

BARTON CAMP POOL

Winscombe, Avon

NORMAL OPERATING PROCEDURE

(Amended March 2007)

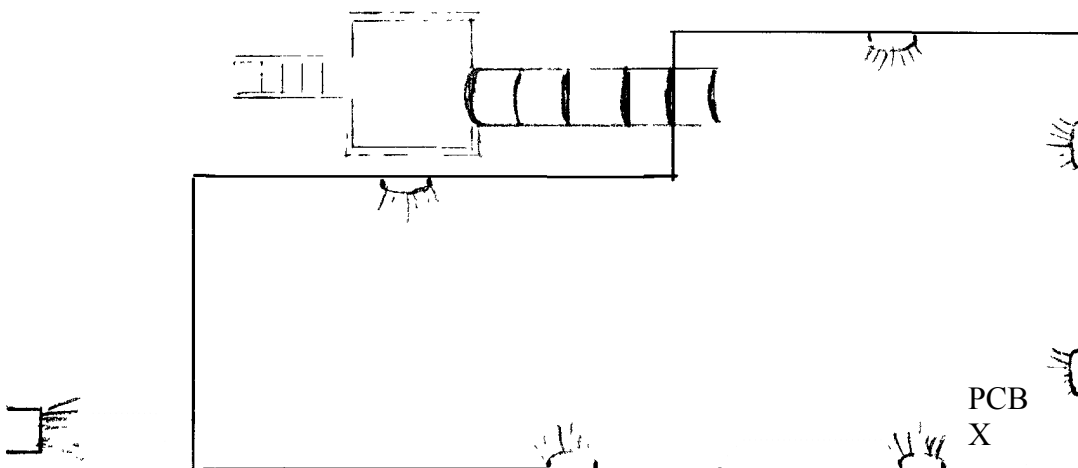
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This NOP is based upon the publication 'Safety in Swimming pools' produced by the Health and Safety Commission and the Sports Council 1988.

NOP 1:0 DETAILS OF THE POOL.



PCB = Pool operating button

Schematic only

ITEM/ACTIVITY	HAZARD	RISK	CONTROLS
Entrance and Exit x 2	Slip, Trip or Fall	Cuts, Bruises Fracture	Enforce pool rule I.E.. NO RUNNING
Pool Filter Drain (Pool bottom)	Entrapment	Drowning by entrapment Drowning	Discourage bathers from swimming down to it
Seat Area Terraced Seating	Slip, Trip or Fall	Cuts, Bruises Fractures	Management to control areas, minimising risks.
Drain Covers on poolside	Slip, Trip or Fall Entrapment	Cuts, Bruises Fractures	Check they are secure prior to pool use & gaps are filled (Especially after pool cleaning)
Slippery wet tiles Poolside areas Steps to changing	Slip, Trip or Fall	Cuts, Bruises Fractures Possible Spinal	Enforce pool rule I.E.. NO RUNNING Access to pool monitored
Air Temperature (Cold and Windy Days)	Wind Chill	Hypothermia	Monitoring Bathers Reducing length of sessions. Ensure availability of Space Blankets (or equivalent) and First Aid Equipment
Sun Light	Sunburn	i) Short term Sunburn Heat stroke Dehydration ii) Long term Possible skin cancer and/or eye damage	Limit exposure from 11.00am to 2.00pm. Wear Sun cream Factor 15 or Above Pool Supervisors to wear Peaked hats and sun-glasses with UV Light protection.
Spectral Reflection / Refraction	Inability to see Bathers underwater	Drowning Eye strain (Supervisors)	Correct positioning of supervisors. Use of sun glasses (UV protection.)
Use of Water Slides	Collision: bathers/pool structure	Cuts Bruises Fractures, Drowning Spinal Injuries	Control use - Queues Clear entry zone Enforce rules Inspect slide before use.
Use of pool in dusk or dark conditions	Collision bathers/pool structure	Cuts Bruises Fracture, Drowning, Spinal Injuries	Lights to be on well before sunset <u>All lights</u> must be on and working

NOP 2.0 POTENTIAL RISK FACTORS (Cont.)

The aforementioned factors relate to potential risk facing bathers and pool supervisors specific to the Barton Camp site.

Whilst the control measures outline how the risks are to be managed to minimise the potential of an accident, it is appreciated that some of the suggested control measures are not the direct responsibility of the Pool Hirer, but that of the Owner. This must be resolved at local level.

To facilitate the safe management of water slide we strongly recommend that during the use of the slide, no entries whatsoever are allowed in the slide area. This area should be roped off.

NOP 3.0 DEALING WITH BATHERS

3.1 Background and House rules.

The course Tutors know the children using the pool, it is a controlled session and therefore 'House rules' can be easily enforced.

The following activities **MUST NOT** be allowed:-

- i) Diving into the pool. Jumping in outside designated areas.**
- ii) Running on the poolside.**
- iii) Fighting or Ducking in the pool or on the poolside.**
- iv) Acrobatics in the pool or on the poolside.**
- v) Eating and / or chewing gum.**
- vi) Petting.**
- vii) Smoking.**
- viii) Acting in a reckless manner or without consideration for other peoples' safety.**
- ix) Excessive splashing of Bathers or Pool staff.**
- x) Foul or abusive language.**
- xi) Excessive underwater swimming.**
- xii) Use of diving Masks, snorkels or flippers.
(Anti-chlorine goggles are allowed provided they are made of a shatterproof material.)**
- xiii) Shouting, screaming or splashing excessively in the pool.**
- ix) The use of the swimming pool after sunset without the lighting on and fully functional.
Note: This includes surround lighting directed at the pool and immediate pool surround**

NB: Tutors (Pool supervisors) using the pool in 'off duty' periods are expected to comply to the rules in Para. 3.1 of the N.O.P. providing there is a minimum of TWO bathers in the immediate pool area at any one time. (The bather loading and pool supervision ratios of Para 4.0 of the N.O.P. do not apply)

NOP 3.0 DEALING WITH BATHERS (Cont.)

3.2 Access to the pool area.

The pool entrances should be controlled. It is highly recommended that access and exit to and from the changing rooms should only be from the lower level and to and from the pool via the steps.

This would make the steps 'Costume only'.

The key to these gates is normally kept in the kitchen and **MUST** be brought onto the poolside and **BOTH** gates opened when the pool is in use. Unauthorised access to the pool is possible as the site is not secured; therefore necessary to inform all pool users and staff that access to the pool area is not permitted, unless it forms part of a supervised activity.

Signs to this effect should be displayed around the poolside or procedures by the **HIRER** must be put in place to ensure no unauthorized entry may occur.

3.3 Dealing with breaches of the pool rules.

If the Bathers misbehave, they must be warned that what they are doing is unacceptable. If they persist, or if initially it is a serious offence, then they must be asked to leave the pool. In the case of a refusal to leave the pool must be cleared until the incident is resolved.

(Refer to internal disciplinary procedures etc.)

NOP 4.0 BATHER LOADING AND POOL SUPERVISION RATIOS.

The maximum number of bathers the swimming pool can take is dependant upon two factors:-

- i) The size of the pool
- ii) The number of Pool Supervisors available.

In the case of the Barton Camp Pool the following Bather Loading are acceptable:-

TWO Pool Supervisors to a Maximum of **FORTY** bathers, or **ONE** Pool Supervisor to a Maximum of **TWENTY** bathers with a Second Pool Supervisor readily available to assist in the event of an emergency.

NB. When the water slide is in operation a minimum of **TWO** Pool Supervisors are required, one of whom shall control the **ENTRY** and **EXIT** of the Bathers on the slide.

NOP 5.0 FIRST AID PROVISION (Inc.. Site Specific Training)

5.1 First Aid Kit.

The hirer shall supply their own first aid kit. A fully stocked but sealed First Aid Kit will be readily available in the kitchen at all times for extra stock. NB: There will be an opening charge on the use of this kit..

5.2 First Aid Qualifications.

All Course Tutors (Pool Supervisors) will hold a current First Aid Certificate - Health and Safety Executive approved.

5.3 Pool Supervision Training.

All Course Tutors (Pool Supervisors) must have undergone a course of training to have successfully completed the Barton Camp Aquatic Rescue Test and re-validate this test on a regular basis. (See Details of Barton Camp Aquatic Test and Training Programme.)

NB The Barton Camp Aquatic Rescue Test is a Site Specific test and IS NOT a recognised Life guarding qualification

5.4 Accident Reporting.

All Accidents must be recorded in the Accident book (Ref. BI510)

Certain incidents under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1985 (RIDDOR) means employers are required to report to the local enforcing authority (which will be either the Health and Safety Executive (HSE) or the District Council Environmental Health Department) certain type of injury, dangerous occurrence or any disease that affects both employees and members of the public in a facility.

REGIONAL HSE Telephone no. is 0117 9 886000

Under RIDDOR fatal accidents require immediate notification by telephone as do serious injuries. Confirmation in writing is required within seven days using Form F2508 (Rev. 1/86)

Responsibility for recording INCIDENTS is the duty of the Course Tutors (Pool supervisors).

The Accident / Incident Book must be readily available at all times.

THE HIRER is responsible for the administration of these procedures and for liaison with the appropriate enforcing authority and the Chairman or Secretary of the Bristol Children's Help Society (B.C.H.S.)

5.5 Monitoring of the Site safety standards.

Representatives of B.C.H.S reserve the right to ensure that the conditions outlined in the N.O.P. & E.A.P. of this document are being adhered to at all times. This may involve checking of First Aid qualifications etc. Failure to comply with these regulations may result in the withdrawal of the hire facility.

5.6 Operation of pool cover

Care must be taken when closing the pool cover, please make sure that both steps are taken completely out of the pool. Failure to carry out this procedure may result in the cover colliding with the steps and could cause very expensive damage. This damage may involve the Hirer in paying considerable costs. To help in this matter, a deadmans handle is fitted to the pool operation button which when released will result in the pool cover motor almost instantly stopping.

NOP 6.0 DETAILS OF ALARM SYSTEMS AND EMERGENCY EQUIPMENT.

6.1 Pool Alarm System

A permanent fixed alarm system is installed and should be tested before use. A whistle can be used to clear the pool in an emergency. Regular practice drills for the clearing of the pool are recommended.

The pool clearance signal the alarm sounding or THREE Blasts on whistle whichever occurs first.

6.2 Outside Telephone Line.

The pool must not be used unless Tutors (Pool Supervisors) have easy access to an outside telephone line. This can be achieved by either a conventional telephone, or a mobile telephone .

NB It is Essential that access to the telephone is checked and that the telephone is in satisfactory working order, PRIOR to the commencement of any pool session. Tutors (Pool Supervisors) should know all appropriate Dialing Codes and understand any specific methods of telephone operation before supervising any Pool Session.

6.3 Emergency Equipment.

One Throwing Rope (Supplied by B.C.H.S)

One Reaching Pole (Supplied by B.C.H.S.)

Whistle (Supplied by Hirer)

One Carry mat to facilitate kneeling during administration of CPR (Can use towels or floats)

A minimum of one Space Blanket (Supplied by Hirer)

NOP 7.0 TUTORS (POOL SUPERVISORS) DUTIES.

The role of the Tutor (Pool Supervisor) is pro-active i.e. they are there to facilitate the safe use of the swimming pool, this will be achieved by:-

- a) Constant observation of the Pool, its surrounds and the Bathers activities.**
- b) Ensure all House Rules are enforced.**
- c) Carry out rescues and initiate emergency action as and when necessary and in compliance to the Emergency Action Plan detailed in this Document.**
- d) Give immediate First Aid in the event of an injury to a bather or any other emergency.**
- e) Communicate with Bathers and other Pool Supervisors to fulfill the above tasks.**

The pool MUST NEVER be left unattended by a Tutor (Pool Supervisor) while it is being used.

It is absolutely forbidden that Bathers are allowed to dive in to the pool in any circumstances; nor can they jump into the pool in non designated areas, Failure to do so could result in a possible SPINAL INJURY and possible legal action against the Hirer. NB:- Dealing with such incidents requires specialist training and upwards of at least five qualified lifeguards.

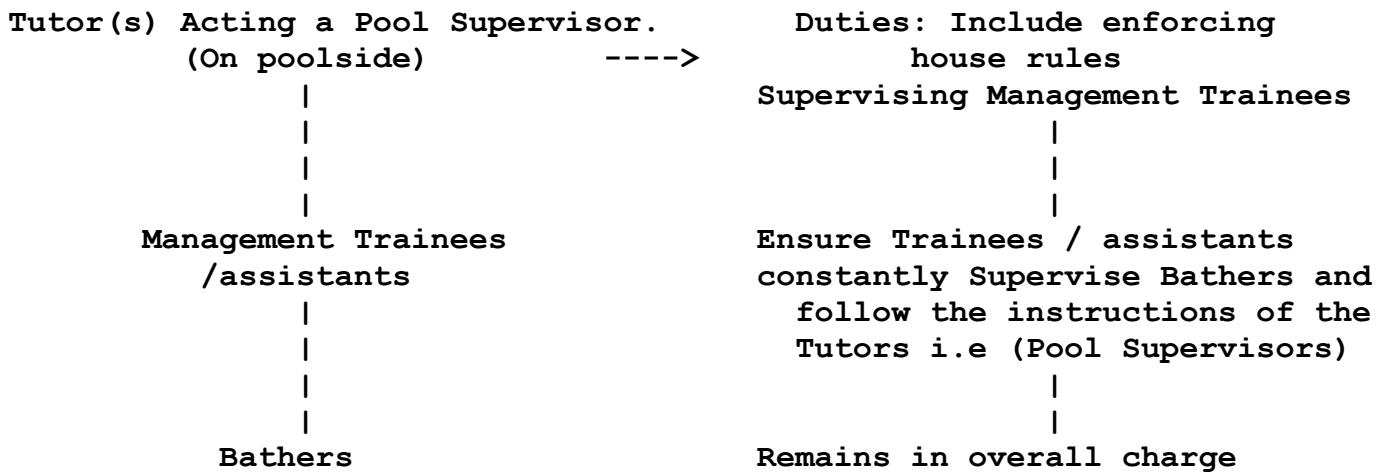
The Barton Camp Aquatic Rescue Test for Pool Supervisors does give some general information of skills required for dealing with a suspected spinal injury, however it doesn't confirm competence. It is therefore essential to prevent any activities that have the potential for causing such injuries.

NOP 8.0 SYSTEMS OF WORK

8.1 Supervision of the Pool.

The pool must not be used unless there are TWO Supervisors available on site.
(See section NOP 4.0 for information on Bather Loading and Pool supervision Ratios)

8.2 Management Structure.



NOP 9.0 TUTOR (POOL SUPERVISORS') TRAINING.

Refer to Training requirements for Tutor acting as Swimming Pool Supervisor.

i.e. Barton Camp Aquatic Rescue Test for Tutors engaged in Pool Supervising Duties.

EMERGENCY ACTION PLAN
for
BARTON CAMP POOL
Winscombe Avon. (Amended 2002)

This Emergency Action Plan is based on Appendix 5 of the publication 'Safety in Swimming pools' produced by the Health And Safety Commission and the Sports Council 1988.

This document outlines the actions to be taken in the event of a foreseeable emergency.

EAP 1.0 OVERCROWDING

This should not be a problem at this site due to the nature of the sessions undertaken, however if the Bather loading is excessive due to the non-availability of a Pool Supervisor i.e.. Dealing with a minor incident then the numbers should be reduced to conform to those set out in paragraph 4.0 of the NOP in this document.

EAP 2.0 DISORDERLY BEHAVIOUR.

If the Bathers misbehave, then the procedures outlined in paragraph 3.3 of the NOP. must be followed.

**I.E..
Incident occurs --> Warn Bather(s) --> If unacceptable behavior persists --> Ask Bather(s) to leave pool --> If they refuse, clear pool until issue is resolved.**

EAP 3.0 LACK OF WATER QUALITY / CLARITY

This is a potentially dangerous situation, because a Casualty could become submerged under water and not be visible to the Tutors (Pool Supervisors).

Poor water quality could also indicate a failure in the Disinfecting System, this having obvious Hygiene implications.

In such circumstances the Pool must not be used until the water quality has been restored. Please check with the pool manager to clarify the situation. All such incidents must be reported to B.C.H.S or their representative so he/she can take the necessary corrective measures.

It should be noted that water clarity can deteriorate rapidly during use, therefore in such cases the pool should be monitored and evacuated if necessary until the water quality has been restored.

EAP 3.1 LACK OF CLARITY of VISION

After sunset, the lights must be turned on.

If in the event there is a partial or total failure of the lighting system, then as above when vision of the pool bottom is impaired, then this is a potentially very dangerous situation. THE POOL SHOULD NOT BE USED IN THESE CIRCUMSTANCES.

The matter should then be referred immediately to the Pool Manager.

EAP 4.0 FIRE.

In the event of fire breaking out in the buildings surrounding the pool, the Bathers must be evacuated to the Pre-determined 'Fire assembly points' and await arrival of the emergency services.

Bathers must not enter the building to retrieve clothing or other belongings.

It is recommended that a supply of Space blankets' or equivalent are readily available for the evacuated Bathers.

Please note that the key to the pool gate on the hill side should always be brought from the kitchen area onto the poolside and the gate unlocked whilst the pool is being used.

EAP 5.0 ADVERSE WEATHER CONDITIONS & ENVIRONMENTAL FACTORS.

Inclement weather is a particular problem with an 'Open Air' Pool, it is recommended that the Pool is not used if:-

- a) there is a thunder and lightning storm in the vicinity.**
- b) there are high winds.**
- c) there is a low Air temperature.**
- d) there is poor light due to overcast weather conditions or twilight.**

EAP 6.0 STRUCTURAL FAILURE TO THE POOL AND/OR POOL SURROUND.

If there are any doubts about the structural safety of the Pool or the Pool surrounds in terms of its safety then the Pool is not to be used until the matter is referred to the Warden. Any concerns must be followed up in writing at the first available opportunity.

The comments above apply equally to the fixtures and fittings of the site.

EAP 7.0 EMISSION OF TOXIC GASES.

It should be noted that in a swimming pool situation emission of gases can be caused by the accidental mixing of chemicals i.e.. Acids and Alkalis which can result in Chlorine gas being liberated into the atmosphere.

The open air nature of the Pool means a rapid dilution and dispersion of the Toxins should occur, however localised pockets of the gas can be formed. If there is a suspicion of such a happening the bathers must be evacuated immediately to an assembly point upwind of the affected area. The Emergency Services must then be summoned to deal with the incident.

8.1 Accidents to Bathers fall into two categories:-

- a) Minor incidents
- b) Major incidents.

The Tutor acting as Pool Supervisor is qualified to deal with such incidents, however care has to be taken so as to ensure the Swimming Pool is not left unsupervised. When any incident occurs the Second Tutor must be summoned to the poolside.

In the case of a Minor incident the Second Tutor (Pool supervisor), if he/she is not already present, can be summoned to the Poolside.

In the case of a Major incident i.e.. an unconscious Bather, the Emergency alarm procedure detailed in paragraph 6.1 of the NOP must be activated.

8.2 Emergency response procedures.

Tutor (Pool Supervisor) :	Identifies problem Raises alarm. Alarm alerts Second Tutor or summons Him/Her to Poolside.
Tutor (Pool Supervisor) :	Initiates Pool Clearance Effects rescue
Second Tutor is available to assist First Tutor.	Assessment whether emergency services are required, and ensures pool is cleared of bathers. If Yes, Second Tutor calls appropriate emergency services.

**SUBJECT: AQUATIC RESCUE TEST for TUTORS acting as POOL SUPERVISORS
at Barton Camp Pool, Winscombe, Avon.**

1.0 AQUA TEST - INTRODUCTION:

Barton Hall Pool is an Open Air Pool, it is an Rectangle shape approximately 20 by 8 metres, with a small rectangle extension by the slide. The Maximum depth is 1.4 metres.

This test is designed to give Tutors (Pool Supervisors) Theoretical and Practical Knowledge of Basic Health and Safety awareness for the supervising of Management Training Delegates in their role of Supervising swimming activities for children.

It is important to note that this test is not a recognised life guarding qualification such as the Royal Life Saving Society National Pool Lifeguard Qualification, however the test is site specific and does cover the key elements of the skills required of a lifeguard as outlined in paragraphs 189 to 193 of the publication 'Safety in Swimming Pools' prepared by the Health and Safety Commission and the Sports Council.

1.1 PRE REQUISITES.

- 1) Tutor (pool supervisors*) must be 18 years of age.
* Helpers shadowing pool supervisors may be younger**
- 2) Tutor must hold a current First Aid Certificate (Health and Safety approved) or equivalent*
* (at the discretion of the pool hirer)**
- 3) Tutor must be reasonably fit.**

1.2 DRESS FOR PRACTICAL TEST:

Candidates must wear similar clothing to what they would wear when supervising the Pool. Footwear can be discarded prior to entering the Pool.

1.3 PRACTICAL TEST.

NB: Each element must be performed sequentially (Dependant on conditions)

The Tutors (Candidates) will:-

- 1) Perform a Reaching Rescue of a conscious casualty from the Poolside using any Rescue Aid available.**
- 2) Perform a Throwing Rescue of a conscious co-operative casualty who is at least 5 Metres from the Poolside.**
- 3) Enter the Pool in a safe manner and swim two lengths using a Front stroke ie. Front Crawl or Breaststroke, then climb out of the Pool. (A time limit of 50 seconds from the starting signal to touching the pool end at the conclusion of the swim.)**
- 4) Enter the Deep End of the Pool in a safe manner and recover by means of a Surface Dive an Object placed at the Deepest part of the Pool.**
- 5) Perform a Wading rescue of a conscious and co-operative Casualty who is out of her/his depth, using any Rescue Aids available. The Tutor (Candidate) will commence the Rescue from the Shallow end of the Pool.**
- 6) Enter the pool and recover an unconscious Casualty who is face down in Deep water, turn and then tow the Casualty to the Poolside where he/she will land the Casualty with assistance. It is assumed that the Casualty is not breathing and the Pulse is absent, therefore CPR is performed as a Single operator for a Minimum of 3 Minutes and as Dual operator for up to a further 3 Minutes.**

1.4 ORAL TEST.

The Tutor (Candidate) will answer questions on:-

- 1) The contents of the `Normal Operating Procedure and `Emergency Action Plan' for the site and the general principles of these documents, Including such areas as :- Pool evacuation, maximum Pool Bather numbers and summoning of the Emergency services.**
- 2) The recognition and Treatment of Common injuries and Medical conditions including:- Spinal injuries, Fractures, Bleeding, Hypothermia, Shock, Epilepsy, Choking and the Application of CPR on infants, Children and Adults.**
- 3) The methods of effecting a Aquatic Rescue, the advantages and disadvantages of using typical Pool rescue aids and Casualty recognition including suspected Spinal injuries.**