



Brays School

Swimming Hydrotherapy Pool

Normal Action Plan

(NOP)

Date of Adoption:	September 2019
Review date:	September 2021 (or sooner as required)

Chair's name and signature _____

Date _____

1.0 Details of Pool

See attached plan for :-

- 1.1 Dimensions.
- 1.2 Location of Telephone.
- 1.3 Location of Fire Alarm.
- 1.4 Location of Rescue Aids.
- 1.5 Location of First Aid Kit.
- 1.6 Location of Hoists and Nets.
- 1.7 Location of Spine Board.
- 1.8 Location of Systems Cupboard.
- 1.9 Location of Log Book.
- 1.10 Location of Radio/Whistle

2.0 Potential Risk Factors

2.1 Pupils

- * Pupils must be supervised at all times by staff members whose role is identified prior to each lesson
- * Pupils' entry and exit from the water must be in accordance with normal manual handling procedures, which in the pool area include use of nets, hoisting and lowering pupils into the water onto a floatation aid or into a staff member's arms.
- * Pupils using wheelchairs must wear their lap belts/chest plates.
- * Pupils using wheelchairs must have their brakes locked whilst stationary.
- * Adults pushing pupils in shower beds/chairs must use brakes when stationary.
- * The large shower bed must be pushed by two people at all times.
- * Beds must be pushed into the shower with child's feet first.
- * All floatation aids are put onto the pupil before entering the water
- * No diving, running on the poolside or horseplay is permitted.
- * Pupils with hearing difficulties must be identified prior to water entry so they can be supervised to react promptly during emergency procedures
- * **In line with safe systems of work where a number of staff are moving a child using a swim net the lead for the lift will be the person assigned to the upper body position.**

2.2 Activities

- * The pool is used for a variety of activities including discrete swimming lessons, multi-sensory sessions, hydrotherapy sessions and other water based activities.
- * The activities for each lesson are set out in the planning documentation that is housed in the swimming pool cupboard.
- * Diving is not allowed because of the pool depth.

2.3 Physical Hazards

Staff must be aware at all times that:

- * Wet surfaces will be slippery.
- * The lobby area is **not** a non-slip surface and must not be walked upon with wet feet.
- * The pool ramp should not be walked up or down.
- * The handrail in the shower area should be used by ambulant children
- * All equipment must be returned to its storage area when not in use.
- * Care must be taken that pupils' arms do not get trapped between the handrail and the poolside.
- * Care must be taken when using the step leading to shallow shelf.
- * Care must be taken when in the vicinity of the shallow shelf.
- * Care must be taken when walking on the slippery floors leading to and from changing rooms and store cupboards.
- * Care must be taken when hoists are in use.
- * The shower temperature must be checked and regulated before use.
- * Care must be taken around any mobility equipment stored in the lobby area.

3.0 The Roles of the Pool Users

3.1 The Life Guard

- * All aspects of pool safety are the responsibility of the named swimming instructors/life guards – **Nicky Clark, Karen Flint** including:
 - All issues relating to the physical hazards as outlined above
 - Rescue and resuscitation
 - Use of spine board as a moving and handling aid only (if trained)
 - Directing other staff through emergency procedure
 - The radio, whistle and other emergency equipment
 - Maintenance of all floatation aids
 - The unlocking, checking and locking of the pool at the start and end of each session.
- * The Life Guard must:-
 - Be in a position to act without delay in an emergency
 - Not be responsible for a highly dependent child if he/she is in the pool
 - Ensure a spotter stays on the side with an unobstructed view of the bottom of the pool
 - Leave the pool in an organised fashion.

3.2 The Class Teacher:-

- * **Must identify the members of staff to attend lessons in advance of the commencement of each lesson. Only permanent school staff / Long term supply staff with appropriate mandatory training or qualified swimming instructors should be assigned to work with children in the pool.**
- * **Staff supporting personal care in the changing areas should be appropriately trained with regard to handling of children and have been through appropriate training and be signed off as competent by the schools moving and handling trainer.**
- * The Class Teacher is responsible for their accompanying children and behaviour.

4.0 Maximum Bather Loads.

- * The **maximum** number of bathers in the water at any one time must be **no more than 12** (this number is to include the supervisory adults).

5.0 Training and Qualifications for Life Guards

- * The Life Guards must be recently trained as above or with another appropriate qualification **e.g. NRASTC (National Rescue Award for Swim Teachers) or NPLQ(National Pool Lifeguard Qualification)** and this qualification must be updated in accordance with the relevant governing body's guidelines. A copy of certificates can be found in main office, and will be displayed in the pool area.
- * It is also recommended that the person in charge has had training in Emergency Aid
- * Update and practice in resuscitation should be given at least twice a year.

6.0 Supervision and Procedure

- * **The pool loading is a maximum of 12 persons including staff.**
- * The Life Guard should be able to see all the pupils and the bottom of the pool throughout the lesson.
- * Staff working 1:1 with pupils are responsible solely for that child. Other pupils in the pool are the responsibility of the remainder of the team in the pool area.
- * **The operation and safety of the pool lies with the staff designated for that swimming session, thereby the Swimming Instructor.**
- * Whistles are available for the Life Guard and are located on the Plant Room door with the radio.
- * A whistle is to be carried by the Life Guard at all times whilst on duty at the pool.
- * One loud blast on the whistle is the signal to alert staff to a problem in the pool.
- * The signal for pool evacuation is three loud blasts of the whistle. Members of staff identified should notify children wearing hearing aids that the pool is being evacuated.

- * Children should be taught to report any mishap to a member of staff who in turn will inform the Life Guard.
- * Any accident must be reported to SLT and recorded in the accident report book.
- * Pupils in the changing areas must be adequately supervised at all times.
- * Pupils should be made aware of safety procedures where appropriate. (See EAP for details)
- * An emergency drill to clear the pool should be practised regularly using the signal. (See EAP for details)

7.0 Alarm Systems and Emergency Signals

- * Fire alarm - continuous loud ringing bell.(Main Fire Alarm box located in the entrance area, another located by the emergency exit at the far end of the pool)
- * Three loud blasts on whistle to evacuate the pool.
- * One loud blast to alert staff to a problem in the pool.
- * The fire extinguishers are situated outside the equipment store.

PLEASE NOTE: - THE SCHOOL NURSE CAN BE SUMMONED BY DIALLING 22 ON THE TELEPHONE SITUATED IN THE ENTRANCE TO THE POOL, OR BY USING THE RADIO WHICH IS SITUATED BY THE DOOR LEADING TO THE PLANT ROOM.

IT IS ALSO POSSIBLE TO DIAL 999/112 DIRECTLY FROM THE ENTRANCE TELEPHONE.

8.0 Outside Users

8.1 Outside users must ensure that they have read and abide by all of the Normal Operating Procedures, and that they have read the Emergency Action Plan. They must:

- * Be familiar with the layout of the pool.
- * Have a member of the group recently trained and able to carry out rescue and resuscitation.
- * Only use the pool if they comply with the safety recommendations.
- * Ensure that they know the location and function of all safety equipment, telephone and first aid kit

9.0 Pool Hygiene and Safety

- * The pool-building supervisor should check the pool if there is any doubt about the water quality due to poor clarity or high temperatures.
- * The pool should not be used if the air temperature exceeds 90 degrees Fahrenheit.
- * **Exterior doors MUST be closed at all times when there are people in the pool area.**

- * Access is only available to those people who have had prior permission for swimming sessions from the Head Teacher of Brays School.
- * Any worn or damaged floatation aids or toys must be thrown away
- * All bathers must shower before entering and on leaving the pool.
- * Cryptosporidium and vomit in the swimming pool must be prevented as far as possible. Any person who has been ill in this way shall only be allowed to use the pool in accordance with current medical guidance
- * No jewellery, apart from plain-banded rings, should be worn in the water as it could scratch another bather or clog the filtration plant if it falls to the bottom of the pool. Life Guards must ask that jewellery be removed before entry to the pool.
- * Staff should be aware of any medical dressings and waterproof plasters worn by the children and remove them if necessary before bathing.
- * Any continence equipment will be disposed of in the approved manner at the end of each day, which is in the nappy bins provided next to the main bins.
- * Staff should be aware of the Emergency Action Procedures. (E.A.P)
- * All Bathers should clear pool immediately if anyone soils in water. (**Pool must not be used for 6 hours after soiling**).
- * Report to pool-building supervisor.
- * Pool equipment cleaned on a regular basis (Sign off sheet in pool cupboard)