secure fixing of the blocks must be verified by the member of staff in charge.)** All starting blocks must be removed as soon as possible after the end of the coaching session/gala and replaced in the white cupboard at the deep end. Bolts, washers and a spanner can be located in the white cupboard at the deep end.

Official's Equipment: Table and chair on poolside for the Match Scorer will be provided as required.

8.3 SETTING-UP FOR WATER POLO

- a) Remove steps from the deep and shallow ends.
 - b) Remove goal-fixing covers.
 - c) Place goal posts into fixings.
 - d) Check to make sure the goals are secure including checking the bolts holding the crossbar and uprights.
 - e) The member of staff in charge will make sure that both goals are secure and that pool steps have been removed before play commences.
- To put away at the end of play, reverse the above order.

CHAPTER 9 - FIRST AID SUPPLIES AND TRAINING

9.1 FIRST AID SUPPLIES

The pool first aid box is located in the poolside office. The spinal board together with cervical collars are located at the shallow end of the Pool hall, near the pool passage door to the changing room.

The Pool Manager is responsible for checking the contents of the first aid boxes on a regular basis. All first aid supplies are ordered through the T.A.S.C. manager. It is the responsibility of those running lifeguard training / courses to return the

emergency equipment after use and that it is a usable condition should an incident occur.

It is the responsibility of all staff to report, to the pool manager, if they notice a deficiency or lack of supplies in the first aid box.

9.2 FIRST AID TRAINING

Full First Aid at Work qualification courses are organised in conjunction with the T.A.S.C. Manager, as well as refresher re-qualification training.

9.3 DISPOSAL OF SHARPS In the unusual event of any member of Staff or Lifeguard finding a used hypodermic syringe or razor blade, they must ensure the following procedure is followed:

- a) If found by a School Lifeguard, do not touch but report immediately to the member of Staff in charge.
 - b) Put on latex gloves, found on top of the two draw filing cabinet under the first aid box, before picking up the syringe or razor blade.
 - c) Place the item in the yellow sharps box on top of the three draw filing cabinet under internet server box.
 - d) If you cut or prick yourself on something, which may be contaminated with someone else's blood, squeeze the wound to make it bleed, wash it with soap and water and cover the wound with a waterproof plaster.
 - e) Fill in an incident report and hand to the Deputy Bursar within 24 hours of the incident occurring.
- Please note that this is a precaution, against HIV/AIDS. Other illnesses such as Hepatitis B are much more infectious and must be considered. If you think that your wound could have come into contact with infected blood, seek medical advice immediately

CHAPTER 10 - ALARM SYSTEMS AND EMERGENCY EQUIPMENT

10.1 POOL ALARM SYSTEM

The Pool alarm system is three loud blasts on a whistle. Any members of School Staff or School Lifeguards will immediately go to the Poolside to give assistance on hearing the three blasts. All such alarm calls must be treated as an emergency. One long blast on a whistle is the signal to clear the water.

10.2 FIRE ALARM SYSTEM

a) Basic description - The fire alarm system is operated in a number of ways. The main way is through the "break glass" panels situated throughout the building. It can also be set off via smoke detectors throughout the building, and manually from the fire alarm control panel located in the Poolside office.

- b) Location of alarm points - These locations can be found on the building plan located in the Poolside office.
- c) Procedure for testing - All responsibilities for servicing and testing the fire alarm have been contracted out to Chubb Ltd via the Works Department General Foreman. Any subsequent faults or problems with the alarm must be logged in the Pool logbook. A green maintenance form will then be submitted.

10.3 FIRE-FIGHTING EQUIPMENT

There is a powder Fire Extinguisher located in the Pool Plant room. In the event of a serious fire within the Pool complex the safety of Pool users and Staff members must be the priority. Therefore immediate evacuation and sounding of the fire alarm is the only course of action. (Also see EAP 4.0)

10.4 POOL EMERGENCY EQUIPMENT

All emergency equipment provided can be found in the Pool hall. The equipment includes ropes, reaching poles, Torpedo buoys, rings, Cervical collars and spine board. The Pools Manager will check the condition of the equipment on a regular basis and will request replacement if needed. Any other Staff members or Lifeguards who find fault with any rescue equipment must report it to the Head of Swimming or bring it to the attention of the TASC Manager or Head of Swimming as soon as possible.



EMERGENCY ACTION PLAN (EAP)

Cranleigh School Swimming Pool Complex (CSSPC)

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MAJOR EMERGENCIES

A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation. **THIS IS THE ONLY TIME THAT AN AMBULANCE WILL BE CALLED BEFORE CONTACTING THE SCHOOL MEDICAL CENTRE** unless the casualty is:

- (a) From an outside booking or
- (b) During School holiday time when the Medical Centre is unmanned.

In most cases it will involve more than one member of the Lifeguard team and may, in extreme situations, involve eight or more Lifeguards. As with minor emergencies, the response to most major emergencies will follow a general pattern.

- a) The Duty Lifeguard identifying the problem will raise the alarm by using three hard blasts of the whistle.
- b) The Duty Lifeguard will initiate the rescue or first aid procedures and will remove, if possible, the casualty from the danger area.
- c) All other staff and Lifeguards on hearing the emergency whistle, will quickly make their way to the pool complex area to cover Lifeguard duties, assist with the emergency, or clear the pool if necessary.
- d) The Senior Duty Lifeguard will ensure that the ambulance has been called and that the following persons are informed:
 - i) Ambulance service tel. 9-999 or 9-112 ii) School Medical Centre tel. 2020, 2021 iii) Cranleigh Health Centre tel. 9-782478 (if help is required)
 - iv) TASC Manager tel. 2125;
 - v) Deputy Bursar 2138;
 - vi) The Bursar tel. 2060 or 9-275901
- e) The Senior Duty Lifeguard will log the accident in detail in the Pool logbook. If a member of Staff or a member of the public is injured then the accident must be recorded in the Accident Book. Located in the Poolside office. (Major accidents involving Cranleigh School pupils are recorded with the School Medical Centre.) Statements may be required from all Lifeguards or Staff members involved in the incident.

MINOR EMERGENCIES

A minor emergency is an incident which, if handled properly, does not result in a life-threatening situation. It will normally be dealt with by the nearest Duty Lifeguard who will follow the procedure shown below.

- a) Duty Lifeguard is made/becomes aware of an incident.
- b) Duty Lifeguard will make any other Lifeguards aware that they are responding to an incident.
- c) Other Lifeguards will move to cover vacated patrol/vigilance area.
- d) If the Duty Lifeguard is alone, then he will clear the Pool until the incident is dealt with.
- e) Duty Lifeguards involved administer aid or provide appropriate assistance.
- f) Duty Lifeguard informs Head of Swimming by logging the incident in the pool logbook, and returns to duty.

In many cases, this series of actions may take only a few minutes - providing a sterile dressing or performing a simple reaching rescue from the side, for example. In every case, it is important to record the incident in the pool logbook. If a person from an outside booking or a member of the public is injured then it must be put in the accident book.

MINOR INCIDENTS

A minor incident is defined as an incident requiring little or no first-aid treatment - everyday cuts bruises, scratches, grazes, etc. Pupils can be sent to the School Medical Centre for treatment or be treated at the pool. All such occurrences should be reported in the Pool logbook.

HEAD INJURIES

- a) All head injuries are to be treated as serious injuries.
- b) Casualties with face/head injuries should not be allowed to return to the pool.
- c) Where the injury is serious, an ambulance should be called.
- d) If the injury appears to be less serious:
 - i) Cranleigh School Pupils: The casualty should be helped to dress and should be supervised by a responsible person (i.e. School lifeguard) whilst doing so, then escorted to the School Medical Centre.
 - ii) School Sports Club: The casualty's membership card carries a next-of-kin contact number - this may be useful to ensure that there is someone to collect them from the pool and to keep them under observation. Every effort should be made to have adult supervision with them whilst they are dressing.
 - iii) Other outside bookings: The casualty should be helped to dress and should be supervised by a responsible person whilst doing so. If the casualties are minors then parents/guardians must be informed.
- e) During term time the School Medical Centre must be notified of any head injuries occurring to Cranleigh School pupils as soon as possible by telephone (taking into account the CSSPC Major Emergencies policy).
- f) At any time outside School term time or if a casualty is part of an outside booking, then if there is any doubt as to the

severity of the injury an ambulance should be called. There is always a possibility of concussion/compression or loss of consciousness occurring. (The TASC Manager must be informed) g) As much assistance as possible should be given to the casualty and persons accompanying them. This may include use of the telephone and assistance with looking after children.

AMBULANCE CREW RESPONSIBILITIES

- a) Duty Lifeguards have the responsibility to treat casualties prior to the arrival of an ambulance crew. Their responsibility ends when the ambulance crew starts to treat the casualty.
- b) The ambulance crews have full responsibility to transport unaccompanied children to hospital. It should not be necessary for a Duty Lifeguard to accompany the casualty in the ambulance.
- c) If the casualty is a Cranleigh School pupil, every effort should be made to have a member of the Common Room to accompany them to hospital or follow the ambulance (Common Room tel. 2011 or 2012).

1.0 OVERCROWDING

- a) The Duty Lifeguards must be aware of the bathing loads for each Pool i.e. the number of bathers in the water at any one time (40 maximum).
- b) If the Pool is at full capacity then the Senior Duty Lifeguard must stop further admissions into the water.
- c) Bathers may wait on the Pool balcony, until bather numbers have dropped.
- d) If the bathers are Cranleigh School pupils and the Duty Lifeguards are having difficulties in controlling numbers, then the Common Room must be contacted (tel. 2011 or 2012) and help requested from Cranleigh School Masters and the Master in Charge of Swimming should also be contacted.

2.0 DISORDERLY BEHAVIOUR

- a) Any behaviour, which is likely to cause a nuisance or is dangerous to other bathers should be stopped immediately.
- b) Speak to the bather in a firm but non-aggressive manner indicating your reasons. Stay calm and do not show your irritation, do not shout or raise your voice, do not use inappropriate language, do not swear, do not intimidate, do not lose your temper, and above all else, do not touch the offenders in any way

2.1 IF YOUR WARNINGS HAVE NO EFFECT - or, if the behaviour becomes serious, the following steps must be taken:

2.2 CRANLEIGH SCHOOL PUPILS

- a) Ask them to leave and try to get their name and house.

- b) If they refuse, advise them to leave or else their School Tutors or Housemasters will be informed.
- c) If they still refuse to leave shut the pool and phone the Common Room (tel. 2011 or 2012) for assistance from any Cranleigh School masters.
- d) Any such instances must be recorded in detail with names if possible in the pool logbook.

2.3 OUTSIDE BOOKINGS

- a) If Sports Club members try to retain their membership cards, and ask them to leave.
- b) If the problem is part of an Outside booking try to find out who they are i.e. name of School, club, organisation and report immediately to the TASC Manager Tel. 2125. c) If the T.A.S.C. cannot be contacted, then contact the Bursar tel. 2060 or 275901. d) Any such instances must be recorded in detail with names, if possible, in the pool logbook.

2.4 UNAUTHORISED USERS

- a) Politely inform them that the Pool Complex is a private facility, and not for use by the general public.
- b) Politely inform them that the Pool Complex is on private land and advise them that they are trespassing.
- c) Ask them politely but firmly to leave.
- d) If they have driven up to the Pool Complex, try and get the car registration number.
- e) Be very careful when dealing with such people - treat them with respect and do not get into an argument.
- f) Do not let a situation turn nasty - walk away from them if they refuse to leave and telephone:
 - i) The T.A.S.C. Manager
 - ii) The Head of Swimming
 - iii) The Bursar iv) The Police
- g) Record in detail any such occurrences in the Pool logbook.

2.5 POOL STAFF SUPERVISION

Pool staff should not be drawn away from their principal duty of pool supervision for any length of time.

2.6 SENIOR DUTY LIFEGUARD POWERS

The Senior Duty Lifeguard may at any time he believes there is a serious behaviour problem occurring, clear the water and shut the Pool Complex. Any such instances must be logged in the Pool logbook.

3.0 LACK OF WATER QUALITY

- a) If the water becomes cloudy, the Head of Swimming or TASC Manager or School engineer must be alerted.
- b) The Head of Swimming or TASC Manager or School Engineer will investigate immediately and carry out any action required.
- c) The test to determine whether a Pool may continue to be used will be to throw a black diving brick into the Pool at the deepest point - if it cannot be seen from the Pool surround, then the Pool will be shut until further notice.

4.0 SWIMMING POOL FIRE REGULATIONS

In the event of a fire alarm in the main School:

- a) Pupils should proceed straight to their House Assembly areas.

In the event of a fire in the CSSPC:

- a) Clear the Pool and prepare to evacuate.
- b) Close any windows, doors etc in the area immediately around the fire.
- c) Break the fire glass on the nearest fire alarm if the alarm has not already sounded.
- d) Report the fire / alarm immediately to a member of staff, or call the Fire Brigade telephoning 9-999 or 9-112.
- e) Evacuate the building via the nearest fire exit depending upon position of the fire.
- f) The Senior Duty Lifeguard, will if possible check poolside areas and changing room areas to make sure all bathers have left.
- g) On no account should bathers be allowed to return to the changing rooms during the evacuation, unless due to the fire this is the only route of escape.
- h) The assembly point is outside the front entrance of The TASC and in poor weather conditions providing the TASC is not at risk within the foyer area.
 - i) A check will be made to see if all bathers, spectators and Staff can be accounted for.
- k) In normal working hours contact.
 - i) Switchboard –0
 - ii) The Fire Officer –2138
 - iii) Works Manager –2065

Outside normal working hours contact the TASC.

Everyone will remain at the assembly point until the all clear is given by the School Fire Officer or the Fire Brigade.

4.1 IMPORTANT FOR ALL FIRE DRILLS

- a) Minimum noise and orderly behaviour are vital at all times.
- b) Walk purposefully.

c) Do not run except in extreme emergencies.

5.0 BOMB THREAT

5.1 If you receive a bomb threat by telephone – maintain a calm friendly conversational manner and by using the following checklist, try to obtain further information from the caller.

- a) Which building is threatened?
- b) On which floor/area?
- c) Where is the bomb located exactly?
- d) What size of bomb has been placed and what type of bomb is it?
- e) What time is it due to explode?
- f) How much damage will be caused?

5.2 If the call is extended –

Notes should be taken which may provide a clue to the whereabouts of the caller, by using the following checklist as a guide, note:

- a) Whether tone pips were heard, indicating use of a public call box.
- b) Exact words used.
- c) Drunks, sober, calm or excited frivolous or determined manner of caller.
- d) Whether the call is read from a script or appears spontaneous.
- e) Does the caller have an accent (i.e. regional or foreign)
- f) Is there any background noise (e.g. traffic, babies crying, giggling etc)?

Remember that bomb threats received by telephone are, almost without exception, hoax calls.

5.3 BOMB THREAT TELEPHONE CALL-OUT

The Duty Lifeguard will telephone the TASC Manager or Bursar or, in their absence, the Deputy Bursar.

The Duty Lifeguard will telephone the police and request their assistance.

5.4 Evacuation-

The Swimming Pool Complex will be evacuated by activating the fire alarm according to the procedure detailed in section 4.0.

5.5 Search –

Once the building is evacuated, a thorough search will be made by the Emergency services.

5.6 The all clear –

No persons will be allowed to enter the building until given the all clear to do so by the Emergency services.

5.7 Written statements –

As soon as possible after the incident, the Duty Lifeguard will be required to make a written statement. No statements will be made to the media or members of the School or general public.

5.8 Statements or comments - the media –

Any statement given will be by the Bursar. Any enquiries from the media or member of the School or general public must be directed to the Bursar.

6.0 LIGHTING FAILURE

- a) Should the lights fail, the emergency lighting will come on automatically.
- b) Duty Lifeguards will ensure that the Pool is cleared immediately and bathers asked to wait on the poolside away from the Pool edges until further information concerning the situation is available. Further admissions will be stopped.
- c) The School Electrician or The General Forman or The School Engineer should be contacted or, if he is unavailable, the Head of Swimming or the TASC Manager.
- d) If the lighting failure is prolonged, then the Pool Complex will be closed and bathers sent to change.
- e) Any such lighting failures must be reported in the pool logbook.

7.0 STRUCTURAL FAILURE

- a) Should a structural failure occur, or if danger is suspected from the building structure, activate the fire alarm by breaking the nearest break glass panel.
- b) Evacuate bathers from the building using whichever exit doors are unobstructed by the result of the structural failure, then as per details outlined on 4.0. (Swimming Pool Fire Regulations)

8.0 EMISSION OF TOXIC GAS

8.1 ACCIDENTAL EMISSION OF TOXIC GAS - An emission of toxic gas would most likely come from accidental mixing of an Alkaline such as sodium hypochlorite or calcium hypochlorite with another chemical containing an acid during a cleaning operation or as a result of a fault within the pool water filtration system.

8.2 EVACUATION - If evacuation of the building is deemed necessary by the Senior Duty Lifeguard, then exits must be used which lead bathers away from the danger area.

- a) If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing internal doors if possible; to prevent the gases escaping to other occupied areas.
- b) Should it be necessary to evacuate the building, the fire alarm should be activated and the building evacuated as in 4.0. (Swimming Pool Fire Regulations)

8.3 PERSONNEL TO CONTACT – The following Staff personnel must be contacted in the event of an evacuation due to toxic gas:

- a) Head of Swimming 9-01403 784389 or TASC Manager Tel 2125.
- b) Fire Service. (If required.)
- c) The School Medical Centre. Tel 2020/2021 (in case of any casualty)
- d) The Works Manager Tel 2065.

- e) General Foreman Tel 2066.
- f) The School Engineer (Night time) Tel 9-275593
- g) The Bursar. Tel 2060.

8.4 CASUALTY TREATMENT

Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given.

8.5 TOXIC GAS FIRST AID TREATMENT

- Never attempt resuscitation in a smoked or gas filled room. Remove the casualty to a safe place.
- Check the casualty's Airways and Breathing and be prepared to start CPR. If rescue breathing is needed.
- Lifeguards should be very careful not to inhale the casualty's exhaled breath.
- It may be necessary for the person giving rescue breaths to move their head right away from the casualty's head between breaths.
- The use of a face mask is advisable. Face mask can be found in the First aid kit kept in the Poolside Office.
- If a casualty is unconscious but breathing normally put them in the recovery position.

8.6 REPORTABLE ACCIDENT (RIDDOR)

- The accident may be reportable to the Health and Safety Executive under RIDDOR.
- It will be the responsibility of the School Safety Officer to initiate this report.
- All Staff involved will give a written account of the accident details to the School Safety Officer within 48 hours.

9.0 SERIOUS INJURY TO A BATHER

- a) Call for the assistance of another Duty Lifeguard by blowing three blasts on a whistle.
- b) If the Duty Lifeguard is by himself, then he will give three blasts on whistle and clear the Pool of bathers.
- c) Carry out appropriate first-aid in cases of serious injury, broken bones or unconsciousness.
- d) The casualty should be moved as little as possible, and made comfortable until they are handed over to the ambulance crew.

9.1 BLEEDING

- a) Bleeding should be stopped by applying direct pressure, elevation and a wound dressing.
- b) All Lifeguards must be aware of the possibility of the casualty going into shock and be prepared to treat accordingly.

c) Lifeguards are reminded to wear the disposable gloves provided before coming into contact with blood.

9.2 ALL CASES OF HEAD INJURY Should be treated as serious and the following plans must be followed:

- a) Pupil of Cranleigh School - If an obvious fracture is suspected or a large cut which is bleeding profusely, then the School Medical Centre will be called immediately.
- b) Any other user - An ambulance will be called by the Duty Lifeguard.
- c) Under no circumstances should the casualty be permitted to return to the Pool at any stage even if they appear to be well.
- d) Delayed concussion/compression is a real possibility and may lead to loss of consciousness in the Pool.
- e) It is important that Lifeguards support casualties by speaking to them confidently and reassuringly.

9.3 ACCIDENT RECORDS

All accident and incident reports should be completed and handed to the Deputy Bursar within 24 hours of the accident/incident occurring.

10.0 DISCOVERY OF A CASUALTY IN THE WATER

- a) Before entering the water to recover a casualty, the Lifeguard will give three blasts of the whistle to attract the attention of other Lifeguards.
- b) The Lifeguard will then enter the water in a safe manner, recover the casualty and take them to the nearest suitable landing point, check the casualty's airway and breathing.
- c) If the casualty is not breathing. Remove from the water as soon as possible and commence CPR.
- d) A Lifeguard not directly involved in making the rescue will be responsible for calling the ambulance. They will also ensure that the Pool are cleared of bathers.

10.1 DISCOVERY OF A CASUALTY IN THE WATER-LONE LIFEGUARD

If the Lifeguard is alone on duty, then they must;

- a) Give three blasts on the whistle.
- b) Shout once to ask other bathers to clear the Pool.
- c) Make the rescue.
- d) Carry out normal rescue procedures as per the need for rescue breathing or CPR and remove the casualty from the Pool with the assistance of any Bystanders available.
- e) Ensure a bystander is sent off to telephone for the ambulance and to summon any other available help.
- f) Continue with rescue breathing or CPR as required.

10.2 DISCOVERY OF A CASUALTY IN THE WATER- GENERAL DETAILS

- a) Lifeguards should ensure that a crowd does not gather around the casualty.
- b) One Lifeguard will be designated to await the arrival of the ambulance, then as speedily as possible, guide the ambulance crew to the incident.
- c) As soon as possible after the incident, all Lifeguards involved will be required to make a written statement.
- d) No statements shall be made to the press or other members of the School or general public. (All enquiries from outside sources must be directed to the Bursar.)

11.0 REMOVAL OF A CASUALTY WITH A SUSPECTED SPINAL INJURY

Spinal injuries may be caused by diving into water of an insufficient depth, misuse of diving equipment or other equipment provided for bathers' use. The NOP details safe use of equipment and the CSSPC Diving Policy.

11.1 PRIORITIES IN THE EVENT OF A SPINAL CASUALTY

- a) GET HELP.
- b) If the casualty is in a face down position, they must be turned into a face up position urgently.
- c) If the casualty is not breathing, commence resuscitation even if this risks further damage to the spinal cord.
- d) Stabilise the casualty's head and if possible keep the spine in neutral alignment
- e) With the help of the Lifeguard team support and stabilize the casualty in a horizontal position. (Apply a Cervical collar if trained to do so.)
- f) If there are sufficient Lifeguards available, the spine board will be used.
- g) The treatment and removal of a suspected spinal casualty from within the Pool tank will be in accordance with the Lifeguard training given and procedures laid down in the Pool Lifeguard Manual published by the Swimming Teachers Association (STA)

11.2 SPINAL INJURY PLAN FOR LONE LIFEGUARD.

During the majority of times when the CSSPC is in operation, it is unusual to have one Lifeguard on duty with only one swimmer using the facilities. However, these occurrences do happen. 11.2 -11.4 gives details of our plan and practice.

11.3 Conscious casualty (Lone Lifeguard)

- a) Give 3 blasts of the whistle to try and attract assistance.
- b) Take your whistle with you so that you can continue to use it to attract assistance during the rescue.
- c) If the casualty is in the facedown position, they must be turned into a face-up position urgently.
- d) Keep the casualty in a stabilized position.
- e) Only land the casualty if rescue breathing or CPR is required or if the casualty is becoming hypothermic and there is no sign of assistance coming to help.

- f) If landing the casualty becomes necessary before help arrives you must assess if you are capable of achieving a successful lift without causing an injury to yourself.
- g) GET HELP.

11.4 UNCONSCIOUS CASUALTY (LONE LIFEGUARD)

- a) Check ABC.
- b) If breathing and signs of circulation are present, (follow 11.3 Conscious casualty plan.) ensure that the casualty's ABC is monitored.

12.0 DEALING WITH BLOOD, VOMIT, FAECES, ETC.

The following are circumstances in which pool staff should take immediate action.

12.1 Diarrhoea –

- a) If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected. The Senior Duty Lifeguard will close the Swimming Pool immediately to bathers.
- b) The Duty Lifeguards will immediately contact the Head of Swimming or the TASC Manager or, if unavailable, the School engineer.
- c) The Head of Swimming or TASC Manager or School engineer will, at the earliest opportunity, check chlorine and pH levels (adjusting the Stranco pool controller if required) and backwash the filters.
- d) The Pool will remain closed for the duration of six turnover cycles, then the pool will be vacuumed and the filters backwashed (24 hours).
- e) After the completion of 12.4 the pool water will be tested, for chlorine and pH before the pool is reopened.
- f) Any such instances must be recorded in the pool logbook. The Master I/c Swimming and the Prep School must be informed if the Pool shut down effects their Pool usage, The T.A.S.C. Manager must be informed encase any outside bookings have to be cancelled.

12.2 Solid Stools –

- a) If the presence of these is spotted by pool staff or are reported by bathers, the pool will be cleared of bathers.
- b) The stools will be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet. The net can be found in the deep-end store during term time and in the chemical store during school holidays. The net can be attached to the extendable lifesaving pole located on the deep-end wall.
- c) After their retrieval, the senior duty lifeguard will immediately carry out a water test to establish that free chlorine levels and other plant operation aspects are within the recommended ranges, before the pool may be reopened.
- d) Any such instances must be recorded in the pool logbook.

12.3 Blood –

- a) If substantial amounts of blood are spilled into the pool, it should be



temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

b) Spillage's of blood on the pool surround: Before removal remember to wear protective gloves, then absorb with paper towels, flood the area with disinfectant (1% Hypo), leave for 2 minutes before hosing down. Dispose of paper towels by placing in female staff Changing Room sani-bins.

c) Any such instances must be recorded in the pool logbook

12.4 Vomit –

a) If substantial amounts of vomit are spilled into the pool, the same action as for blood (12.11) will be carried out.

b) Spillage's of vomit on the pool surround: Before removal remember to wear protective gloves, then the vomit should be contained and wiped up with paper towels, flood the area with disinfectant (1% Hypo), leave for 2 minutes followed by scrubbing and copious amounts of pool water or hose down. The Hypo (bleach) can be found in the cleaning cupboard in the Pool store. Dispose of paper towels by placing them in Girls Changing Room sani-bin or, if the Girls Changing Room is in use, place in first aid bin in Poolside office.

12.5 Handling of blood, vomit, faeces etc. –

a) All staff must be aware that there is a potential risk of cross infection from blood, vomit, faeces etc. When dealing with any situation where these substances occur, disposable gloves must be worn at all times. Gloves can be found on top of the small filing cabinet under the first-aid box in the poolside office.

b) Any cloths, bandages, plasters, swabs, gloves etc. which have been contaminated must be disposed of in female staff changing room sani-bin. Waste paper or general pool hall/changing room bins must not be used for this purpose.

c) Any such instances must be recorded in the pool logbook.