



Policy/Procedure Name:	TRELOAR SWIMMING POOL PSOP- Pool Safety Operating Procedures		
Policy/Procedure Number:	HS 005		
Date of Approval:	Feb 2022		
Effective Date:			
Revised Date:	Feb 22		
Review by Date:	March 2023		
Policy/Procedure Author:	Swimming Pool Coordinator and Swim School Lead		
Policy/Procedure Owner:	CEO		
Management Committee Approved By:	Health and Safety Management Committee TLT		
Governor Committee or GB (where appropriate) Approved By:	n/a		
Board (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?	Lorna Woodcroft	Date of EIA?	
Have we shown due regard for the 9 protected characteristics within the policy/procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are all opportunities to promote equality taken within the policy/procedure?	Yes <input 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"/>		

**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- PSOP Policy-Pool Safety Operating Procedures. This contains the Normal Operating Plan (NOP) and Emergency Action Plan (EAP).

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 at Treloar's to participate in a healthy and enjoyable exercise and for water based therapy. The Treloar Swimming Pool, here on in referred to as the swimming pool, is also available for water based activities. The 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 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 behavioral issues. External organisations must demonstrate an approach that mirrors the high standard required for Treloar users.

This policy does not specifically address fire hazards, electrics, 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 Code of Practice THE MANAGEMENT AND TREATMENT OF SWIMMING POOL WATER Pool Water Treatment Advisory Group July 2021 [PWTAG | The home of the Pool Water Treatment Advisory Group work runs alongside the HSE policy.](#)

#### The Chief Executive

The Chief Executive has overall responsibility for health and safety at Treloar's. The Deputy CEO is responsible for estates management and this includes the Swimming Pool, and ensuring that the Pool operates to HSE standards both directly and through his oversight of the Head of Services.

#### 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 Coordinator**

The Treloar Swimming Pool Coordinator, reporting directly to the Head of Physio, 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.
- Supporting departments with their swimming pool induction courses for those directly involved in lessons or therapy sessions and relevant continuation training for users and supervisors.
- Running swimming pool induction courses for those not directly involved in lessons or therapy sessions.
- Ensuring swimming pool induction courses are carried out by P.E department and Physiotherapists and a record of training is kept.
- 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), and 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.

### **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. Treloar's is a residential/day special school and has vulnerable students on site, and the safeguarding of our students is paramount when hiring out the pool. Appendix 1 lists additional points that should be included in the hire agreement for the swimming pool.

## **3. Implications of Policy/Procedure**

### **3.1 Training Requirements**

**It is a strict requirement that only suitably qualified and competent individuals can lead, manage and supervise the facilitation of swimming pool sessions at Treloars.** The minimum qualification for supervising Swimming Teachers or a Pool Session Lead (Activity/Therapy) will be at least one of the following:

- ASA/STA Teachers award
- RLSS National Pool Lifeguard Qualification (NPLQ)
- ASA /RLSS National Rescue Award for Swim Teachers and Coaches (NRASTC)

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 maintaining 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 Coordinator, 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 positioning 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.

The Treloar Swimming Pool Coordinator, Swimming Teachers, Aquatic Physios and assistants, lifesavers 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 Co-ordinator must maintain proactive and professional involvement with relevant stakeholders to assist in ensuring that the highest standards of swimming pool use are upheld.**

The Treloar 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 Co-ordinator, 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 Co-ordinator.

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 Principle	
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	Yes HS 009 Lock down Policy	Yes

### 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](mailto:jo.cox@treloar.org.uk)

### 3.4 Other Implementation Requirements

This policy must not be read in isolation. It is a set of documents – Pool Safety Operating Procedures, which provide the framework of a safe system for the operation and use of the swimming pool at Treloar.

**The Treloar swimming pool document suite** also consists of:

- Treloar swimming pool venue risk assessment (plus any activity/individual risk assessments)
- Treloar Pool Safety Operating Procedures PSOP: that contains  
Treloar swimming pool Normal Operating Plan (NOP) that includes Treloar swimming pool staffing matrix  
Treloar swimming pool Emergency Action Plan (EAP)

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 Co-coordinator, Swimming Teachers, Aquatic Physios and assistants, lifesavers and the Head of Services have a pivotal role in ensuring continuous proactive monitoring and the review of the swimming pool, pool adjacent areas, and their respective 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 monitor that drills and appropriate evacuation training, including the use of slide sheets, take place regularly, following Treloar Fire Protocols.

All students using the pool will have an individual risk assessment completed by a physiotherapist which will include safe methods of evacuations. The Swimming Teacher or Aquatic Physiotherapist will carry out regularly evacuation practices with their students according to the schedule in the fire policy.

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 and to inform the Pool Co-coordinator.

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
- HS011 Legionella Policy
- HS016 Electricity at work
- HS09 Lockdown and Emergency Alert Procedures
- Treloar swimming pool venue risk assessment and Covid risk assessment

- Treloar Swimming Pool Policy PSOP=Pool Safety Operating Procedures

## 6. Further sources of information (external)

- Managing Health and Safety in Swimming Pools HSG 179 (Fourth edition) published by the Health and Safety Executive
- HSE website <http://www.hse.gov.uk/>
- Code of Practice THE MANAGEMENT AND TREATMENT OF SWIMMING POOL WATER Pool Water Treatment Advisory Group July 2021 PWTAG | The home of the Pool Water Treatment Advisory Group
- Hydrotherapy Pools New Guidance and the Impact on the Aquatic Physiotherapist  
[https://atacp.csp.org.uk/system/files/hydrotherapy\\_pools\\_-\\_new\\_guidance\\_and\\_impact\\_on\\_the\\_aquatic\\_physiotherapist\\_pdf.pdf](https://atacp.csp.org.uk/system/files/hydrotherapy_pools_-_new_guidance_and_impact_on_the_aquatic_physiotherapist_pdf.pdf)
- 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.pea.uk.com/RoyalLifesavingSociety) <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](http://www.education.ed.ac.uk/swim/links.html)

## 7. References

Managing Health and Safety in Swimming Pools HSG 179 (Fourth edition) published by the Health and Safety Executive. The PWTAG code of practice ([www.pwtag.org.uk](http://www.pwtag.org.uk)) provides detailed information on the management and treatment of swimming pool water- this is considered the guidance and standards to be followed by the HSE and local authorities.

## 8. Definitions

**Pool Safety Operating Procedures-** abbreviated PSOP that contains the NOP and EAP

**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 5 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
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
Page 15	Ratios for disabled staff swim added to matrix.	Laura Coleman	30/01/17
Page 7 Page 26 Page 30 Page 42 Page 43	Change Moodle to Share point. Use of a whistle for school/college swim sessions. National rescue award able to give first aid. Incident reporting Outreach updated. Pool capacity changed to 30.	Laura Coleman Caroline Thomas	20/03/19
Page 32-34	Pool decontamination procedure	Laura Coleman Caroline Thomas	22/05/19
	Complete rewrite by Pool Coordinator	Denise Catlin	9/2021- 9.2.22

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

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

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 swimming pool has a role in ensuring high safety standards are applied in a consistent manner.**

Operation of the 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 pool complex is being managed effectively and so continuous vigilance and attention to detail is essential to ensure that the 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 and covid-19** 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**

**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.

**POLICY IMPLEMENTATION**

<b>Policy/Procedure Communication and Implementation Action Plan</b>		
	<b>Action</b>	<b>Responsibility</b>
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

## **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 Treloar Swimming Pool PSOP- Pool Safety Operating Procedure HS005 and PDF of the Treloar digital venue-Main Swimming Pool risk assessment.
- Hirer to provide Treloars with their Risk Assessment and method statement of hire use (RAMS) for use of our venue.
- 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 behaviour 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.
- To include a procedure of a lost or missing child/vulnerable adult if part of the hirer user group
- Cleaning and Hygiene: It is up to individual hirers to keep poolside and changing rooms clean and leave it tidy. Where equipment has been moved please put this back as found.
- To include a list of site rules:
  - Access to visitors is limited to the immediate vicinity of the activity you are attending and the direct route between you and the car park.
  - Not to enter any other buildings on site unless in their hire agreement
  - Children should be supervised at all times and are not allowed to wander around the site or play on or with school/college equipment.
  - To include a procedure of a lost or missing child
  - There is a 10mph speed limit on the driveways and the carparks



## Treloar's Swimming Pool

# Normal Operating Plan

Effective 1 March 2022  
Reviewed 9<sup>th</sup> February 2022

Holybournre, Alton, Hampshire, GU34 4GL

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

## **Contents:**

### **1. Pool Facilities**

- Outline Plan of Treloar Swimming Pool
- Pool Rescue Equipment
- Pool Dimensions
- Technical Pool Operating Protocols - parameters from ATACP - PWTAG
- Opening times
- Alarm systems
- Bather Loading
- First Aid Provision and training

### **2. Covid-19**

### **3. Risk Areas**

### **4. Safety Rules**

- General Admissions
- Disabilities
- Poolside Rules
- General Hygiene
- Changing Rooms and General Equipment
- Clothing and Footwear Protocols

### **5. Responsibilities and Supervision Lines**

### **6. Treloar Swimming Pool Safe System of Work – Key Elements**

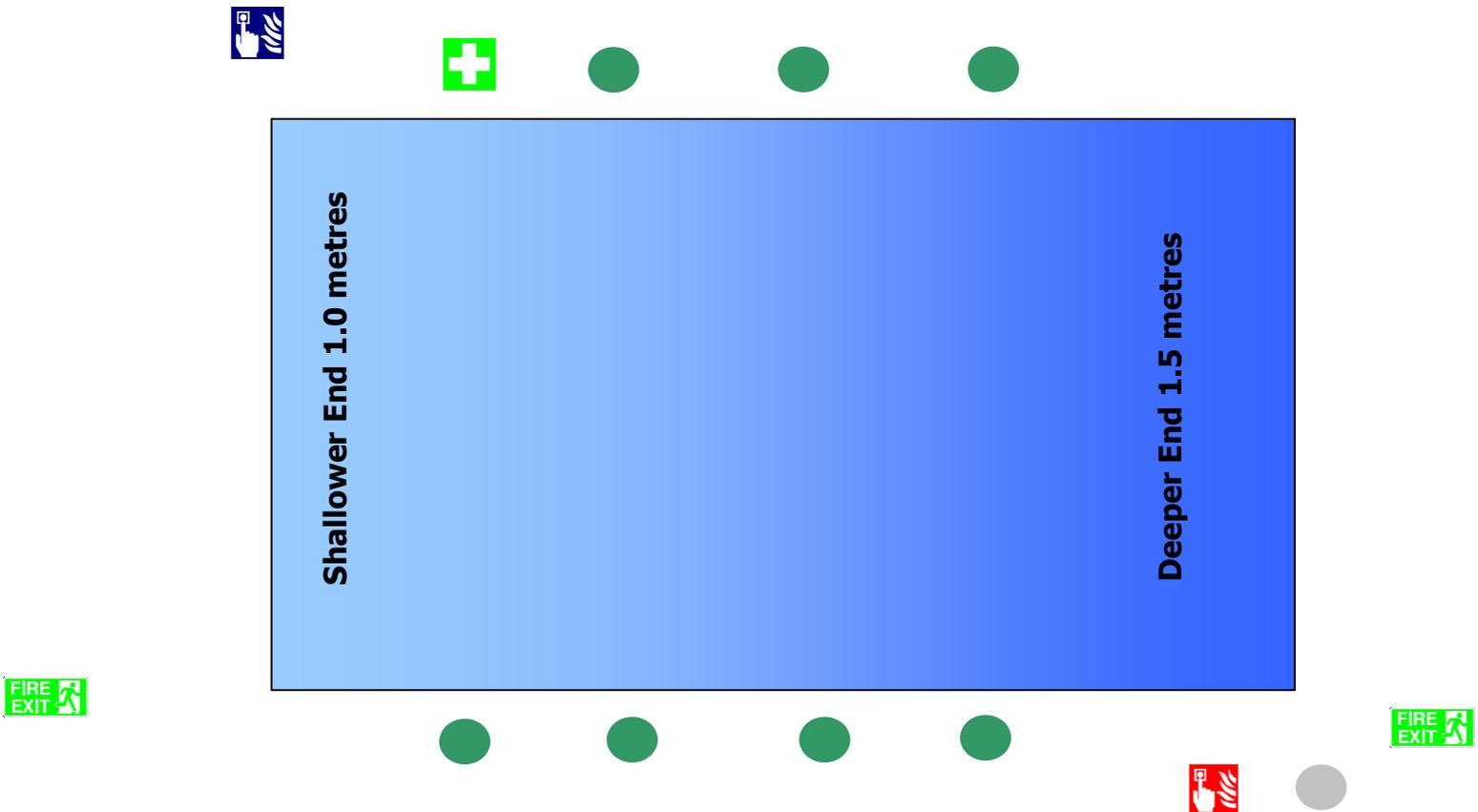
- Communicating with Swimming Pool Users
- Treloar Staff Use of Swimming Pool
- Treloar Lifesavers - ASA/RLSS Rescue Award for Swimming Teachers and Coaching
- Treloar Swimming Teachers/ Session/Activity Supervisors
- Support Staff
- Outreach Department

### **7. Staffing Matrix-Appendix 2**

- Treloar Student Swimming Matrix
- Treloar Staff Swimming Matrix
- Treloar Private Hire Matrix

# 1. Facilities

## 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 Rescue Equipment

The following rescue equipment is available by the poolside:

- 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 lifesaver.

## Pool Dimensions

Length	17 metres
Width	6 metres
Shallowest depth	1.0 metres
Deepest depth	1.5 metres
Surface water area	102 square metres

## Technical Pool Operating Protocols- parameters from ATACP- PWTAG

Water temperature (for Treloar purposes)	32-35.9 optimum 34.5
Pool air temperature	25-30c
Humidity	50-60%
Changing room air temperature	25-28c
Total chlorine	1-4ppm

## Opening times

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

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

## Alarm systems-

**Note there is no alarm system to alert others onsite to an emergency in the pool or pool area other than:**

### Fire

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

**Poolside** – adjacent to the fire exit which leads directly to outdoors

**Changing room area** – adjacent to the alternative fire doors leading to the means of escape corridor

## Aid/Emergency Call Systems

These are in each changing room to call for assistance or help in an emergency.

Policy/Procedure Name: Treloar swimming Pool

Policy/Procedure No: HS 05

Effective Date: 1 03 22

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## **Bather Loading -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**). **Appendix 2**

The total number of people in the water at any time must not exceed 30. 30 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. This is dependent on the changing facilities and the ability to evacuate the pool safely in a timely manner according to Treloar Fire Policy.

## **First aid Provision and training**

### **First aid**

Those holding a current National Pool Lifeguard Qualification (NPLQ) or a National Rescue Award (NRASC) or other first aid certification from a recognised aquatic sporting governing body are able to give immediate first aid in the event of an injury to a swimmer or other emergencies, in accordance with their training. During timetabled sessions there are lists of first-aid at work trained staff by the yellow phone and in the changing room area.

### **Protocols for Students**

When a student is unwell or minor injury phone their residential house duty room for advice who can contact the nurse. Please document on caresys action taken and record on iris.

**Medical Student Emergency:** using Yellow Phone or Chapel Office phones ring 6444, 4444 or use walkie talkie system in the changing room.

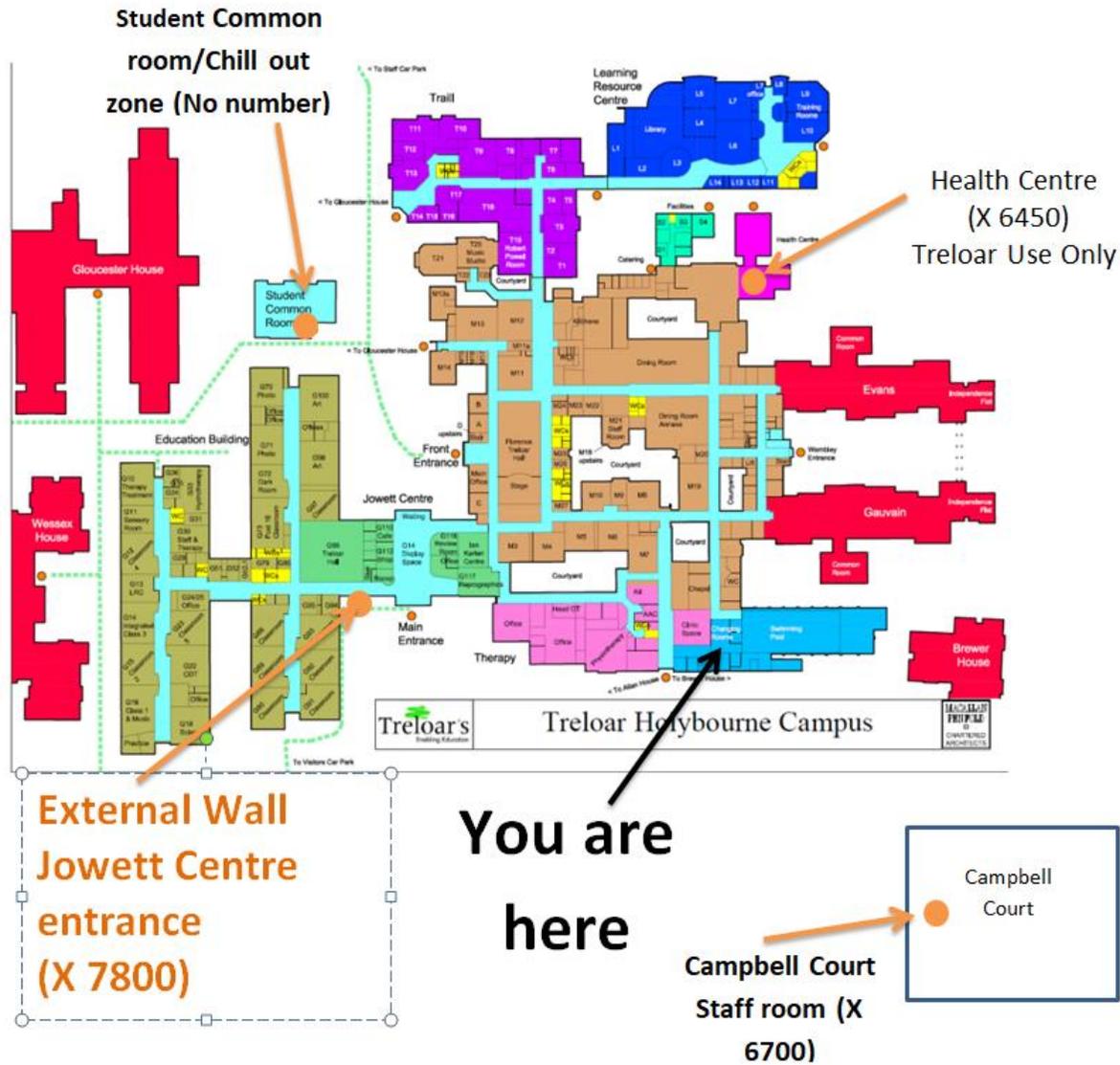
**Outreach managers or nominated Treloar contacts** must be satisfied that external groups proposing to use the swimming pool complex provide a suitable and sufficient first aid provision.

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 weekly 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)-map below.

Nearest  
AED  
highlighted  
in orange



Policy/Procedure Name: Treloar swimming Pool

Policy/Procedure No: HS 05

Effective Date: 1 03 22

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## 2. Covid-19 Protocols

During the Covid-19 Pandemic all protocols and procedures should be carried out under the guidance of HSE - Health and Safety Executor

ATACP: Aquatic Therapy Association of Chartered Physiotherapists

PWTAG – Pool Water Treatment Authority Group

Treloar Covid - Protocols and risk assessments for the swimming pool

- Masks have to be worn in the pool when supporting students and changed every 15 minutes or sooner if it becomes wet
- Session Leads/Lifesavers do not need to wear a mask poolside
- Masks and PPE to be worn when supporting or having direct contact with a student

## 3. Risk Areas

The **pool depth** changes suddenly beyond the textured green line on the pool floor.

**Diving** is not allowed anywhere in the pool due to insufficient depth and dimensions of the pool.

The immediate edging around the pool is designed to be friction free and will be slippery.

All equipment poolside is to be positioned to minimise **Trips and falls** and to be put away promptly and tidily after each session.

**Pool Cover:** Only qualified staff should be putting the cover on and removing it according to Facilities protocols.

**Specialised Activities** – Kayak Club, Swim Squad, Therapy, College Swim, Staff Swim

There must be a specific risk assessment for that activity and this is to be shared with the Pool Co-ordinator.

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.

## 4. Safety Rules

### General Admissions

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/pads or incontinence swim wear must be worn by all children/adults who are incontinent or not dry throughout the day. Standard type nappies are not suitable.

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 open sores/wound or medical dressings must not enter the pool

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

Any person experiencing vomiting or feeling sick related to an infection/illness should not 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 and changing rooms or consumed on the poolside and changing rooms.

### 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 has 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 Co-ordinator and with their MDT/medical team and current medical advice, but it must be understood that many risk assessments will require a multi-disciplinary approach.

### **Poolside Rules**

A familiarisation/induction session should be provided for all users. Supervisors and lifesavers responsible for these sessions must ensure that participants demonstrate a suitable understanding as to the behavioural and safety standards required. The rules will be shared with all users a symbol version is available for class use.

We walk in the changing rooms and on poolside

Student Wheelchairs are to be driven by trained staff/care at speed 3 or lower when entering the changing rooms

Student Wheelchairs are to be driven speed 1 or pushed on, off and around pool side

We use swimming aids and equipment safely and appropriately for its purpose

We enter and exit the pool safely via the steps or hoist systems

We do not eat on poolside including gum

We do not smoke

We do not take any glass or chinaware items poolside or in the changing rooms

We can have drinks in a sealed drinks container (Not glass) or water in plastic cups

We ensure that equipment is used safely, cleaned and put away after a session

We ensure the poolside area is kept tidy to minimise trip hazards

We follow directions and instructions from all teacher and lifesavers and personal support assistants

Sanctions for non-compliance can include verbal/ symbol warnings, removal from the pool, missing the next swimming session

We follow Treloar Covid protocols to keep ourselves and others safe

Only photography/videoing can take place according to Treloar Policies and with permission/guidance of session lead.

We wear pool shoes or barefoot or shoe covers poolside

We do not shout or physically harm others

We do enter the pool until given permission by teacher/session leader.

We wear swimming costumes and/or clothing meeting stated protocols

We only take portable electrical medical equipment poolside

No petting

No loose jewelry 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

## 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 follow the current covid-19 protocols for showering before entering the pool.

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 follow current infection control and Covid-19 protocols for PPE 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. Covid-19 allows for cleaning sprays with the spray nozzle in the off position and a paper roll to be kept in a box with lid under the benches with hand gel to ensure all touch points, benches, rails, hoist controls and equipment are cleaned between users.

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 store cupboard in the changing room area and in the equipment store 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). The key for the bins is kept in the swimming pool blue left hand cupboard.

After each session, used Treloar towels are placed into the blue bin located in the changing area and must be placed in a laundry bag at the end of each session. When a laundry bag is full it is to be placed in the crate by the towel room or in the crates outside.

These are collected on a regular basis from a crate which is left outside the external swimming pool door for collection.

**Soiled Treloar towels** must be placed into a red bag and put in the normal laundry bags-tie a red bag to the handles to alert laundry service of soiled towels.

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

There are seven changing rooms in total.

Those numbered 3,4,5,6 and 7 are provided with showers.

Those numbered 2, 3 and 4 have toilets installed.

Room 1 is a store room for towels, supplies and COSHH items.

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.

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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 s users 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 a variety of beds available for use. Please be vigilant and do not enter an area with closed curtains or screens in place before seeking permission of the student/person and/or staff supporting them.

Two beds that are not shower proof are located in the main changing area with moveable bed sides .Mobile screens are used for privacy when the beds are in use.

There are two shower beds with moveable bed sides situated on pool side. Curtains are used for the pool side beds at all times whilst a Treloar student is undergoing changing or personal care.

There are additional shower beds located in changing rooms 6 and 7.

### **Clothing and Footwear Protocols**

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 is 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.

T-shirts and shorts can be permitted in the swimming pool for comfort, support staff/assistants are expected to wear t-shirts.

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

## **5. Responsibilities and Supervision Lines**

The use of the Treloar swimming pool is managed in accordance with the following reporting line:

Chief Executive
Head Of Physio
Swimming Pool Coordinator
Pool session supervisors-( Also a Lifesaver)
Lifesavers

Within this context, 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 Co-ordinator 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.

## 6. 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 including Covid-19
- 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.

### 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.

The use of the whistle is dependent on the activity or if a Treloar or outreach session. It is not appropriate to use a whistle in school/college swimming sessions due to the nature of the students and them becoming quite distressed. In an emergency the teacher/session lead or lifesaver will give instructions to evacuate the pool in a calm manner.

Lifesavers have access to a whistle when appropriate for that session to gain attention from users who may be acting in a dangerous or inappropriate manner, as well as for highlighting an emergency situation.

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

### **Treloar Staff Use of Swimming Pool**

A designated, timetabled session will be available for Treloar staff to make use of the Treloar swimming pool.

This activity requires a current RLSS National Pool Lifeguard (NPLQ) or Equivalent Qualification to be poolside. A Treloar qualified lifesaver must sign out the keys and return the keys via the Pool Co-ordinator and ensure pre and post-session checks are completed. All participants must have signed a form to show they have completed training and date of training and are fit and well to swim.

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 Co-ordinator prior to use.

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

Staff using the pool on those occasions must ensure that the facilities are left in a safe, clean and tidy condition. This includes making sure that all equipment is restored 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.**

### **Treloar Lifesavers - ASA/RLSS Rescue Award for Swimming Teachers and Coaching**

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 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.

Lifesavers must liaise regularly with the Treloar Pool Coordinator and other key stakeholders to ensure that a consistently high standard of pool management and duty of care to students and staff is maintained.

Lifesavers must attend and successfully complete any training deemed necessary by their line manager or the Pool Coordinator.

Lifesavers must notify the Session lead and Line manager of any injuries, medical conditions that might impair concentration/alertness and ability to perform a rescue. The Pool Coordinator is to be notified if a person is unable to fulfill the medical and physical requirements for the role.

Lifesavers must work alongside the Teacher or Session Lead and establish a clear line of communication within the session and responsibilities within that session. Any concerns you have about the safety of that session speak to the Teacher or Lead of that session. You will be working as part of a team to enable students to access the pool for lessons, enrichment, activities or therapy. You must carry out appropriate swimming pool pre-use and post-use checks (including communications equipment, first aid kit, rescue equipment, fire exits, housekeeping, etc.)- **Appendix 3**

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As part of the team your key roles as the designated lifesaver on poolside are:

- To 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 misses
- Intervene to prevent unsafe behaviour
- Identify emergency situations quickly and take appropriate action
- Effect a rescue from the water
- Give immediate first aid and follow Treloar protocols for a minor and major medical emergencies
- 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
- Do not engage in prolonged social conversations
- Do not leave poolside unattended
- Ensure if you need to leave Poolside another lifesaver is aware
- Be physically fit, have good hearing and vision

### **Treloar Swimming Teachers/ Session/Activity Supervisors**

All must be qualified to a recognised standard and ensure that they maintain their lifesaver competency. You must understand how to apply the principles of effective risk management within the swimming pool environment at Treloar's. You 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.

Teachers/Session Leaders 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 Leaders should liaise with the Students MDT team to confirm safe techniques for evacuation and if slide sheets can be used.

Teachers/Session Leaders must organise emergency practice simulations as appropriate to the needs of a particular group according to current Treloar protocols for Fire drills. A register of when and who has taken part must be shared with the Pool Co-ordinator and other interested parties.

You must liaise regularly with the Pool Coordinator and other key stakeholders to ensure that a consistently high standard of pool management and duty of care to students and staff is maintained.

You must attend and successfully complete any training deemed necessary by your line manager or the Pool Coordinator. Liaise with your Department Head and Pool Coordinator for securing access to the pool.

As the Session Lead/Swimming Teacher your key roles are

- To have a register of students
- To have knowledge of students swimming /hydro risk assessments or a specific assessment for the specialized activity and their care plans.
- To share the students evacuation method so it can be clearly read on the white board from in the pool

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- To ensure that the appropriate staffing levels with the relevant training to support an individual student are in place before a session starts. This will be dependent on individual students risk assessments, activity taking place and must abide by the Treloar Staffing Matrix. Appendix 2
- To share when appropriate students behavioral plans
- To ensure that the session check lists are complete with the support of your team- **Check list will be available at the pool or from the Pool Coordinator.**
- Where a lesson goes ahead outside any of the parameters in the technical pool operating protocols then a dynamic risk assessment must take place in discussion with other Lifesavers/ Health and Safety Manager/Line Manager and this is to be recorded and shared with the Pool Coordinator and Health and Safety Officer.
- To ensure that keys are kept secure and if lost report to Pool Coordinator and Facilities
- To ensure problems with pool/changing rooms are reported:

**Major/ Emergency:** Contact Facilities directly by phone and inform the Pool Coordinator as soon as possible by e-mail. This includes pool contamination, major structure failure

**Minor:** Contact Facilities by e-mail or the Pool Coordinator and write in the health and safety log book that is in the wall folder by the entry/exit to the changing rooms

- Ensure that Swimmers and pool supporting staff are wearing appropriate swimwear that does not compromise the ability to swim/lifeguard or is likely to offend other bathers. Staff are expected to wear a costume with built in short legs or a pair of shorts over their costume and a lightweight tee-shirt for dignity and safety.
- Ensure Pool is locked, fire exits are shut and secure, windows are closed, and lights are off at the end of your session. If a session leads straight into the next session ensure handover off keys.
- To ensure staff in your session has completed a pool induction course and share this with the Pool Coordinator.
- Assign roles for staff who are supporting sessions.- write on board staff present in that session and their role if not supporting students in the pool

### **Support Staff**

All must have completed and be competent in Treloars procedures and protocols to ensure that they are able to keep themselves and others safe as well as the student/s they are supporting.

You must attend and successfully complete any training deemed necessary by your Line manager, Swimming teacher or the Pool Coordinator. Inform the session lead/teacher of any medical/physical or water confidence concerns that will affect your ability to support students at the pool. You may be required to discuss this with your line manager for an occupational health assessment. Do raise safety/safeguarding concerns following Treloar protocols.

As part of the team your possible roles at the swimming pool allocated by the teacher or session lead are:

**Pool side-** may be one or more of the following

- Ensuring students have pads
- Students have clean and the appropriate clothing for them
- Get beds or changing rooms ready
- Ensure clothing is placed away from showers and accidental water splashing
- Take photographs following Treloar Protocols
- Place wheelchairs away from pool edge and showers-showers in changing rooms are motion activated
- Clean wheelchairs.

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- A spotter for epilepsy or other medical conditions/physical
- Provide medical support –Suction, Oxygen ,Asthma Inhalers
- Supporting lifesavers with monitoring the pool for dangers
- Check with Teacher or session lead to leave the pool or changing room area
- Do not distract other staff by engaging in long conversations (ask to leave poolside if urgent)

#### **Supporting in the pool:**

- Ensure you are working in a safe depth for you and the student,
- Stay with the student you have been allocated,
- Ensure a second person helps with slings.
- Support given to the student will be dependent on their ability, medical and disabilities considerations activity and depth you are working in
- Wear appropriate clothing poolside or in pool – See Clothing and Footwear Protocols
- Share concerns about yours and/or the student's safety with the Teacher or Session Lead; particularly in regards to health/medical and manual handling considerations.
- Listen and respond appropriately to the teacher or session lead

#### **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.

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.

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

#### **Appendix 1 – Hire of Treloar Swimming Pool to outside organisations: checklist of points for inclusion in contracts**

Appendix 2



# Treloar's Swimming Pool Staffing Matrix

Effective from 1<sup>st</sup> August 2014

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

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Policy/Procedure No: HS 05

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## Treloar Student Swimming Matrix

Type of Group/User	Number of disabled users in the pool	Number of able bodied support staff in pool	Maximum total number of users in pool	The minimum number of qualified lifesavers to be On poolside	Additional Notes The Life guard/lifesavers must be on pool side Individual student swimming assessment staffing requirements as determined by Physiotherapy and Medical Support must be adhered to.
Aquatic Therapy	1 -5	Minimum 2 Max 10	15	1	You must have the minimum of 3 staff to support a session due to the size of the pool and its remote location.
	6- 10	6 -20	30	2	
Treloar School Student National Curriculum Class College Enrichment	1- 5	1-10	15	1	Minimum of 1 additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency; this may be the Swimming Teacher or other staff. Your numbers will be dependent on changing room space, evacuation protocols and complexity of support required for each individual student.
	6-10	6-20	30	2	
Treloar Kayaking Class School & College Students	3	7	10	1 Lifesaver/lifeguard Poolside or 1 qualified coach with a current recognised qualification from their governing body	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. Individual students will have a kayak assessment with input from coaches, lifeguards and therapists to include staffing ratios. The person poolside must have lifesaving and first aid training has part of their qualification/training
Treloar Swim Squad Training School & College Students	1-5	1-10	15	1	Minimum of 1 one additional competent and able bodied adult must remain poolside during the session to assist in the event of an emergency.
	5-10	5-20	30	2	
College Students Voluntary Swim Session	1-5	1-10	15	1	Minimum of 1 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.
	6-10	6-20	20	2	

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**Treloar Staff Training Matrix**

Type of Group/User	Number of disabled users	Number of able bodied staff in pool	Total maximum number of staff in pool	Minimum number qualified lifeguard	Additional Notes The Life guard/lifesavers must be on pool side
Treloar Staff Training	0	15	15	1	A minimum of 1 lifeguard/lifesaver must be on poolside during any training session for up to 15 users who have no additional medical or physical support requirements.
	0	16-30	30	2	
Mixed	Ensure disabled users have required support according to their swimming risk assessment 6 or more disabled users require 2 lifeguards/lifesavers on poolside, there is a maximum of 10 disabled users 16 or more staff members require 2 lifeguards/lifesavers on poolside to maximum bathing load of 30 Where a mixed session takes place the persons supporting a disability are to be included in the max number of staff.				

**Treloar Staff Swimming Matrix:** This activity requires a current RLSS National Pool Lifeguard or Equivalent Qualification to be poolside plus a Treloar trained lifesaver

Type of User	Number of disabled staff in pool	Number of able bodied staff in pool	Total maximum number of staff in pool	Minimum number qualified lifeguard/lifesaver	Additional Notes The Life guard/lifesavers must be on pool side Sessions cannot take place without a current RLSS National Pool Lifeguard or Equivalent Qualification to be poolside plus a current qualified Treloar lifesaver to run the session and support the lifeguard.
Treloar Staff Swimming	0	3- 15	15	2	All Users must be Staff over 18 and must participate in pool induction prior to use.
	0	16-30	30	1 Lifeguard RLSS Plus 2 lifesavers	
Mixed	Ensure disabled users have required support according to their swimming risk assessment 6 or more disabled users require 3 lifeguards/lifesavers on poolside, there is a maximum of 10 disabled users 16 or more staff members require 3 lifeguards/lifesavers on poolside to maximum bathing load of 30 Where a mixed session takes place the persons supporting a disability are to be included in the max number of users				

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**Treloar Private Hire Matrix:** A current RLSS National Pool Lifeguard is required for activities/sessions that are not swimming lessons  
A session with a register and lesson plan requires the minimum of ASA/RLSS Teaching and Coaches Lifesaving award.

Type of External Group/User	Number of disabled users in pool	Number of able bodied support staff in pool	Maximum total number of users in pool	Minimum number of qualified lifesavers on poolside	Additional Notes The Life guard/lifesavers must be on pool side
Disabled swimming Sessions	1-5	1-10	15	1	At least one competent and able bodied adult must remain poolside during the session to assist in the event of an emergency. All swimmers requiring 1:1 or greater support must provide own assistance. Where a mixed session takes place the persons supporting a disability are to be included in the max number of staff.
	6-10	20	30	2	
Users	0	0	15	1	
	0	0	16-30	2	
Mixed	Ensure disabled users have required support according to their swimming risk assessment 6 or more disabled users require 3 lifeguards/lifesavers on poolside 16 or more staff members require 3 lifeguards/lifesavers on poolside Where a mixed session takes place the persons supporting a disability are to be included in the max number of users				



Treloar's Swimming Pool

# Emergency Action Plan

Effective date  
Reviewed Feb 2022

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

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
<p>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.</p>
<p>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.</p>

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

## **Contents**

- 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**

## 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 outdoors
- (ii) Changing room area – adjacent to the alternative fire doors leading to the means of escape corridor

**DO NOT USE FOR Evacuation:** The largest pink/purple bed in the changing room area-standard day bed as it will not fit through the door

**On activating the alarm** (a continuous loud ringing of a fire bell) all users to vacate pool and to evacuate from the building to the next safe zone or assembly point.

**On hearing the alarm** (a continuous loud ringing of a fire bell) all users to vacate pool and assembly adjacent to the fire exit in the changing rooms or the exit located at the deep end of the pool and then evacuate from the building to the next safe zone or assembly point.

The Teacher or Session Leaders will take overall charge and direct the staff during the emergency with the support of the lifesavers. You must also take an emergency 'grab bag' which are located close to both fire exits.

The Teacher or Session Leaders with the support of Lifesavers and supporting staff must ensure all the occupants of the pool complex evacuate swiftly.

Treloar session evacuees exiting the fire exits 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 provided 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.

Non Treloar session evacuees will exit via either of the fire doors adhering 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**. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456

The Teacher or Session Leaders, Lifesavers and supervising staff must ensure:

- That the area for which they have responsibility is cleared
- That foil blankets from the 'grab bag' are distributed at the assembly point to those who need them

- Complete a checklist against register that everyone at or in your session from the pool and changing rooms have left the building.

Extinguishing equipment is provided in the entrance to 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 kits situated poolside and in the changing area.

The designated Lifesavers must not get drawn into a minor first aid situation to the extent that they are unable to supervise pool activity.

**STUDENTS:** Treloar protocols must be followed for students- Phone the residential houses or classrooms to get advice from their allocated Nurses or health centre for minor injuries/illness

**Emergencies:** For Treloar Students phone 6444, 4444. A walkie talkie can be used to speak directly to the nurse on duty that is located in the changing room area when out of hours or if there is no response from the health centre in an emergency situation.

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.

Facilities or when out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 must be phoned immediately after calling an ambulance on site so they are able to assist and to allow entrance and direct the ambulance to you.

The Teacher or Session Leaders, Lifesavers, and Lifeguards 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. or the The Wilson Practice Alton Health Centre Anstey Road, Alton GU34 2QX · ~1.9 mi 01420 84676* 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. The nearest pharmacy is Anstey Road Pharmacy, Anstey Rd, Alton GU34 2QX · ~1.9 mi which has extended opening hours.

**The Teacher or Session Leaders, 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. YOU**

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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 support and evacuation from the pool is to be completed by trained operatives in spinal injuries.

### 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:

There is an emergency generator and also some emergency lighting installed inside the swimming pool area which is designed to activate in the event of a power failure.

The Teacher or Session Leaders, Lifesavers must clear the swimming pool.

Where adequate illumination is no longer possible, there are torches available inside the grab bags you must supervise an orderly evacuation of occupants at an appropriate assembly point.

During term time and normal business hours you 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, you 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 session leaders 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:

The Lead of a Treloar session with support of the Lifesavers and support staff will instruct them to carry out a calm safe evacuation and ensure there are lifesavers that will be assisting the casualty. It is not appropriate to use a whistle in school/college swimming sessions due to the nature of the students and them becoming quite distressed.

Lifeguards **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 supporting staff.

Lifesavers must initiate and carry out the rescue using their relevant training.

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...** When out of normal working hours the on line duty manager 07736080220 or caretaker 07770867456 should be informed.

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

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. Alert residential house or parents of day students if there are any concerns of secondary drowning to ensure they get the appropriate monitoring and medical attention. Guardian/parents carers of children or vulnerable adults that are not Treloar students to be informed that a person in their care user has inhaled water and 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 residential duty manager and inform the Emergency Services as appropriate. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

## **6. Bomb/ Terror Alert / Lockdown and Emergency Alert Procedures**

The Session Lead will take charge and instruct the supporting staff and users to evacuate the pool and move everyone into the changing rooms. With support from the lifesavers and supporting staff/carers the users will be supported in evacuating to another zone/building or staying within the pool changing room area. You must prohibit initial or additional admission to the swimming pool area and contact Facilities (**6466/6460**) for information. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

A lock down may take place when there is a perceived risk of threat to the Nursery, School/ College, students, staff, children, visitors or our buildings.

In the event that unauthorised person(s) considered dangerous, are on campus grounds.

In instances including domestic breakdowns where estranged parties are attempting to abduct children.

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In instances where personal, students, volunteers or staff from within the setting become a threat to the wellbeing of others.

In an emergency situation within the environs of the School/ College where there is potential risk from spills or poisonous fumes.

**A lockdown will be initiated by a phone call from Gauvain, Health Centre or Facilities.**

### **Practices and Procedure**

#### **“Run” or “Move”**

**Run or move** quickly away from the immediate danger. Move out of public area and take cover – take yourself out of view and from any potential gunfire.

**Do not** evacuate classrooms and offices follow the **CLOSE** procedure below, **await instruction** from a Senior Manager, Facilities Manager or the Police. It will be the intention to direct staff and students back to their Residential Houses as long as it is safe to do so once Senior Management has a full assessment of the situation. **Do not** leave your room until instructed to do so.

#### **“Hide”**

Following the **CLOSE** procedure:

Close all Windows and Doors, blocking out vision

Lock up where possible. Barricade – keep away from doors and windows

Out of sight and minimise movement. Remain out of view

Stay silent and avoid drawing attention switch phones to silent and no vibration mode

Endure. Be aware that you may be in lockdown for some time

### **Evacuation:**

Session Leads with support from staff must prohibit initial or additional admission to the swimming pool area and contact Facilities (**6466/6460**) for information. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

Staff should follow the standard evacuation procedures in accordance with the Treloar fire policy unless information dictates otherwise.

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include bomb threats, gas or chemical leaks, explosions, terrorist, or substantial damage to the building. **But** await instructions from the Senior Management Team. You **must** remain in lock down until instructed to evacuate.

### **Buddy School/ College:**

Arrangements have been made with Eggars School and Alton College to evacuate to Eggars “hall” and await further instructions during any entire evacuation from the Treloar’s site. (Or if Treloars needed to be closed).

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.

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## 7. Structural Failure

**In the event of a minor failure or defect (for example handrail dislocation), Teachers/ Session Leaders or lifesavers should:**

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, Session/Leads/Lifesavers should default to prohibiting access to the swimming pool completely and suspend the session.

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You must inform Facilities (**6466/6460**) immediately to report the issue and gain advice on further action. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

You 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), Teachers/ Session Leaders 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. You 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. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

## **8. Lack of Water Clarity and Fouling**

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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**. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

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**. When out of normal working hours the on line residential duty manager 07736080220 or caretaker 07770867456 should be informed.

Swimming pool and Hydrotherapy pool contamination Procedure for Poolside and Facilities Management teams. *Procedures are taken from the 'Swimming pool water – treatment and quality standards for pools and spas' 2009 to which the Health Safety Environmental Agency (HSE) takes its current guidance.*

This document outlines the steps to be taken in the event of pool contamination. The pool water operator must quickly decide on an appropriate course of action in order to prevent any illness.

**Minor Decontamination: (Pool can remain open and used after removal of contaminates)**

The procedure is as follows:

**Poolside Management:**

If the contamination is solid human or animal faeces, this should be immediately removed from the pool by the persons running or supporting a session. Remove the contaminant from the pool using a scoop or fine mesh net and flush down the toilet (do not put down any poolside drains).

If the pool is operating properly with appropriate disinfectant residuals and PH values, no further action is necessary.

Inform the Facilities office of actions taken including the time as soon as possible (within the hour).

**External users to inform the caretaker immediately of action taken.**

Treloar Staff to complete an electronic IRIS incident form. (**External users IRIS to be completed by the Caretaker of Facilities office as soon as possible**)

**Note** the pool would not be in operational use if the appropriate disinfectant residuals and PH values were not within tolerance.

Sample testing is completed 3 times a day via the Facilities Team to ensure limit range are achieved, this is recorded on the poolside white board with date and time recorded for poolside management checks.

**Moderate Decontamination: (pool will be closed for a shorter period of time on Facilities Management agreement after testing the PH levels and that they are in within tolerance)**

## **Blood**

The following procedure should be followed:

### Poolside Management

Any blood spillages on the poolside should not be washed into the pool or poolside drains and channels. Like blood spillage anywhere in the building, it should be dealt with using strong disinfectant granule from the spillage kits provided. Using disposable non latex gloves, the blood should be covered with paper towels gently flooded with the disinfectant granule and left for at least 2 minutes before it is cleared away.

On the poolside, the affected area can then be washed with pool water. Elsewhere in the changing room/ toilets the area should be washed with water and detergent and, if possible, left to dry.

The bagged paper towel and gloves should be placed in bags for incineration.

Report the decontamination to the Facilities Office or Caretaker if out of core working hours

Place a closed sign on all pool entrance doors to alert users the pool is temporary closed with the day's date and time. The notice should include please contact the Facilities Offices or the Caretaker before entering the area.

Treloar staff to complete an electronic IRIS incident form. (External users IRIS to be completed by the Caretaker of Facilities office as soon as possible)

### **If substantial amounts of blood are spilled into the pool**

The pool should be temporarily cleared of people, to allow the pollution to disperse and any infective particles to be neutralised by the residual disinfectant. A shock disinfectant treatment may take place if the Facilities team deem necessary after inspection.

### Facilities Management Team

Facilities Team will confirm that the disinfectant residuals and pH values are within the recommended ranges before the pool can reopen and will inform the poolside management team when this is possible.

## ***Gross contamination: (Pool to be closed immediately and Facilities Informed)***

### **Faeces & Vomit**

If the stool is runny (diarrhoea), the pool should be immediately cleared of bathers and disinfectant residuals turned up to the top of their normal range by the Facilities team. Chlorination, filtration and backwashing are the principal controls. The diarrhoea maybe caused by Cryptosporidium, or vomit by a gastrointestinal infection and the contamination will not be inactivated by these concentrations of chlorine. Pool operators will not necessarily know what infection has caused the diarrhoea or vomit. It is possible that the perpetrator or their family/SSA may know that they have such an infection. **The safer option is to assume the worst.**

The procedure is as follows:

### Poolside Management

Close the pool – and any other pools whose water treatment is linked to the fouled pool. If people transfer to another pool they should shower first.

Remove the contaminate from the pool using a scoop or fine mesh net and flush down the toilet (do not put down any poolside drain) by the persons running or supporting a session.

Report the decontamination to the Facilities Office or Caretaker if out of core working hours

Place a closed sign on all pool entrance doors to alert users the pool is temporary closed with the day's date and time. The notice should include please contact the Facilities Offices or the Caretaker before entering the area.

#### Facilities Management Team

Hold the residual at the top of its recommended range and the pH value at the bottoms of its.

Vacuum and sweep the pool.

Using good coagulation, filter 6 turnover cycles (which may mean closing the pool for a day). This assumes good hydraulics and well-maintained filters.

Make sure the pool treatment plant is operating as it should.

Backwash the filters and run plant overnight to filter (this will also allow the filter media to settle).

Cleaning equipment should be disinfected afterwards.

Return the free chlorine residual to its normal levels and pH. If they are satisfactory reopen the pool and let the poolside management team know it is safe to reopen.

Display the latest test results on the poolside whiteboard including date and time for poolside management checks.

**Please note:** This process is also appropriate for the rare occasions when a dead animal or bird is found in the water.

## 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, session leaders with support of 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.

If the situation cannot be resolved immediately, those concerned must be directed by the Session Lead/ lifesaver to exit the pool and depart from the swimming pool complex. You must not hesitate to call for assistance from supervisors, supporting staff and/or the Facilities department. In extreme cases, lifesavers must not hesitate to contact the Police using the emergency telephone.

You must not hesitate to suspend or conclude swimming pool activities where an immediate resolution cannot be achieved or where safety is compromised or there is the potential for safety to be compromised.



## Appendix 1 - Equality Impact Assessment (EIA) - Stage 1

<b>Name of Policy / Function/Decision</b>	TRELOAR SWIMMING POOL PSOP- Pool Safety Operating Procedures
<b>Name of Assessor / Author /Lead</b>	Lorna Woodcroft
<b>Start Date</b>	13/04/2022
<b>This EIA is being undertaken because it is:</b>	<p><i>Delete as appropriate</i></p> <ul style="list-style-type: none"> <li>• Part of a project proposal submission</li> <li>• A result of organisational change</li> <li>• A result of new policy</li> <li>• <b>A result of a policy revision</b></li> </ul> <p>Other: suggestion made to delete wording about freezing clothes</p>

## Screening

<b>Does the policy affect employees, students or other stakeholder groups? Could the impact be significant to that group of people? <i>Students and families, but not in significant numbers across the organisation</i></b>	N				
<b>Is it a major policy with a significant effect on how our core business is delivered?</b>	N				
<b>Does it involve a significant commitment of resources?</b>	N				
<b>However this proposal will be giving back and reducing 'commitment of resources' not increasing</b>	N				
<b>Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)</b>	N				
If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI co-ordinator or Head of Quality for further support.					
<b>Has the screening identified the policy as having relevance to the any of the following groups?</b>					
Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or	N	Marriage or civil partnership	N

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	Maternity			
Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?				Yes <input type="checkbox"/>
Are all opportunities to promote equality taken within the policy/procedure/decision?				Yes
Have we stated how we will monitor the implementation and impact of this policy/decision?				Yes
Date of Screening			13/04/22	
Approval by EDI			Lorna Woodcroft	
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)			Yes <input type="checkbox"/> No <input type="checkbox"/>	