

APPENDIX 1

MODEL NORMAL OPERATING PROCEDURE

Please Note: RISK ASSESSMENT IS A CONTINUOUS PROCESS – SIGNIFICANT CHANGES IN THE WORKING ENVIRONMENT REQUIRES A RE-ASSESSMENT OF THE WORK AND MAY REQUIRE CHANGES TO THE NORMAL OPERATING PROCEDURE

The **Risk Assessment** is to be signed by a senior member of the School Management Team and/or Governors, and must be reviewed, signed and dated on an annual basis.

The **Normal Operating Procedure** and **Emergency Action Plans** are compiled from the findings of a **Risk Assessment**, and therefore, there may be alterations that need to be made to meet individual schools' operations. Once set and agreed, the **NOP** and **EAP** must be made available to those who may be required to operate or manage the swimming pool and its use, and their understanding of it use be tested.

ASSESSOR AND DATE	APPROVAL AND DATE	ADOPTED AS SCHOOL POLICY AND DATE
<u>INITIAL NOP ASSESSMENT:</u>		
<u>REVIEW #1</u>		
<u>REVIEW #2</u>		
<u>REVIEW #3</u>		

1.0 THE POOL

1.1 Details of the Pool:

[A plan of the pool, and its associated facilities (changing areas, plant room, emergency escape routes etc), should be attached as an Appendix to this document]

Length of pool (metres):	
Width of pool (metres):	
Depth of pool (metres) (<i>range of depth if variable</i>):	
Sketch of pool profile (<i>if there are sudden slope in the pool floor</i>):	
Maximum Bathing Load (per hour):	
Maximum Bather Capacity (at any one time):	

1.2 Operational Scope

The Pool is normally available for use during the following times. (*Please give details of when the pool is used by the school and when it is hired out if appropriate. A timetable of use may be attached as an appendix this may also include times when the pool is closed for maintenance.*)

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1.3 Access and Egress, [including Emergency Exits]

Access to the swimming pool, is made via	
This access point is controlled by	
The exit and emergency exits are located at the following location	
Swimmers are advised of water depths by the installation of prominent water depth signs that can be seen from the water, and the poolside. These are located	
Swimmers are advised of the deep end and the shallow end of the pool by prominent signs located	
Swimmers are advised of the pool depth profile by a pool profile diagram which is displayed	

2.0 POOL SUPERVISION ARRANGEMENTS

2.1 DEEP WATER POOL(S) (GREATER THAN 1.2 METRES)

2.2 Supervision of Swimming Activities

- There must be a minimum of two qualified pool supervisors present at all times; one person must be nominated as the lead supervisor. Supervisors must be on the poolside. Staff in the water do **not** count in the pool supervision ratios,
- When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity and remain at the poolside until full supervision levels are resumed,
- Pool supervisors must carry a whistle with them at all times,
- Pool supervisors must be in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors must remain on the poolside at the end of a session until all swimmers have left the area and the pool is secured,
- Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within 20 seconds,
- Supervisors must work together to ensure that they monitor all areas of the pool and all pool users. They should be located on poolside so that they can achieve this and know who is looking out for which area or group of children.

2.3 Pool Rules:

The following are examples of standard pool rules (*They should be adapted by the school for its own pool situation*):

Pupils must not enter onto the poolside unless a member of staff is present,

- Pupils must not enter the water until instructed to do so,
- No jewellery is to be worn in the pool,
- No food is to be consumed on the poolside,
- No running on the poolside,
- No diving or jumping in from the side into the pool unless instructed to do so,
- Entry and exit to the pool must be made by the steps, only,
- No shouting in the pool,
- No acrobatics to be performed in the pool,
- No pushing or ducking of other swimmers,
- No outdoor shoes are permitted on the poolside in indoor pools,
- Swim caps must be worn,
- Pupils must leave the pool immediately when instructed to do so by the person supervising them.

- The following areas of the pool create potential risk factors:

- Method for controlling access to the pools:

- The pool rules will be displayed at the following points around the pool:

- Plan of Pool

(Include in this section a plan of your pool. Detail location of any features and safety equipment, e.g. ladders, slide, including poolside alarms, fire alarms, first aid posts and other relevant information).

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

WATER TREATMENT AND POOL PLANT MANAGEMENT

Cleaning and Hygiene:

Pool Surrounds:

The following regime of cleanliness is carried out around the swimming pool, to prevent the transmission of infection:-

Process	Frequency
Litter Pick	Prior to the daily use of the pool, and as required
Full Clean: Rinse the poolside with pool water Scrub with deck-scrubber or stiff brush Rinse the area with pool water Soft sweep or squeegee excess water	Prior to the daily use of the pool.

Cleaning the Bottom of the Pool

The pool floor is swept/vacuumed at a minimum frequency of once per week. If there is excessive foliage or detritus, the frequency is increased.

Cleaning Pool Covers

The pool cover will be cleaned by back-rolling, spraying and brushing with a mild disinfectant, once during each term, or before opening and immediately after the outdoor season.

Legionella Control

The following actions are taken to prevent the build-up of standing water in pipe work, and the risk of the presence of the Legionella virus:-

- All showers will be run for 1-2 minutes, each day, prior to the pool being used;
- All showers will be subject to the County Council Water Hygiene and Legionella Management programme involving regular cleaning and descaling of the shower heads (*for further information see the Legionella log*);
- All wash-basin taps will be run for 1 – 2 minutes, each day, prior to the pool being used;
- All hose pipes will be run to drain for 2 minutes prior to be used;
- Domestic hot water mixer valves are included in our planned maintenance programme.

Water Treatment Procedures

The Swimming Pool Plant and associated services have been designed to deal with anticipated demands and loads. However, care must be taken to ensure that it is not overused. This can happen when the level of pollution being introduced exceeds the ability of the plant or the chemical treatment system to be able to deal with that pollution.

Working in the Plant Room, Chemical Stores and Associated Areas

The area may be hazardous owing to its remoteness from other persons due to the nature of the equipment there, and also due to the presence of potentially toxic chemicals, that may need to be handled.

A lone working risk assessment has been made and should be complied with. Measures to protect members of staff whom work in the plant room have been put in place.

Staff should notify _____ when they are going to the pool or plant room alone and advise how long they expect to be there. They should also advise when they return from the plant room.

They should take with them to the plant room some form of personal communication in case of emergency such as fully charged short wave radio, mobile phone etc.

Staff must wear appropriate protective clothing when working in the plant room.

If the noise in the plant room is such that it is difficult to hear normal conversation at a distance of two metres because of the background noise, then the operator should report this to their line manager. A noise risk assessment may need to be carried out.

Disinfectant: _____

Stabiliser: _____

The complete list of chemicals held for use in the swimming pool, are:-

[illegible]

Water Testing Regime

Pool water chemicals levels are tested a minimum of three times per operating day, at the times stated on the Water Test Sheet.

A manual water test will be carried out at the beginning of the operating day, and at least two further times throughout the day, thereafter.

If, for any reason a test cannot be carried out, the Head of the School will be informed, for exceptional arrangements to be made to carry out that test.

Tests are carried out as follows: -

Test	Parameters	Frequency	Carried out by
Free Chlorine			
Combined Chlorine			
Total Chlorine/Bromine			
pH			
Cyanuric Acid			
Total Alkalinity			
Calcium Hardness			
Total Dissolved Solids			

The Water Test Sheet will record the time that the test was taken. Should the swimming pool be used for more than the academic day, then additional tests will be taken, at three hourly intervals. The final test will be taken at the end of the operating day, to ascertain whether any chemical treatment is to be introduced.

Water Test Sheets and Microbiological Test Reports will be kept for a minimum of three years.

Option #1

Total Alkalinity, Calcium Hardness, and Total Dissolved Testing shall be carried out, by the School's Pool Operator, on a weekly basis.

Option #2

Total Alkalinity, Calcium Hardness, and Total Dissolved Testing shall be carried out, by the School's Pool Maintenance Contractor, on each visit.

Water Treatment Equipment Maintenance

Filter cleaning [back-washing] will be carried out at least once per week by _____. This frequency will increase during time of particularly high use; excessive pollution or prolonged periods of strong sunlight. High rate filters may require a minimum of twice a week backwashing.

In order to allow the filter media to 'ripen'; i.e.: to return to its most effective condition, backwashing process will be carried out at the end of the operating day, or when there is a minimum of four hours non-use.

All backwashing will be recorded on the Water Test Sheet

Filters will be opened on an annual basis by the swimming pool contractor and will be inspected and filter media topped up if required.

Microbiological Testing

Microbiological tests are carried out on a _____ basis, before opening after a significant period of closure or after a contamination incident and the results are communicated directly to the School. The Report also stipulates the acceptable standards for each test.

(In pools open all year microbiological testing should be carried out monthly, after a contamination incident or after a significant period of closure. In hydrotherapy pools microbiological testing should be carried out weekly, after a contamination incident or after a significant period of closure, in seasonal pools, microbiological testing should be carried out before opening, monthly, after a contamination incident or after a significant period of closure) .

The swimming pool will be closed if unacceptable test results are received, until such time as the cause and remedial work has been carried out, and a further microbiological test has been carried out, with acceptable results. Such reports and actions will be reported to CCC immediately.

COSHH Assessments

The School requires its suppliers to provide an up-to-date Safety Data Sheet [SDS] with all its pool water treatment chemicals. The relevant information from the SDS is transferred onto our internal Control of Substances Hazardous to Health Sheet [COSHH].

The SDS and COSHH sheets are retained in the School's administrative office. Copies of the COSHH sheets are located where listed substances are stored and used.

Personal Protective Equipment

The School may provide its pool plant operators, on an individual basis, with suitable, adequate and appropriate personal protective equipment for all tasks. When dealing with swimming pool water treatment chemicals in particular, it could provide:-

	For all chemicals during handling, storage or use	Purpose
Eye/Face Protection	Chemical resistant goggles and visor	Chemical splashes; dust/mist/vapour
Breathing/Respirator	Full face respirator A2,B2,E2,K2,P3. Half mask respirator A1B1E1K1P3 respirator	Toxic gases; dust/mist/vapour
Body/Skin Protection	Rubber; chemical suits	Chemical splashes
Hands/Arms Protection	Chemical impervious gauntlets	Chemical splashes
Feet/Legs Protection	Chemical impervious footwear	Chemical splashes; slipping; impact
Emergency Conditions	Fresh water supply; douche/ monsoon shower; eyewash kit	Chemical splashes to eyes, exposed skin
Body/Skin Protection	Rubber; chemical suits	Chemical splashes
Hands/Arms Protection	Chemical impervious gauntlets	Chemical splashes
Feet/Legs Protection	Chemical impervious footwear	Chemical splashes; slipping; impact
Emergency Conditions	Fresh water supply; douche/ monsoon shower; eyewash kit	Chemical splashes to eyes, exposed skin