

Policy/Procedure Name:	TRELOAR SWIMMING POOL		
Policy/Procedure Number:	HS 05		
Date of Approval:	MAR 2010		
Effective Date:	1 August 2014		
Revised Date:	February 2017		
Review by Date:	February 2019		
Policy/Procedure Author:	Head of Safeguarding		
Policy/Procedure Owner:	Chief Executive		
Management Committee Approved By:	Health and Safety Management Committee TLT		
Governor Committee (where appropriate) Approved By:	n/a		
For Action By:	All managers		
For Information to:	All staff		
Approval requested to upload on the Treloar Website:	Yes <input type="checkbox"/> (tick if requested)		
Who is carrying out EIA?	Andrew Porter	Date of EIA?	09 07 2014
Have we shown due regard for the 9 protected characteristics within the policy/procedure?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Are all opportunities to promote equality taken within the policy/procedure?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Refer Policy/Procedure to EDI Co-ordinator for further assessment	Yes <input type="radio"/> No <input checked="" type="radio"/>		

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1. Policy/ Procedure Aim – This policy provides general guidance for the safe use of the Treloar swimming pool. It is supplemented by a suite of documents consisting of (i) the Treloar swimming pool (venue) risk assessment (ii) Treloar swimming pool normal operating plan (NOP) (iii) Treloar swimming pool emergency action plan (EAP) and (iv) Treloar swimming pool staffing matrix. The Treloar hydro-therapy pool is a different facility located at a different area of the Treloar complex and is covered by a separate policy/procedure.

2. Policy/Procedure Details

Swimming is an important skill and provides the means for students and staff at Treloar's to participate in a healthy and enjoyable exercise. The Treloar swimming pool is also available as a facility for authorized, visiting groups and external organisations operating within letting contracts at the Treloar complex.

It is important to understand however that deaths in swimming pools still occur. The risk of a fatality or serious injury is increased where children and young people are involved. The nature of students at Treloar's is such that the risk management arrangements for the use of the swimming pool have to be at a very high standard and therefore rigorous swimming pool management is essential.

Risk assessment is central to the effective management of hazards and risks associated with the swimming pool and its use. A swimming pool (venue) risk assessment and staffing matrix support this policy which should be used to provide the foundation for effective swimming pool risk management. Additional activity risk assessments will be required where deviations or specific swimming pool based activities are proposed that go beyond the range of hazards and risks identified within the scope of the venue risk assessment. Individual risk assessments are required for those with specific disabilities, complexities, needs and behavioural issues. External organisations must demonstrate an approach that mirrors the high standard required for Treloar users.

This policy does not specifically address fire hazards, water quality, infection control and maintenance or cleaning issues which are covered elsewhere.

2.1 Key Responsibilities

The Health and Safety Executive (HSE) is the enforcing authority for swimming pools in educational establishments and expects high standards in the way that swimming pools are managed particularly where children and young people are users. Where users have disabilities, the duty of care of pool operators is higher and so a higher standard of risk management is required.

The Chief Executive

The Chief Executive has overall responsibility for health and safety at Treloar's and this includes the swimming pool.

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Head of Services

The Head of Services is responsible for ensuring that the design, layout and materials used in the construction of the swimming pool complex are suitable and that the swimming pool and adjacent areas are maintained in a satisfactory condition. The Head of Services is responsible for ensuring that the swimming pool infrastructure, plant and equipment are safe. This includes ventilation systems, lighting, glazing and the provision and installation of services including electricity. The head of services must make sure that there are suitable arrangements in place to ensure satisfactory water quality, safe water and air temperatures, safe chemical storage, safe chemical use and handling plus suitable arrangements for cleaning, disinfecting, security, rescue and ancillary equipment provision, first aid equipment and effective internal and external communications systems.

The Head of Services should liaise regularly with the Treloar Swimming Pool Coordinator and other key stakeholders to ensure that water quality is suitable and the condition of the swimming pool, adjacent areas and equipment is maintained in a satisfactory condition and remains fit for purpose.

Swimming Pool Co-coordinator

The Treloar Swimming Pool Coordinator has a pivotal responsibility in ensuring that **all** swimming pool users adhere to safe practices and comply with risk control measures. The swimming pool coordinator has a range of associated responsibilities including:

- Functioning as the competent person providing a professional point of contact to oversee the use of the swimming pool and engage in regular liaison meetings with other key stakeholders including lifesavers.
- Undertaking swimming pool induction courses and relevant continuation training for users and supervisors
- Providing competent advice, guidance, information, training and instruction in the management and use of the swimming pool
- Ensuring high standards of conduct and safety are maintained in respect of the use of the pool
- Ensuring that a high standard of cleanliness and housekeeping exists in and around the pool area (including changing room areas and store rooms) is maintained at all times.
- Ensuring rescue equipment sets and first aid kits are complete and available at all times
- Ensuring emergency communications equipment is identified effectively and that it is regularly checked and tested
- Ensuring robust security arrangements are in place to prevent unauthorised access to the pool area and changing rooms.
- Ensuring that relevant checklists, pool use records, pool incident records, inventories, logs and other documents including the swimming pool risk assessment, swimming pool policy, normal operating procedure and emergency action plan are accurate and up to date.

- Ensuring effective liaison with Facilities to ensure the pool infrastructure, services, water treatment facility and integral features are maintained to a high standard
- Ensuring the means of escape in case of fire is kept clear at all times
- Ensuring high standards in respect of the application of safe systems of work and safe operating procedures with, for example, hoists and wheelchairs.
- Ensuring regular simulation exercises are carried out to assess organisational response in the event of an emergency such as a fire.
- Undertaking continuous proactive monitoring of the swimming pool area and its use and report/resolve any discrepancies, performance shortfalls, opportunities for improvement and reviewing and updating swimming pool risk assessments.

Lifesavers

All appointed lifesavers must be qualified to a recognised standard and ensure that they maintain their lifesaver competency. Lifesavers must understand how to apply the principles of effective risk management within the swimming pool environment at Treloar's. Lifesavers must have a comprehensive understanding of swimming pool procedures and know how to apply the swimming pool rules to ensure that swimming sessions are managed safely.

Lifesavers must liaise regularly with the Treloar swimming pool coordinator and other key stakeholders to ensure that a consistently high standard of pool management is maintained.

The key duties of a lifesaver are:

- To maintain a close watch over the pool and pool users and to exercise an appropriate level of control
- Communicate effectively with pool users, supervisors, colleagues and others with regard to pool management, use and safety critical instructions
- Anticipate problems and prevent accidents and near misses
- Intervene to prevent unsafe behavior or unsafe actions
- Identify emergencies quickly and take emergency action
- Carry out water rescues
- Give immediate first aid
- Supervise changing, washing and swimming sessions
- Checking communications systems, rescue equipment, housekeeping, means of escape, infrastructure condition

Outreach Department

Outreach department is responsible for engaging with external groups through a contractual process to ensure that the same high standards are maintained when the swimming pool is being used by external groups. It is essential that outreach department understands that Treloar's retains residual responsibilities for all those who use the pool and its facilities. A hire agreement must detail the standard of pool supervision. Outreach department must ensure that any conditions within the hire agreement are being adhered to through following up on concerns/complaints with the customer(s) using the swimming pool facilities.

Users, Supervisors, Assistants, Spectators

All swimming pool users, supervisors, assistants and spectators must adhere to the swimming pool procedures and safety rules as defined by safety notices, safety instructions, the Treloar swimming pool NOP and the Treloar swimming pool EAP.

They must also comply with information and instruction provided by the Treloar swimming pool coordinator and lifesavers.

An induction and explanation process must precede use of the swimming pool for all new users. Blatant disregard of Treloar swimming pool safety procedures and safety rules will not be tolerated under any circumstances. The Treloar swimming pool presents a range of risks which can only be managed effectively through strict adherence to safety rules and safety instructions.

Pool users with disabilities must be considered on a case by case basis. Individual risk assessments for users with disabilities must be thorough and include control measures focusing on:

- the specialised needs and requirements of individual users
- sufficiency of assistants/helpers in the water to provide support
- sufficiency of other assistants/helpers available to provide additional support and assistance in the event of an emergency and/or evacuation

All Treloar students in powered wheelchairs must be driven on attendant control on poolside at speed 2 or lower.

Access to the Treloar swimming pool complex must be strictly controlled when the pool is in use and also when the pool is not in use. This is a strict requirement in order to prevent unauthorized access and to ensure security. During swimming pool sessions, lifesavers have overall responsibility for pool area security and wheelchair movements.

3. Implications of Policy/Procedure

3.1 Training Requirements

It is a strict requirement that only suitably qualified, competent individuals can lead on, manage and supervise the facilitation of Treloar swimming pool sessions. Those who are supporting and assisting the facilitation of swimming pool sessions must also understand and be able to apply the principles of safe pool operation.

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Staff and contractors who have a responsibility for the maintenance, testing, servicing and repair elements of the swimming pool complex and associated plant, machinery and equipment (including water quality checks and water quality improvement) must also be competent. The responsibility for the management and coordination of this particular function lies with the Head of Services.

Appropriate training for lifesavers, pool activity leaders and supporting staff is critical and must be suitable to meet all safety requirements. All managers, supervisors and assistants involved in the management of the Treloar swimming pool and Treloar swimming pool activities must be competent to perform their role. Treloar's will provide training opportunities, experiential learning and supervision to support the process of achieving and maintain competency but individuals must also take a degree of ownership in this process.

Training will be planned on the basis of suitable and sufficient risk assessments and training programmes agreed between the Treloar swimming pool co-ordinator, key managers and the Treloar training manager.

Line managers must engage with their staff to ensure that competency is maintained and that qualifications remain current and up to date.

The training framework will focus on:

- Swimming pool induction
- Moving and handling techniques for students within the swimming pool environment
- Moving and handling techniques for equipment within the swimming pool environment
- Lifesaver training leading to an approved qualification
- First aid training
- Site specific training covering the NOP, EAP and Fire policy, hoisting equipment, emergency evacuation slip mats, etc.

The Treloar Swimming Pool Coordinator, lifesaver and first aiders must also be competent and hold a current nationally recognised qualification commensurate with their role.

Staff, contractors and others who believe that they do not possess the competence to fulfil specific tasks must not proceed with the task(s) but must discuss the matter with an appropriate manager.

External groups seeking to use the swimming pool must satisfy nominated Treloar outreach contacts that they can manage, supervise and control swimming pool sessions using suitable qualified and competent representatives in accordance with the Treloar swimming pool staffing matrix. **This is a strict requirement for all hire agreements and general external use. The Treloar Swimming Pool Coordinator must maintain proactive and professional involvement with relevant stakeholders to assist in ensuring that the highest standards of swimming pool use are upheld.**

Outreach department must gain assurances that external groups have arrangements in place to ensure that managing, supervising and supporting staff or representatives are competent to organise and safely manage sessions in the Treloar swimming pool (see Appendix 1).

3.2 Concerns, Questions and Suggestions for Improvement

If a Treloar staff member or student has any concerns or questions about how the Treloar swimming pool is being managed or used, they must inform the Swimming Pool Coordinator, Health and Safety Manager or the Head of Services as appropriate to the precise nature of the concern or question.

Treloar's actively seeks continuous improvement. Any suggestions or ideas about improvement are encouraged and should be forwarded to the Treloar swimming pool coordinator.

External groups/ users must liaise with their nominated outreach contact.

3.2 Communication Requirements

How will the Policy/procedure be communicated:	Sharepoint	
Who will ensure the above communication is carried out::	PA to Finance and Resources Director	
Do the changes made to this policy/procedure affect any other policies/procedures? If yes, has this been communicated to the policy/procedure author/owner	No.	

3.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact Jo Cox at jo.cox@treloar.org.uk

3.4 Other Implementation Requirements

This policy must not be read in isolation. It forms part of a suite of documents which provide the framework of a safe system for the operation and use of the Treloar swimming pool.

The Treloar swimming pool document suite also consists of:

- Treloar swimming pool venue risk assessment (plus any activity/individual risk assessments)
- Treloar swimming pool Normal Operating Plan (NOP)
- Treloar swimming pool Emergency Action Plan (EAP)
- Treloar swimming pool staffing matrix

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The Treloar fire policy is also a related document and must be considered in association with the above suite.

4. Monitoring and Review

The Treloar Swimming Pool Coordinator, lifesavers and the Head of Services have a pivotal role in ensuring continuous proactive monitoring and the review of the Treloar swimming pool and its use, adjacent areas and their use.

The Health and Safety Manager also has a role in monitoring standards and in ensuring standards are maintained.

Where deficiencies or opportunities for improvement are identified a, proportionate, risk based approach should be taken to make improvements in consultation with appropriate managers.

Arrangements detailed within the NOP and the EAP must be subject to continuous assessment and evaluation and emergency simulations carried out to test or validate procedures. The Treloar Swimming Pool Coordinator will lead on the testing and validation of emergency procedures (using emergency evacuation slide sheets when appropriate).

The Head of Services must regularly review and monitor arrangement that are in place to maintain water quality, services and the swimming pool complex structure.

Managers must ensure that all accidents and near hits are recorded and investigated in order to identify immediate causes and underlying causes and take corrective action. Accident investigation (or reactive monitoring) is a positive process and is essential to support continuous improvement.

Senior managers (in liaison with the Treloar Swimming Pool Coordinator) should ensure that effective arrangements are in place for auditing the Treloar swimming pool complex and its use.

5. Links to other related policies, procedures or documents (internal)

- HS01 Health and Safety Policy Statement
- HS02 Fire Policy
- HS04 Risk Management Policy
- HS06 Accident Reporting Policy

- Treloar swimming pool venue risk assessment.

- Treloar swimming pool Normal Operating Plan (NOP).
- Treloar swimming pool Emergency Action Plan (EAP).
- Treloar swimming pool staffing matrix.

6. Further sources of information (external)

- Managing Health and Safety in Swimming Pools HSG 179 (third edition) published by the Health and Safety Executive

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- HSE website <http://www.hse.gov.uk/>
- Amateur Swimming Association <http://www.britishswimming.org/>
- British Swimming Coaches and Teachers Association <http://www.bscta.com/>
- The Physical Education Association of the United Kingdom <http://www.pea.uk.com/>
- Royal Lifesaving Society <http://www.lifesavers.org.uk/>
- Royal Society for the Prevention of Accidents <http://www.rospa.co.uk/>
- Sports Coach UK <http://www.sportscoachuk.org/>
- Swimming Teachers Association <http://www.sta.co.uk/>
- A site where you can ask questions <http://www.sportlinkuk.co.uk/>
- A useful site for other links www.education.ed.ac.uk/swim/links.html

7. References

- Managing Health and Safety in Swimming Pools HSG 179 (third edition) published by the Health and Safety Executive

8. Definitions

Normal Operating Plan – abbreviated ‘NOP’. This sets out the way in which the Treloar swimming pool is operated on a daily basis. It includes details of the pool layout, responsibilities, supervision, admission arrangements, communications, rules, clothing, hygiene, access, rescue equipment.

Emergency Action Plan – abbreviated ‘EAP’. This provides specific instructions on the action to be taken in the event of an emergency

9. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Page/para No.	Brief description of the change(s)	Change made by	Date
HS 05 issued September 2010	Complete revision and re-write	Andrew Porter	24/07/14
08 01 15	Amendment to swim load capacity for external groups on staff matrix	Andrew Porter	08/01/15

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Page 5 & 7	Clarification of responsibilities of the Outreach department Clarification of communication responsibility	Terri Lazzari Jana Owens	26/03/2015 26/03/2015
Page 2 & 7	Minor amendments to wording of CE responsibility and swimming pool coordinator	Andrew Porter	07 04 15
Page 1 & 5	Deletion of references to Health and Safety Manager. Responsibilities are covered elsewhere.	Jeremy Curtis	28/28/16

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Appendix 1

Hire of Treloar Swimming Pool to outside organisations: checklist of points for inclusion in contracts

- Information on numbers participating and their swimming skills/abilities
- Name of hirer's representative(s) who will be in charge of the group
- Numbers and skills/qualifications of lifesavers to be present during swimming sessions and how these lifesavers are to be provided
- Hirer to be provided with copies of relevant documentation such as staffing matrix, Treloar venue risk assessment NOP, EAP.
- Specific agreement on the respective responsibilities of the pool operator (Treloar's) and the hirer for action in the event of an emergency. A distinction must be drawn between emergencies arising from the activities of the group using the pool and other emergencies that are the responsibility of Treloar's such as structural emergencies or power failures
- Information about swimming pool rules and standards of behavior and enforcement
- Information and advice about safety for participants (such as avoiding alcohol consumption and food consumption prior to a swimming session)
- Information about access, key management, security, administration, feedback, suggestions for continuous improvement.

POLICY IMPLEMENTATION

Policy/Procedure Communication and Implementation Action Plan		
	Action	Responsibility
1	Ensure that all managers, employees and volunteers have access to the Swimming pool policy & procedure.	Treloar Leadership Team
2	Train all managers in the implementation of the policy and related procedures.	Human Resources Director (delegated to Training Manager)
3	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Training Manager
4	Ensure that all staff and volunteers have access to the related procedures.	All Managers
5	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

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Treloar's Swimming Pool Staffing Matrix

Effective from 1st August 2014

PLEASE NOTE THAT WHERE REFERENCE IS MADE TO DISABLED USERS THIS INCLUDES PHYSICAL, EMOTIONAL, BEHAVIOURAL AND/OR LEARNING DIFFICULTIE

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Treloar Student Swimming Matrix

Type of Group/User	Maximum number of disabled users in pool	Maximum number of able bodied support staff in pool	Maximum total number of users in pool	Minimum number of qualified lifesavers	Additional Notes
Treloar School Student National Curriculum Class	1 to 5	1 to 5	1 to 10	1	At least one additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency. Individual student swimming assessment staffing requirements as determined by Physiotherapy must be adhered to.
	6 to 10	6 to 10	11 to 20	2	
Treloar Kayaking Class School & College Students	1 to 3	2 to 7	1 to 10	2	Kayaking must be subject to specific activity risk assessments. At least one additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency.
Treloar Swim Squad Training School & College Students	1 to 10	1 to 5	1 to 10	1	At least one additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency.
			11 to 15	2	
College Students Voluntary Swim Session	1 to 5	1 to 5	1 to 10	1	At least one additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency. Individual student swimming assessment staffing requirements as determined by Physiotherapy must be adhered to.
	6 to 10	6 to 10	11 to 20	2	

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Treloar Staff Swimming Matrix

Type of Group/User	Maximum number of disabled staff in pool	Minimum number of able bodied staff in pool	Total maximum number of staff in pool	Minimum number qualified lifesavers	Additional Notes
Treloar Staff Swimming	0	3	5	1	<p>Users must be over 18 and must participate in pool induction prior to use. Where there is one or more disabled swimmer at least one competent and able bodied adult must remain poolside during the session to assist in the event of an emergency.</p> <p>Able bodied swimmers must demonstrate capability to swim at least five lengths using one of the recognised strokes without stopping or using flotation devices.</p> <p>Able bodied swimmers must be able to swim under the surface to the bottom of the deep end and back to the surface in one attempt.</p> <p>Users who have disabilities and/or behavioural issues must to subject to specialised risk assessment.</p> <p>Sessions cannot take place with less than three swimmers present at the same time. Lone swimming and swimming as a pair only is not permitted.</p> <p>Maximum number of staff users permitted without a lifesaver is five.</p>
	3 to 5	0	5	1	
	3 to 5	3 to 5	10	1	
	1 to 5	6	12	2	

Treloar Private Hire Matrix

Type of External Group/User	Maximum number of disabled users in pool	Maximum number of able bodied support staff in pool	Maximum total number of users in pool	Minimum number of qualified lifesavers	Additional Notes
Disabled swimmers	1 to 5	1 to 5	1 to 10	1	<p>At least one competent and able bodied adult must remain poolside during the session to assist in the event of an emergency.</p> <p>All swimmers requiring 1:1 support must provide own assistance.</p>
	6 to 10	6 to 10	11 to 20	2	
Able bodied swimmers	0	0	1 to 12	1	<p>At least one competent and able bodied additional adult must remain poolside during the session to assist in the event of an emergency.</p>
	0	0	13 to 30	2	

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Treloar's Swimming Pool

Normal Operating Plan

Effective 1st August 2014
Reviewed 1st February 2017

Holybourne, Alton, Hampshire, GU34 4GL

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This document is categorised as the Normal Operating Plan (NOP) and serves as an operational guide to the use of Treloar's swimming pool.

It must be read and understood by lifesavers, pool activity supervisors, assistants and supporting staff. Outreach managers must also understand its relevance and application with regard to external users.

Swimming and swimming pool based activities are recognised as highly beneficial for learning, developing and maintaining important life skills. However, the swimming pool is also a facility that can present a range of hazards and risks and it is essential that the consideration of safety and sensible risk management is at the core of all activities associated with its use.

Treloar's strives to achieve the highest possible standards in safety but this relies on individuals, groups, supervisors and managers taking a proactive approach to safety and complying with safe systems of work, safety procedures, safety rules and safety regulations.

In short, **everyone who has an association with the Treloar swimming pool has a role in ensuring high safety standards are applied in a consistent manner.**

Operation of the Treloar swimming pool presents different hazards and risks which must be continuously controlled, communicated, emphasised, reinforced, monitored and reviewed.

A history showing an absence of accidents, damage, defects, injuries and near hits **is not** necessarily an indicator that a swimming pool complex is being managed effectively and so continuous vigilance and attention to detail is essential to ensure that Treloar's swimming pool is used safely, sensibly and effectively at all times.

This NOP must be read in conjunction with the **Treloar swimming pool document suite** consisting of:

- ❖ Treloar swimming pool policy (HS 05)
- ❖ Treloar swimming pool **venue** risk assessment (plus any associated activity and/or individual risk assessments)
- ❖ Treloar swimming pool emergency action plan (EAP)
- ❖ Treloar swimming pool staffing matrix

The Treloar fire policy has a direct link with these documents and should also be read and understood in conjunction with the Treloar swimming pool document suite.

LEGISLATION

The Health and Safety at Work Act etc. 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 place general obligations on pool operators such as Treloar's.

These include ensuring that:

- the swimming pool installations, equipment, machinery and plant are safe
- the swimming pool complex and infrastructure is safe,
- safe systems of work and safe ways of using the swimming pool are in place
- swimming pool information, instruction, training and supervision is in place
- the swimming pool complex and swimming pool activities are subject to a suitable and sufficient risk assessment and control measures arising for this process are proportionate and effective

This NOP is produced as a direct requirement of the risk assessment process and general and specific health and safety legislation. This NOP provides details relating to how the swimming pool should be run on a daily basis and reflects the requirements detailed in the Health and Safety Executive publication 'Managing Health and safety in Swimming Pools' HSG 179 (published 2003, amended in 2013).

In addition, the NOP has also been developed from the following:

- contributions and feedback from those who have responsibilities associated with the use of the Treloar swimming pool and on work associated with the swimming pool complex, equipment, services and installations
- risk assessments of the swimming pool complex and pool activities

The NOP is a 'live' document, and as with the remainder of the swimming pool document suite, should be kept under continuous review and updated when necessary. **A formal review of the complete document suite must take place at least annually.** The Treloar Swimming Pool Co-ordinator must lead on this.

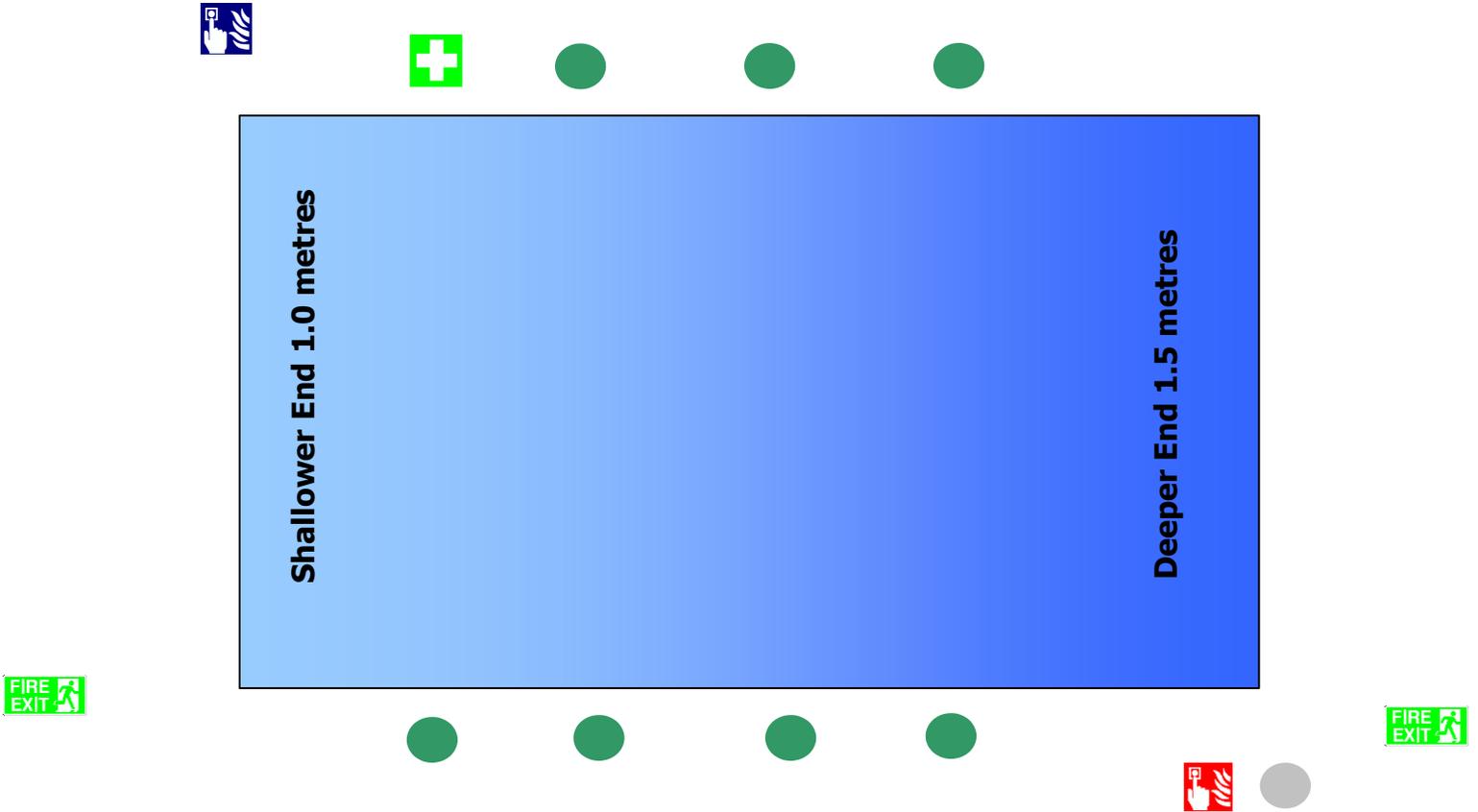
Treloar's has a duty of care to all users of the swimming pool. The duty of care applies to visitors, staff, contractors and students and will vary according to specific contracts with external users.

It is essential to understand that the duty of care needs to be greater in respect of children and especially children with disabilities.

Contents:

- Outline Plan of Treloar Swimming Pool
- Pool Dimensions
- Responsibilities and Supervision Lines
- Treloar Swimming Pool Safe System of Work – Key Elements
- Maximum Number of Users and Lifeguard Ratios
- Treloar Staff Use of Swimming Pool
- General Swimming Pool Supervision
- General Admissions
- Disabilities
- Communicating with Swimming Pool Users
- General Poolside Rules
- Pool Supervision
- Clothing and Footwear
- General Hygiene
- Access
- First aid
- Pool Rescue Equipment

Outline Plan of Treloar Swimming Pool



Water level and water quality is monitored by Facilities and adjusted when appropriate.
 A gradual slope starts (from a line marked) in the shallower section towards the deeper end

Key:



Emergency Telephone



First Aid Kit



Fire Alarm



Grab Bag



Rescue Equipment



Fire Exit

Additional first aid and spillage kits located in changing area. Grab bag in changing area by back door/second fire exit.

Pool Dimensions

Length	17 metres
Width	6 metres
Shallowest depth	1.0 metres
Deepest depth	1.5 metres
Surface water area	102 square metres
Ideal water temperature (for Treloar purposes)	35°C – 37°C

The swimming pool is ordinarily available for use 0800 to 2100 during term time and by arrangement during non-term time.

Responsibilities and Supervision Lines

The Head of Services has a responsibility for the fabric, installations, services and equipment associated with the swimming pool complex. Outreach managers and other nominated Treloar representatives have a responsibility to ensure that, where external groups propose to use the swimming pool, there are satisfactory arrangements for the safe management, supervision and use of the swimming pool.

At Treloar's, the individual who is responsible for supervising a pool based activity must liaise with the Treloar Swimming Pool Coordinator to gain access to the swimming pool complex. This individual must completely understand and accept the rules and operating procedures as set out within the Treloar swimming pool document suite.

The individual responsible for supervising a session must ensure that all swimming pool signs, rules and procedures are observed and adhered to by users. This individual must ensure that hoists are checked and functioning safely and effectively, if required. They must liaise effectively with designated lifesavers to ensure that all pre use and post use checks are completed and they must check to ensure that all assistants, supporters, users and spectators understand their responsibilities and adhere to them.

Treloar Swimming Pool Safe System of Work – Key Elements

The Treloar safe system of work for the use of the swimming pool consists of the following supporting documents:

- Venue risk assessment (swimming pool complex) with resulting risk control measures
- Activity risk assessments with resulting risk control measures
- Individual risk assessments with resulting risk control measures
- Staffing matrix
- Swimming pool rules
- Lifesaver and session supervisor pre-use and post-use checklists
- Competent lifesaver supervision
- Competent supervisor, assistant and supporter arrangements
- Inspection, repairs, testing, maintenance and installation within the Treloar swimming pool complex by competent staff and competent contractors

The documents that underpin the safe system of work are 'live'. That is, they are subject to continuous monitoring and review and should be reviewed, revised and updated to reflect changing circumstances.

Maximum number of Users and Lifesaver Ratios

The Treloar staffing matrix provides detail relating to user numbers, lifesaver provision and supervision/support levels and must be adhered to (external groups seeking to hire/use the Treloar swimming pool must **also** adhere to the staffing matrix).

Treloar Staff Use of Swimming Pool

Designated, timetabled sessions are set when Treloar staff may make use of the Treloar swimming pool.

To ensure the safety of individuals at all times, staff must adhere strictly to the requirements detailed within the Treloar swimming pool document suite.

Staff seeking to use the swimming pool during the designated times must be over the age of 18 and must participate in the pool induction process to the satisfaction of the Treloar Swimming Pool Coordinator prior to use.

Staff must demonstrate an ability to swim at least 5 lengths of the pool using one of the recognized strokes without stopping or use of floatation devices.

Staff must be able to swim under the surface of the water to the bottom at the deep end and back to the surface in one attempt.

Disabled staff members wishing to use the pool must be subject to a risk assessment by their line manager and the Treloar swimming pool coordinator. Where appropriate, a multi-disciplinary approach should be taken.

Staff using the pool on those occasions when it not essential to have a lifesaver in attendance must ensure that the facilities are left in a safe, clean and tidy condition. This includes making sure that all equipment is restowed and replaced in allocated locations. Staff users must also ensure that the swimming pool complex is secured effectively prior to vacating the complex. **This is a critical safety control measure and must be strictly adhered to.**

General Swimming Pool Supervision

Swimming pool sessions must be supervised in accordance with the Treloar staffing matrix. The matrix specifies minimum staffing levels. Activity risk assessments for specific swimming pool sessions must also be developed to identify any additional staffing/support requirements depending on the nature, complexity and needs of users.

The Treloar Swimming Pool Coordinator must ensure that Treloar groups proposing to use the pool have undertaken suitable and sufficient activity and individual risk assessments appropriate to the intended use and the risks presented by that use.

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Outreach services must obtain assurances that external group organisers have undertaken suitable and sufficient activity risk assessments (and individual risk assessments when appropriate) relating to the intended use and the risks presented by that use.

Activity risk assessments must address significant hazards and identify appropriate control measures taking account of:

- Pool design, structures and features, including access to the pool
- Ages, abilities and numbers of users
- Hazards associated with each session type
- Hazards to staff, organisers, supervisors, assistants, spectators and supporters
- The possibility of inadequate or inappropriate supervision
- Disabilities, behavioural and health problems
- The possibility of alcohol consumption or food prior to swimming
- Youth and inexperience (half of those who drown are under the age of 15)
- Weak or non-swimmers straying out of their depth
- The possibility of diving into insufficient depth of water (leading to head or spine injury)
- Unruly behaviour and misuse of equipment
- The possibility of the absence of, or inadequate response, in an emergency.

Individual risk assessments must highlight hazards and risks associated with individuals who have specific disabilities, complexities, behaviours and needs. For Treloar students, this will usually involve a multi-disciplinary team approach.

General Admissions

Persons intoxicated by **alcohol or drugs** or who are not in sufficiently good health must not enter the swimming pool complex. Swimming pool session supervisors and/or lifesavers must refuse admission where there is doubt about an individual's capability to use the swimming pool safely.

Current or **recent illness** including respiratory problems, infections, digestive upsets and rashes are indications against participation

Any person with a recent history of **diarrhoea** should not be permitted to swim.

Food and/or drink (other than water available from the water machine or contained in plastic water bottles for rehydration) must not be brought onto the poolside or consumed on the poolside

Children under the age of 8 years must be accompanied by a parent, legal guardian or other person aged at least **18** years. This person must directly and adequately supervise under 8s at all times. (For Treloar students this will be normal procedure but external groups must ensure strict adherence to this safety rule)

Babies, small children or toddlers **must not be left unsupervised** in carriers or pushchairs on the side of the pool ((For Treloar students this will be normal procedure but external groups must ensure strict adherence to this safety rule)

Swim nappies **must be worn by all children who are incontinent** or not dry throughout the day. Standard type nappies are not suitable.

A familiarisation/induction session should be provided for all users. Lifesavers and supervisors responsible for these sessions must ensure that participants demonstrate a suitable understanding as to the behavioural and safety standards required.

Disabilities

Treloar students must always be subject to a suitable and sufficient individual risk assessment to ensure effective control measures are in place prior to a swimming session. Risk assessments must be endorsed and authorized by managers at an appropriate level.

Treloar staff that have disabilities must always be subject to a suitable and sufficient individual risk assessment to ensure effective control measures are in place prior to a swimming session. Risk assessments must be endorsed and authorized by managers at an appropriate level.

External users who have disabilities and/or behavioural issues must always be subject to a suitable and sufficient individual risk assessment to ensure effective control measures are in place prior to a swimming session.

Wheelchair users must always be subject to a specialised risk assessment to determine the most appropriate system for managing wheelchair access and use within the swimming pool complex (at Treloar's the lead on this is Occupational Therapy). This will be on a case by case basis. Particular care must be taken to identify the most appropriate power settings and support arrangements for those in powered chairs to ensure that users are not at risk of entering the water whilst in a wheelchair. At all times that wheelchair users are not mobile within the swimming pool complex, brakes must be applied. Session supervisors, assistants and lifesavers must proactively monitor this stipulation.

Users with **uncontrolled epilepsy** should be risk assessed for:

- the type, severity and frequency of seizures
- the presence or absence of warning signs
- known trigger factors, (e.g. cold water, stress, excitements, noise or dazzling lights on the water surface)

Advice, support and guidance relating to the use of the swimming pool can be obtained from the Treloar swimming pool coordinator but it must be understood that many risk assessments will require a multi-disciplinary approach.

Communicating with Swimming Pool Users

Effective supervision of the Treloar swimming pool requires effective communications between lifesavers and users and between lifesavers and those who are supervising, assisting and supporting a pool based activity.

A lifesaver's posture, appearance, facial expressions and gestures communicate all kinds of messages. A friendly, firm and professional manner will usually elicit the most positive response.

When interacting with users, lifesavers should adhere to the following good practice:

- maintain an air of approachability
- establish eye contact
- be courteous but firm
- give reasons for any warning or instruction as appropriate
- avoid inappropriate language
- remain calm and in control
- maintain an awareness of the complexity and needs of users with disabilities and/or behavioural issues.

All lifesavers must carry a whistle to gain attention from users who may be acting in a dangerous or inappropriate manner, as well as for highlighting an emergency situation.

The use of the whistle should be as follows:

One short blast:	Draws the attention of a user
Two short blasts:	Draws the attention of another lifesaver
Three short blasts:	Indicates that a lifesaver is taking emergency action
One long blast:	Signals that the pool is to be cleared (all users)

Lifesavers must provide effective swimming pool supervision without compromising pool safety. If, during a pool session, a user has an extended enquiry, comment or complaint, lifesavers must position themselves to ensure the user does not restrict vision of the supervision zone and request that contact is made with an alternative staff member to deal with the point as appropriate.

General Poolside Rules

- diving is not permitted under any circumstances
- no smoking
- no eating, drinking or chewing gum
- no running
- no fighting, pushing or throwing bathers
- no ducking
- no bombing, spins, somersaults, seat drops, running, jumps / jumping over other swimmers etc.
- no gymnastics or acrobatics

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- no petting
- no loose jewellery should be worn
- no face masks or snorkels unless authorized by a lifesaver during pool sessions
- no excessive underwater swimming or hyperventilation ('hyperventilation' does not increase oxygen but reduces carbon dioxide which would otherwise stimulate breathing - this can cause bathers trying to swim distances underwater may lose consciousness without warning)

For certain sessions, lifesavers and/or session supervisors have the flexibility to stipulate supplementary rules based on risk assessment.

Pool supervision

The key functions of the lifesaver whilst supervising pool sessions are to:

- carry out appropriate swimming pool pre-use and post-use checks (including communications equipment, first aid kit, rescue equipment, fire exits, housekeeping, etc.)
- maintain a close watch over the pool and pool users, exercising an appropriate level of control at all times
- remain on the poolside at all times whilst the pool is in use
- communicate effectively with pool users, staff, assistants, supporters and spectators and other lifesavers
- be alert and be seen to be alert
- anticipate problems and prevent accidents and near hits
- intervene to prevent unsafe behaviour
- identify emergency situations quickly and take appropriate action
- effect a rescue from the water
- give immediate first aid to any casualty
- enforce the pool rules and admissions policy
- be punctual
- carry out regular user 'head counts'
- conform to appropriate standards of attire
- ensure appropriate levels of security and access
- fully understand and know how to apply the contents of the suite of documents relating to the Treloar swimming pool including risk assessments, the staffing matrix and the emergency action plan.

Whilst supervising the pool, lifesavers must not:

- take part in prolonged social conversations
- allow their attention to be distracted from complete pool supervision
- leave the poolside or leave their area of supervision unattended

Prior to undertaking their role, Treloar lifesavers must successfully complete a nationally recognised accredited pool lifesaver qualification and consistently demonstrate lifesaver skills covering lifesaver theory, water skills, first aid and resuscitation to an agreed standard prior to appointment. For Treloar staff, this standard will fully consider and take account of

the needs of individuals with a range of disabilities, complexities, needs and behavioural issues.

In order to perform the duties effectively, lifesavers must maintain competency and fitness to be able to perform their duties at all times. In particular, lifeguards must:

- be physically fit, have good vision and hearing, be mentally alert and self-disciplined
- be strong, able and confident swimmers
- maintain a current, nationally recognised pool lifeguard qualification
- attend and successfully complete periodic lifesaver competency assessments (for Treloar lifesavers, competency assessments must be organized by the Treloar Swimming Pool Coordinator)

Lifesavers must be able to perform the following basic fitness test at any time:

- swim 100 metres without stopping
- surface dive to the deepest part of the pool
- climb out of the pool unaided, without using steps or ladder

Treloar lifesavers must alert the Treloar Swimming Pool Coordinator and their line manager if they have any medical condition (including any medication which might impair concentration or alertness) which may affect their ability to perform their duties.

Outreach managers or other nominated Treloar representatives must satisfy themselves that lifesavers, supervisors, assistants and supporters from external groups and organisations wishing to use the swimming pool complex are competent to do so. This is a strict requirement, essential for the safe management and use of the swimming pool complex

Clothing and Footwear

When poolside, supervisors, assistants and others must wear freshly laundered, clean comfortable clothing that is appropriate and which enables freedom of movement.

To assist in preventing contamination and infection, disposable overshoes must be worn at all times that staff are required to operate from the areas adjacent to the swimming pool. A supply of consumable overshoes is wall mounted, located on the right hand side when entering the swimming pool complex via the main swimming pool door leading from the changing rooms.

Supporting staff and/or supporting assistants must wear appropriate swimming attire that is consistent with safety expectations, cultural expectations and which projects an appropriate image. Swimwear which is overly revealing in its design and/or has unacceptable degree of transparency is not appropriate.

Tee shirts and shorts can be permitted in the swimming pool for comfort. Indeed, male support staff/assistants are encouraged to wear tee shirts.

To assist in preventing infection, all clothing worn in the swimming pool environment must be washed effectively after use. To reduce confusion over ownership, items of clothing should be marked / identified effectively.

General Hygiene

The chewing of gum or the consumption of food and drink (other than drinking water) in the swimming pool complex is not permitted.

Prior to entry into the water, users should make use of the toilet, wash their hands and shower thoroughly.

Those seeking to use the swimming pool with fungal infections, wounds and related conditions must refrain from doing so until professional medical advice stipulates otherwise.

Treloar staff must use medical gloves (provided within the swimming pool complex) for specific care needs of students.

Cleaning substances and any related hazardous substances must be kept in the designated secure locker and kept secured at all times.

Body fluids should be disposed of effectively using prescribed procedures (e.g. by using contents from the body fluid box and appropriate personal protective equipment). Spillage kits are allocated in the changing room and on pool side. Facilities must be notified if there are removal or disposal difficulties.

Changing room bins for clinical waste must be emptied after each session and secured using cable ties from the care supply locker. Yellow bags must then be placed into the large clinical waste bin outside the changing room fire exit next to Allan house (the key pad lock code can be obtained from Facilities)

After each session used Treloar towels are placed into the blue bin located in the changing area. (On Tuesdays and Fridays, towels are placed outside to be collected and replaced with clean ones)

Soiled Treloar towels must be placed into a red bag then into the blue towel bin.

External groups must comply with these stipulations as far as is reasonably practicable by adhering to Treloar rules and by providing their own arrangements to the satisfaction of Treloar outreach managers.

Changing Rooms and General Equipment for Treloar students

There are seven changing rooms in total.

- Those numbered 3,4,6,7 and 8 are provided with showers.
- Those numbered 2, 3 and 4 have toilets installed.
- Changing room 1 is a changing room without a toilet or shower.

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- Changing rooms 1 and 2 are situated on the left hand side, on entering the complex from the main corridor.
- Changing rooms 3,4,5,6 and 7 are situated on the left hand side of the complex, as viewed from the pool side door.
- There are red alarm cords in changing rooms 3,4,5,6 and 7. A hoist track runs through the changing room area to the pool side to assist students entering and exiting the pool. Hoists are kept on their charging points in changing room 3 +7. These must be replaced to ensure effective re-charging.

There are five beds available for use. Two beds are located in the main changing area with moveable bed sides. There are two shower beds with moveable bed sides situated the on pool side. There is also one shower bed located in changing room 7. Curtains are used for the pool side beds at all times whilst a Treloar student is undergoing changing or personal care. Mobile screens are used for privacy in the main changing area where other beds are located.

Access

When the swimming pool complex is **not in use** it must remain locked to prevent unauthorized access. When the swimming pool complex is **in use**, arrangements must be in place to ensure that unauthorized visitors are not able to gain access. This is essential for security and to maintain an appropriate level of safety for users.

First aid

Those holding a current National Pool Lifeguard Qualification (NPLQ) are able to give immediate first aid in the event of an injury to a swimmer or other emergencies, in accordance with their training. Whilst Treloar's is functioning normally (e.g. during term times, there is a network of first aiders available).

Outreach managers or nominated Treloar contacts must be satisfied that external groups proposing to use the swimming pool complex provide a suitable and sufficient first aid provision.

The following are important to note:

- A fully-equipped Treloar First aid kit is located poolside as marked on the outline plan and there is also a first aid kit in the changing area . These should be checked daily by lifesavers for contents and replenished as necessary.
- Defibrillators are located at strategic locations on the Treloar site. Treloar lifesavers and lifesavers from external organisations and groups should familiarise themselves with the location of the nearest unit(s).

Pool Rescue Equipment

The following rescue equipment is available by the poolside:

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- 2 Throw Ropes
- 3 Lifebuoys
- 1 Reach Pole
- 4 Emergency evacuation slide sheets

All pool rescue equipment **must** be checked daily for functionality, defects, damage, condition and readiness by competent lifesavers.

Session supervisors must ensure that emergency evacuation slide sheets can be used safely and effectively by supervising staff and assistants in the event of an emergency. Session supervisors should liaise with the Treloar Swimming Pool Coordinator to confirm safe techniques and to organise emergency practice simulations as appropriate to the needs of a particular group.

RISK ASSESSMENT

Subject:	Venue Risk Assessment. Treloar Main Swimming Pool.		
Completed by:	Zoe Coltart	Date:	08 April 2014
Authorised by: (line manager)	Helen Goodenough	Date:	08 April 2014
Further reference:	*'Lifesaver' refers to all staff who have completed 'The National Rescue Award for Swimming Teachers & Coaches' Treloar Swimming Pool Normal Operating Plan (NOP) Treloar Swimming Pool Emergency Action Plan (EAP) Treloar Swimming Pool Staffing Matrix Treloar Swimming Pool Policy HS 05. Treloar Fire Policy	Assessment Review (frequency or date):	Revised on- 1st February 2017 Review- 1st February 2018
		Assessment Ref:	V-onsite-swimpool-04
Competent Person:	Zoe Coltart		

HAZARD IDENTIFICATION AND CONTROLS

Hazard plus who could be affected	Control measures in place	Additional controls required	Completed ✓
Slippery floor in changing room area.	Anti-slip floor in individual changing room cubicles. Anti-slip mats, squeegees, adequate lighting, pre-use checks/briefing by lifesaver.		
Lockers-open doors & sharp edges.	Adequate lighting, housekeeping checks by lifesaver, pre-use briefing by lifesaver to keep lockers shut and secure.		
Showers-scalding from hot water.	Thermostatic controls fitted. Pro-active monitoring by Facilities staff and supervising staff.		
Showers-infection from Legionella bacteria.	Treloar Legionella policy/procedure. System water treatment programme by external contractor.		
Infection (e.g fungal infection)	Pre-use briefing by lifesaver (users with existing fungal infections or similar are prohibited from entering swimming pool. No unprotected outside footwear to be worn on pool side areas. Where outside footwear is permitted, plastic footwear protective covers must be worn.		
Infection/contamination caused by open wounds.	Wounds to be sealed by effective protection methods. Pre-use brief by lifesaver. Users with obvious unsealed wounds must be addressed or prohibited.		
Medical emergency in changing room/changing area.	Pre-use brief by lifesaver. Warning/alert systems installed within individual changing rooms. Lifesaver qualified emergency first aid procedures. Pre-use check by lifesaver to test emergency communications method for contacting external emergency services. Dial 9999 from yellow phone for		

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	<u>emergency services.</u>		
Power failure, loss of lighting in changing room area and swimming pool area.	Treloar emergency power supply generator. Emergency lighting units installed in swimming pool area. Pre use briefing by lifesaver. Hand held torches can be found in the grab bags.		
Storage of showering platforms/shower chairs/slings (potential for trips, falls, impact injuries)	Pre use briefing by lifesaver, adequate illumination, and effective housekeeping checks by pool supervising staff.		
Fire.	Pre use briefing by lifesaver. On actuation of fire alarm, pool users to vacate pool & assemble adjacent to fire exit located at the deep end of the pool or in changing area & prepare to evacuate. Emergency lighting installed. Fire fighting equipment installed. Treloar fire risk assessment/policy. Assembly area confirmed by lifeguard prior to commencement of swim session. Communication system for calling external emergency services & internal responders to be tested & confirmed prior to commencement of session. Grab bags (containing foil blankets, torches) installed adjacent to fire exists to be taken by supervising staff.		
Use of hoist equipment.	Competent Treloar staff trained in use of equipment. Pre use familiarisation for visitors prior to pool use.		
Unauthorised access to pool area.	Internal doors to swimming pool to be locked at all times when the pool is unattended by a qualified lifesaver.		
Slips, trips & falls poolside.	Adequate lighting, pre-use checks by lifesaver, 'no running' signage installed, squeegees, pre use briefing by lifesaver.		
Consumption of food & drink by users prior to pool use.	Pre-use briefing by lifesaver. Users are prohibited from entering pool under the		

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	influence of alcohol. Users are prohibited from swimming at <i>least</i> 30 to 60 minutes after a heavy meal. Consumption of cold water from Treloar drinking water dispenser located by internal door is permissible.		
Consumption of food & drink by users during pool use.	Consumption of cold water from Treloar drinking water dispenser located by internal door is permissible. No other food or drink consumption is permitted unless strictly controlled by carer/assistant.		
Pool entry & egress via fixed steps.	Pre-use check of handrail by lifesaver. Adequate lighting. Pre use brief by lifesaver. Non-independent users to be assisted by staff/carers as appropriate to individual care plans.		
Varying pool depth/gradient 1 metre-1.5 metres.	Depth signage in place. Pre use briefing by lifesaver. Treloar lifesaver qualified to undertake rescues at specified pool depth. Rescue aids, including throw rope, rescue poles, buoyancy aids. Adequate lighting. Lifesaver supervision.		
Inappropriate/unsafe behaviour of users (e.g. running, horseplay)	Pre use briefing by lifesaver. Lifesaver supervision. Warning signage.		
Chemical leak (e.g. water treatment chemical(s))	Proactive monitoring programme in place. Pre use check by lifesaver. Pre use brief by lifesaver. Evacuation as per fire procedure. Communication system for calling external emergency services & internal responders to be tested & confirmed prior to commencement of session.		
Pool contamination by users.	Pre use brief by lifesaver. Post use check by lifesaver. Treloar pool contamination procedure. Daily chlorination checks undertaken by Facilities staff.		

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Physical injury involving user/assistant/staff.	First aid kit (subject to pre use check by lifesaver) Lifesaver supervision. Communication system for calling external emergency services & internal responders to be tested & confirmed prior to commencement of session. Health Centre availability for Treloar students. Defibrillator availability in Jowett Centre reception.		
Electrical outlets & electrical equipment.	Electrical outlets purpose designed and protected for swimming pool use. Proactive monitoring of electrical fittings, equipment & pre use condition checks by lifesaver.		
Inadequate swimming pool supervision by suitably qualified lifesaver(s) and supporting staff.	All lifesavers to be qualified to National Rescue Award for Swimming Teachers & Coaches (NRASTC) or equivalent. Minimum lifesaver/supporting staff supervision to be strictly adhered to in accordance with Treloar swimming pool staffing matrix.		
Insufficient/damaged poolside rescue equipment, swimming & activity aids.	Pre use checks by lifesaver. Pre use brief by lifesaver. Lifesaver supervision.		
User inability to distinguish/identify lifesaver(s).	Lifesaver pre use briefing and introduction. Lifesaver to adopt a conspicuous and prominent poolside position at all times pool is in use.		
Heat generated by swimming pool environment & supporting infrastructure.	Lifesaver supervision. Pre use brief by lifesaver. Windows for ventilation. Temperature control facility.		
Swimming pool water circulation/filtration/suction inlets (potential for hair/clothing snagging/entrapment)	Pre use brief by lifesaver. Lifesaver supervision. Long hair to be tied back. Loose clothing/jewellery to be removed/prohibited.		
Diving, jumping,	Diving and jumping prohibited. Pre use briefing by lifesaver. Lifesaver supervision. Warning signs.		
Wheelchair driving. Risk of water entry.	Physiotherapists assess each Treloar student's wheelchair and driving ability and records		

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	<p>on the Young Person's Plan and swim assessments which category applies to students. The category is either of the following:</p> <p>A) Must be driven on speed 1 using attendant control by a competent member of staff.</p> <p>B) Chair <u>must</u> be put on Manual, and brakes applied when stationary.</p> <p>External wheelchair user individual risk assessment to be suitable and sufficient to the satisfaction of the relevant Treloar outreach manager/contact.</p>		
Bags, personal items, electrical items, personal belongings, medical equipment positioned on wheelchairs	<p>Any wheelchair going onto poolside area must not have any excess items positioned in such a way that the control of the wheelchair is affected. This is particularly important where wheelchair controls could be obscured or inadvertently operated.</p>		
Pool edges & handrails.	Ergonomic design. Pre use check by lifesaver. Pre use brief by lifesaver.		
Underwater sound & lighting system (can initiate epileptic fits & conflict with safety critical communications)	<p>Strict control & use by Treloar staff.</p> <p>Visiting groups to be aware of user medical conditions e.g. epilepsy which could be affected by the flashing lights. If there are users with epilepsy lights are not to be used by outside users.</p>		
Misuse of poolside equipment & aids. (e.g kayaks, safety equipment etc)	Pre use briefing by lifesaver. Lifesaver supervision. Dedicated storage areas.		
Glare on water surface during condition of extreme sunlight.	Pre use brief by lifesaver. Lifesaver supervision.		

Medical emergency in poolside area.	Lifesaver(s) qualified in emergency first aid procedures. Pre-use check by lifeguard to test emergency communications method for contacting external emergency services. Visiting carers, assistants to notify supervising staff of any relevant pre medical conditions. <u>During term time for Treloar students only dial 444 for Health Centre & 9999 for Emergency Services from yellow phone.</u>		
Excessive noise (e.g leading to instructions/alerts for help being missed)	Pre-session brief by lifesaver. Assisting staff to remind users excessive noise is prohibited. Whistles available to lifesavers to command attention if needed.		
Inadvertent entry into deep water area	All pool users to enter pool using purpose designed steps or hoists as appropriate. Lifesaver pre use brief and supervision. Depth signage. Rescue equipment provided		
Pushing or falling into deep area	All pool users to enter pool using purpose designed steps or hoists as appropriate. Lifesaver pre use brief and supervision. Depth signage. Rescue equipment provided		
Portable electric equipment in wet/damp environment (electric shock or electrocution)	Unauthorised equipment not prohibited. Pre use brief by lifesaver. Lifesaver supervision.		

Risk Assessment guide



- *Risk assessments need to be “suitable and sufficient”, not perfect. The key points are that precautions to control or reduce significant risk are in place and you can show a proper check was made to reach that position. You will need to record the significant findings of assessments either in writing or on computer. To make things simpler you can refer to, or attach, policies and procedures that may be relevant. Trivial risks arising from routine activities do not usually have to be formally assessed or recorded (unless significant or unique in some way to the circumstances).*
- *The person completing and supervising the assessment need to be “competent”. This requires the person to be able to make sound judgements based on experience, knowledge and possibly training and qualifications. It is important therefore a competent person also knows their limitations. The overall legal responsibility applies to the employer, however there is a duty on employees to cooperate with their employer i.e. completing risk assessments where there is a foreseeable risk of harm.*
- *Carefully considered use of checklists or reference to existing assessments, policies and procedures may help (and avoid repetition). Remember the aim is to remove or reduce significant risks in a suitable and sufficient manner. Ask yourself, (if the assessment applies to students), have you done all that a reasonable and responsible parent would do for his or her own child?*
- *Risk assessment guidance can be found at: www.hse.gov.uk/risk - Moodle (Health and Safety) or Treloar’s shared drive.*

Risk assessment process

Whatever your role within the organisation, there are duties in law to ensure risk assessments are conducted for people, places and activities, where there is foreseeable risk of harm. The health and safety manager will provide assistance regarding the system and process but for obvious reasons will not have the local or specialised knowledge you may have about a student or particular activity. It is therefore essential that manager’s have responsibility for having in place a range of assessments appropriate to the activities, regulatory requirements and professional standards, which apply to their work.

There is a range of templates to use depending on the subject. Sometimes it may be necessary to adapt a template to meet your needs; the principle however is the same. There are some basic steps that need to be considered. See www.hse.gov.uk/pubns/indg163.pdf for a summary from the Health and Safety Executive.

A similar template is available if risks need to be quantified (i.e. scored for likelihood and severity). See - [riskassess-template3-hs-r2-ra.doc](#)

Circulation

Anyone who may be affected by significant findings needs to be aware and understand the assessment and controls measures required. Departments concerns must ensure risk assessments are filed, appropriately circulated and available for inspection.

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Treloar's Swimming Pool

Emergency Action Plan

Effective date 1st October 2014
Reviewed 1st February 2017

EMERGENCY ACTION PLAN FOR TRELOAR'S SWIMMING POOL
Holybourne, Alton, Hampshire, GU34 4GL

Policy/Procedure Name: Treloar swimming Pool

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The aim of this emergency action plan (EAP) is to ensure the safety of all pool users, supervisors, assistants, contractors, spectators and staff in the event of an emergency as identified in the list below.

ESSENTIAL REQUIREMENT
Treloar lifesavers and swimming pool activity supervising and supporting staff must have access to a copy of this EAP and confirm that they have read and understood the plan prior to using the pool. This can be administered during swimming pool induction sessions and when there are changes, using a copy of the attached form retained by the Treloar swimming pool coordinator.
All external organisers, lifesavers and swimming pool activity supervisors, assistants and supporters must have access to a copy of this EAP and confirm that they have read and understood the plan prior to using the pool. This can be administered during swimming pool induction sessions using a copy of the attached form retained by the Treloar swimming pool coordinator.

This EAP covers the following emergencies and must be kept under continuous review by the swimming pool coordinator:

1. Fire
2. Injury
3. Power/lighting failure
4. Discovery of casualty in the water
5. Emission of harmful gas
6. Bomb/terror alert
7. Structural failure
8. Lack of water quality and fouling
9. Disorderly behaviour

GENERAL

This EAP must be read and understood in conjunction with the Treloar swimming pool document suite consisting of:

- ❖ Treloar swimming pool policy HS05
- ❖ Treloar swimming pool venue risk assessment (plus associated activity/individual risk assessments)
- ❖ Treloar swimming pool venue normal operating plan (NOP)
- ❖ Treloar swimming pool staffing matrix

The Treloar fire policy has a direct link with these documents and should also be read in conjunction with the suite.

It is essential that the following is understood:

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- **All lifesavers** must be competent and qualified to fulfil their lifesaving role by means of a **recognised qualification approved by Treloar's** that must be **current**.
- **The first aid kits and emergency telephone** are **poolside** and clearly signposted. All lifesavers, supervisors, assistants and users must understand exactly where the first aid kits and emergency telephone are located. The location of the nearest defibrillator must also be confirmed. These are responsibilities of the swimming pool coordinator, session supervisors and lifesavers.
- **The rescue equipment** is located against the pool walls and window recesses of the swimming pool complex. The readiness and condition of this equipment must be checked before each pool session by lifesavers. This equipment has been procured using a risk based approach and is specifically for users of Treloar swimming pool. After use, lifesavers and pool supervisors are responsible for ensuring that the rescue equipment is in the designated areas and is positioned in a tidy, fully functioning state (**this equipment is for rescue purposes and rescue training purposes only and not for general use**)
- All incidents (such as injuries, near hits, defects) must be recorded by the lifesaver on duty in the Treloar swimming pool incident report log. Safety events (accidents, injuries and near hits involving Treloar staff and students) must be entered onto established systems in accordance with established procedures and liaise with their nominated Treloar contact with details. External users must ensure incident details are recorded in the incident report log located in the swimming pool store room with the appropriate people to be informed.
- Lifesavers must not admit anyone who appears to be under the influence of drugs, solvents or alcohol or who is displaying inappropriate behaviour or attitudes. **This is a strict Treloar stipulation for the purposes of effective safety management.**
- Prior to the commencement of each pool session, lifesavers **must always** formulate a plan for evacuation to reflect the number and specific needs of users, supervisors, assistants and spectators. Relevant information is contained within this document but there will frequently be a need for some flexibility depending on the precise capabilities, needs and complexities of users.
- Prior to the commencement of pool sessions, lifesavers must undertake a check to ensure that the swimming pool facility and changing areas are safe and ready for use (for example emergency 'grab bags' are in place, fire exit doors are unobstructed, torches are available and function properly, etc.). Reference should be made to the swimming pool safety checklist to assist in this process.

Emergency Communications

In the event of an emergency requiring assistance from the emergency services, the following procedure must be adopted:

Dial 9999 from the wall mounted telephone in the yellow box situated poolside (dial 9 to gain an external line followed by 999 to gain access to the emergency services switchboard).

When the emergency services are called directly from the swimming pool, the Treloar Facilities department or the Treloar 'on call' duty manager must also be informed.

External users must be supplied with an emergency contact number by the outreach manager confirming the letting/booking. This is displayed on the wall by the yellow pool telephone. Any request for the emergency services must, however, be made via the wall mounted telephone or a mobile telephone. Speed is critical.

The emergency telephone must be checked on a daily basis to ensure its effectiveness. This is a responsibility of the swimming pool coordinator and lifesavers.

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Whistles are essential items of communication equipment used by lifesavers deployed to command attention from pool users. Inside the Treloar swimming pool complex, whistles are retained in the pool area adjacent to the whiteboard by the store room door.

IMPORTANT: Pool users, assistants, supervisors and spectators must always stop and listen to the lifesaver for instructions when a whistle operates.

First Aid

The Treloar swimming pool first aid kits are located on the windowsill adjacent to the wall mounted emergency telephone and another located in the changing room area opposite changing rooms 1 and 2. Lifesavers must check the first aid kits prior to each pool session and contact Facilities (telephone ext. **6466/6460**) if replenishment is required. Lifesavers, supervisors, supporting staff and assistants must understand the location(s) of the automated external defibrillators (AEDs).

Swimming Pool Clearance Procedure:

- The requirement for pool clearance is indicated by **one long blast of a whistle**.
- Able bodied users must swim directly to the nearest edge of the pool, climb out and sit against the nearest wall.
- Assistants and helpers who are caring for disabled pool users should support them in the pool and provide assistance to a place of safety.
- All users are under strict lifesaver supervision and must comply with instructions issued by lifesavers.

Able bodied users must aim to vacate the swimming pool within 10 seconds of the whistle. Disabled users must aim to vacate the swimming pool as quickly as possible and with maximum urgency.

Swimming Pool Capacity

- The total number of people in the water at any time **must not exceed 20**. 20 users is an absolute maximum within the design parameters of the swimming pool.
- The total number of disabled users in the water at any time **must not exceed 10**.

These measures are designed to prevent overcrowding and to ensure safety but it is also essential that lifesavers carry out frequent head counts so that all users can be accounted for.

Emergency Situations

1. Fire

If a fire is discovered, the fire alarm call point must be activated and evacuation initiated. Fire alarm call points are located:

- (i) **poolside** – adjacent to the fire exit which leads directly to open air
 - (ii) **changing room area** – adjacent to the alternative fire doors leading to the means of escape corridor
- On hearing the alarm (a continuous loud ringing of a fire bell) all users must **leave the swimming pool complex by the nearest, most suitable exit**, calmly and in single file. Users must not run. The lifesaver may need to issue specific instructions and use a whistle to command attention and communicate effectively. The lifesaver must also take the emergency 'grab bag' which is located poolside adjacent to the fire exit which leads to open air.

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- Lifesavers must ensure all swimming pool occupants and occupants of the changing areas evacuate swiftly.
- Evacuees exiting via the fire exit leading to open air must initially assemble outside Brewer House taking particular care when traversing the campus roadway. Entry to the inside of Brewer House can be readily gained during term times. This will provide a warm, sheltered area. Out of term time evacuees must assemble initially under the covered walkway near Brewer House and await further instructions by Facilities staff. Facilities staff will lead evacuees to a suitable, protected assembly area. Evacuees exiting via the fire doors leading from the changing area must adhere to the Treloar Fire policy procedure and seek to assemble at a designated area and await instructions from Facilities staff.
- The Treloar Facilities department or on call duty manager are nominated to alert the fire and rescue service. The Facilities department must be contacted on extension **6466/6460 without delay from a place of safety.**
- Lifesavers and supervising staff must ensure that the area for which they have responsibility is clear and that foil blankets from the 'grab bag' are distributed at the assembly point to those who need them.
- Extinguishing equipment is provided in the swimming pool complex and should be used only by trained operators and only if it is safe to do so.

2. Injury

- Minor injuries such as small cuts, bruises, etc. should be dealt with by staff and pool assistants in an appropriate location away from the swimming pool, using the first aid kit situated poolside. Lifesavers must not get drawn into a minor first aid situation to the extent that they are unable to supervise pool activity.
- For more serious injuries or medical emergencies it may be necessary to dial 9999 to alert an ambulance. Head injuries must always be regarded as potentially serious. Head compression injuries can lead to delayed unconsciousness. Head injuries must always be examined by a medical professional. Under no circumstances should a user who has sustained a head injury return to the water, even if they appear to be well.
- Lifesavers must have an understanding of the location of the AEDs on the Treloar campus in the event that this type of emergency first aid equipment is required.
- For other injuries it might be appropriate to visit the local minor injuries clinic: *Chawton Park Surgery, Chawton Park Road, ALTON GU34 1RJ, on (9) 01420 542 542*. However, the opening hours are restricted and a phone call should always be made to the clinic to ascertain opening hours and/or gain advice.
- **Lifesavers should not hesitate to suspend or conclude pool sessions where it is evident that the first aid and/or welfare needs of a casualty take priority.** Lifesavers must not hesitate to summon assistance where it is evident that a casualty will require additional medical intervention, moving, handling, re-assurance, etc.
- When spinal injuries are suspected the use of a spinal rescue board may be necessary. The spinal rescue board is located against the poolside wall adjacent to the storeroom. Only staff

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that have been specifically trained and are competent to use a spinal board can deploy the equipment. Other staff may be required to assist under instruction from the competent person

3. Power/ Lighting Failure

In the event that there is a lighting failure in the swimming pool complex which compromises swimming pool safety, the following actions are to be initiated:

- Lifesavers must clear the swimming pool. Where adequate illumination is no longer possible, there are torches available inside the swimming pool complex which lifesavers and assistants can deploy to assist the evacuation. There is also some emergency lighting installed inside the swimming pool area which is designed to activate in the event of a power failure.
- Lifesavers must supervise an orderly evacuation of occupants at an appropriate assembly point.
- During term time and normal business hours, lifesavers must contact the Facilities Department on extension **6466/6460** to confirm the circumstances and receive updates and information on next steps.
- If out of normal business hours lifesavers must call the caretaker on **07770 867 456** to confirm the circumstances and receive updates and information on next steps.

In the event of a power failure during daylight hours, lifesavers must contact Facilities (or the caretaker if outside normal business hours) to ascertain the extent of the problem and the implications for continued swimming pool use. A power failure will have a direct impact on water circulation and heating systems and lifesavers should not hesitate to suspend or conclude a pool session where there is any doubt about swimming pool safety.

4. Discovery of a Casualty in the water

If a casualty is discovered in the swimming pool:

- Lifesavers **must alert pool users** that a rescue is about to take place by delivering one long, loud whistle blast and direct those in the pool to swim to the side using a loud, firm but calm voice. Swimmers should be directed to climb out of the pool according to individual capability. Disabled users must be supported from the swimming pool by their 1:1 staff.
- Lifesavers must initiate and carry out the rescue using prescribed techniques
- Supervisors, staff or assistants who are not involved in the rescue must seek further assistance and organise a safe, orderly clearance of the swimming pool. Users must assemble initially on the poolside nearest to the changing rooms.
- Lifesavers must administer first aid treatment as appropriate. It is essential that lifesavers have an understanding of the location of AEDs at the Treloar campus in the event that such equipment is required.
- Casualty stabilisation and care is paramount and an immediate request for additional assistance must be made. When lifesavers are committed to a rescue this request should be made by supporting staff using the emergency communications system (by dialling **9999**) and Facilities informed on **6466/6460**

Different rescue techniques for casualties in the water can be deployed by lifesavers depending on specific circumstances. These techniques include the following:

- Reach
- Reach with aid

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- Throw
- Wade
- Tow with aid
- Tow

It is essential that sufficient space is created to undertake these techniques and so the strict management and control of other swimming pool users by supporting staff and assistants is crucial. A user who has inhaled water may be at risk of secondary drowning for up to 72 hours after the incident. It is crucial therefore that specialist medical intervention is accessed at the earliest opportunity.

5. Emission of Harmful Gas

The emission of a harmful gas is most likely to occur as a result of a failure of the installation for ensuring water quality or misuse/mishandling of the chemicals used for ensuring water quality. There is also a possibility that a toxic gas could be emitted via the air heating/circulation system. The key issue with the emission of a harmful gas is recognition of the hazard, speed of response and movement to a place of safety.

In the event of a toxic gas emission, the following action should be taken:

- The nearest safely accessible fire alarm point must be activated to raise the alarm
- The swimming pool, changing areas and surrounding areas must be evacuated immediately to a safe place that is **upwind** of the affected area. In these circumstances, a degree of flexibility might be needed to identify the most appropriate assembly point but it is the responsibility of the lifesaver to ensure a swift evacuation to a place of safety. In most circumstances, assembly points identified within the Treloar fire policy will provide established assembly options.
- Facilities must be contacted as soon as practicable (**6466/6460**) **from a place of safety** to assist in evaluating the situation, liaise with the on call duty manager and inform the Emergency Services as appropriate.

6. Bomb/Terror Alert

In the event that there is a threat of some form of bomb or terrorist related incident the following action should be taken:

- Lifesavers must prohibit initial or additional admission to the swimming pool area and contact Facilities (**6466/6460**) for information.
- Based on the information from Facilities, lifesavers must decide whether to evacuate the swimming pool and changing rooms if already in use.
- Lifesavers should follow the standard evacuation procedures in accordance with the Treloar fire policy unless information dictates otherwise.

7. Structural Failure

In the event of a minor failure or defect (for example handrail dislocation), lifesavers should:

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- Restrict or prohibit initial or continued use of the swimming pool on the basis of a dynamic risk assessment. Where there is any doubt about the safe use of the swimming pool, lifesavers should default to prohibiting access to the swimming pool completely and suspend the session.
- Lifesavers must inform Facilities (**6466/6460**) immediately to report the issue and gain advice on further action.
- Lifesavers must provide clear and unambiguous instructions to users, assistants and supporting staff so that risks associated with the minor failure or defect are either minimised or eliminated.

In the event of a major failure (for example a partial roof collapse), lifesavers should:

- Clear the swimming pool complex (including changing and adjacent areas) immediately, in accordance with established evacuation procedures detailed within the Treloar fire policy. A fire alarm call point should be activated to support the evacuation process as appropriate to the circumstances. Facilities must be informed at the earliest opportunity (**6466/6460**) from a place of safety.
 - Carry out a dynamic risk assessment to identify the most suitable escape routes depending on the nature and impact of the collapse.
 - Provide clear and unambiguous instructions to users, assistants and supporting staff so that risks associated with the structural failure are either minimised or eliminated. It is possible that swimming pool users could be directly affected by a structural collapse and could be injured and/or in need of rescue. Lifesavers will need to make timely decisions on the basis of dynamic risk assessment to determine priorities. Where there is doubt about the personal safety of lifesavers, rescues should only be performed by the emergency services.
 - Prohibit access to the affected area(s). It is possible that there could be further deterioration and so it is essential that access to the affected area(s) is prohibited.
 - Maintain contact with Facilities (**6466/6460**) to inform them of the situation and gain further information and advice

8. Lack of Water Clarity and Fouling

Access to the swimming pool is prohibited when water clarity is compromised to the extent that it is no longer possible to clearly observe the base of the swimming pool in an affected area. If there is a deterioration of water clarity whilst the swimming pool is in use, the swimming pool must be cleared of all users and the Facilities department informed on extension **6466/6460**. If there is an incident involving fouling whilst the swimming pool is in use, the swimming pool must be cleared of all users and the Facilities department informed on extension **6466/6460**.

9. Disorderly Behaviour

Because of the safety critical nature of the Treloar swimming pool complex, Treloar's has adopted a zero tolerance approach to disorderly behaviour. Where individual or group behaviour of users presents a nuisance or a hazard, lifesavers must deploy suitable techniques to defuse or rectify the situation. Whilst swimming pool sessions are in progress, lifesavers must not get so involved that they cannot safely undertake their lifesaver observational function.

