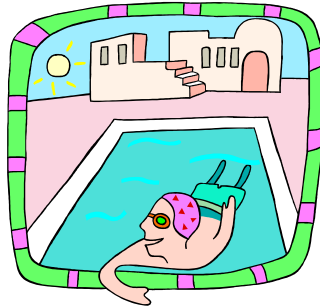


BRAUNSTONE LEISURE CENTRE

POOL SAFETY OPERATING PROCEDURES

NORMAL OPERATING PROCEDURES



Name.....

Date Issued.....

Issued by.....

POOL SAFETY OPERATING PROCEDURES

BRAUNSTONE LEISURE CENTRE**NORMAL OPERATING PROCEDURES**

1. DETAILS OF POOLS
SYSTEMS OF WORK
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Issue no. SE1 BLC (11/04)

1ST Review date 12/04

SECTION ONE**DETAILS OF POOLS****1.1 Main Pool (25m x 17m)**

The main pool is deck level with a constant depth of 1.8m split by a boom and a movable floor to 2.5m The bather load for the Main Pool is 106 (This bather load is subject to change, depending upon the set up of the pool)

1.2 Community Pool (25m x 8.5m)

The teaching pool is deck level ranging in depth from 0.9m – 1.2m. The bather load for the Community Pool is 70

1.3 Disabled Persons Access

Disabled persons access is gained through the changing rooms.
There is a pool hoist available to aid entry/exit to the main pool.
A point for the hoist to be used in the community pool is also available.

1.4 Plans of the Building and the Layout

1st written 12/04

LAST REVISED 17th February 2014

A general plan of the building showing the emergency exits can be found in staff areas. This should be consulted to ensure adequate awareness of the building. All staff should be completely familiar with all of the details in order that they can carry out their duties safely and efficiently. Plan shown on last page of NOP.

SYSTEMS OF WORK

1.0 Guidelines

The pools must be supervised at all times whenever swimmers or spectators are present.

Inline with RLSS guidelines all staff must carry a Torpedo Buoy that has been provided at all times whilst working on the poolside

Staff must never leave the poolside without the authorization of the Duty Officer for any situation outside the normal rotation of staff ie. where one staff member relieves another to go and perform other duties within the centre. The Duty Officer would substitute one member of staff with another to keep the full compliment of staff. The rule still applies at the end of the shift. If someone is late relieving a member of staff from their duty, the original staff member must remain on the poolside and make the Duty Officer aware of the situation. The Duty Officer will then make arrangements for the member of staff to leave the pool as soon as possible. Additional pay will be given to the nearest quarter of an hour.

Food and drinks are not allowed onto the poolside by staff. However in instances of hot weather conditions or inadequate ventilation, staff may use water bottles kept behind the chair on the community pool or in the store cupboard on the main pool upon authorization from the duty officer to avoid dehydration.

The maximum bather load is 176 for both pools. The community pool holds 70 and the main pool 106. Staff must contact the Duty Officer when the maximum bather load is approaching.

Staff must never accept any kind of valuables, money or personal belongings for safe keeping for customers, lockers must be used.

At no time should staff congregate at any area on poolside, failure to observe these guidelines may result in disciplinary action being taken. When relieving lifeguards from duty only relevant bather safety information must be exchanged.

Remember these standards are to protect the safety of the public and your own personal position.

1.2 Poolside Positions

Position 1	Elevated chair – Main pool
Position 2	Opposite Elevated chair – Main pool
Position 3	Between Community pool and Main pool by Gate
Position 4	Main pool

- Position 5 Community pool – deep end middle of pool facing the whole pool
 Position 6 Changing room side – Community pool

1.3 poolside Procedures

When running at full capacity the pool will operate with six staff on. If necessary the Duty Officer will also be present on the poolside. As bather loads decrease the Duty Officer will decrease the staffing levels as appropriate at the time.

Staff will be replaced by another member of staff from their current poolside position. Staff should rotate round the poolside positions at half hour intervals unless otherwise directed by the Duty Officer. The Duty Officer must ensure staff are not on poolside for more than two hours in any period. In cases of hot weather conditions rotation times will reduce at the discretion of the duty officer. In normal conditions lifeguards will be on the poolside for a maximum of 90 minutes.

Each position holds its own procedure/responsibility area which are as follows:

Position 3 – Between Community pool and Main pool by Gate

The importance of this position should not be under-estimated as a number of duties are carried out which have an effect on the way the centre is operated. The shallow end of the main pool should be observed from this position.

Staff should also

- Observe Community pool when bather loads are high
- Inform Duty Officer of any problems on the poolside
- Advise Duty Officer/reception when bather load is nearing the maximum
- Monitor/assess bathers as they come onto the pool area and help pinpoint individuals as risk eg. people under the influence of alcohol/drugs, the elderly, people who declare medical conditions such as diabetes, asthma, epilepsy etc.

The position also acts as a key factor in poolside emergency procedures in taking the bag and mask equipment if required, communicating via the telephone, having the first aid box ready and available to hand.

Staff to promote use of showers prior to swimming.

The customer service aspect of this position is also important; staff should speak to customers in a friendly and helpful manner and deal with queries and questions effectively.

Position 4 – Main Pool – deep end

This position is used when public numbers exceed 50 in the main pool.

Responsible for general supervision of the main pool, paying attention to the rules about not diving and no armbands past the boom (from 1.5m). Vigilance and observation is required at all times.

Position 1 – Elevated Chair – main pool

The attendant in this position will be responsible for the supervision of the whole of the main pool. The attendant must either be seated in the chair or standing directly next to the chair.

Care must be taken when ascending/descending the chair steps

Position 5– Teaching Pool – street side

Responsible for general supervision of the teaching pool and applying the no diving rule. The member of staff will stay in the chair or stand directly next to the chair, and must not congregate on the middle between both pools with other lifeguards.

NB: For early morning swimming 1 member of staff to supervise the community pool.

Position 6 – Changing room side community pool

This position is used when public numbers exceed 35 in the community pool - responsible for general supervision of the community pool, paying attention to the pool safety rules. Vigilance and observation is required at all times.

Position 2 – Patrolling main pool opposite side to high chair

The attendant in this position will have general responsibility for the deep/shallow end of the pool. Constant patrolling along the side of the pool should be adhered to, paying particular attention to poolside safety rules

All areas of the pool and its environs must be adequately observed and supervised. Each zone needs to be continuously scanned using the 10:20 system. Zones will include the water area above and below the surface plus steps, equipment, walkways, entrances and poolside/poolhall.

The only place on the poolside in which staff are allowed to sit down is the lifeguard chair. It is every member of staff's own responsibility to operate their position correctly and professionally at all times.

The above procedures are non-negotiable and can only be altered at the discretion of the Duty Officer.

There is a possibility of glare from the large main pool window – staff should re-position themselves as required.

In addition the following rules apply:

- i. No diving
- ii. No snorkel mask/equipment to be allowed as these require special breathing techniques
- iii. failure of poolside equipment needs to be reported to the Duty Officer immediately eg. alarms, broken tiles, lighting etc.
- iv. Report concern over clarity of water immediately to the Duty Officer, you must be able to see the bottom of the pool at all times.
- v. Ensure the correct swimwear is worn and any additional clothing eg. T-shirts are also allowed
- vi. Babies and small children must wear swimpants or some protection to avoid pollution entering the pool
- vii. locker problems will be dealt with by the Duty Officer or a member of staff not on poolside duty
- viii. staff must enforce the rules of the pool as outlined on the information on the poolside ie. NO running, jumping, bombing, diving, petting, eating, acrobatics, smoking etc.
- ix. be aware of the possibility of entrapment dangers arising from inlets, outlets and other grills
- x. do not allow public to congregate around entrances and steps

Community Pool

Maximum bather Load = 70

Minimum No Lifeguards = 1 (up to 35)

Minimum No Lifeguards = 2 (35 – 70)

Lifeguards can be increased at Duty Officers discretion, taking into account session type and users.

Main Pool - All deep / no boom

Maximum bather load = 106

Minimum No Lifeguards = 2/3 dependant on session at the discretion of the Duty Officer.

Main Pool ½ (non moveable)

Maximum bather load = 65

Minimum No Lifeguards = 1 (up to 30)

Minimum No Lifeguards = 2 (30 – 65)

Main Pool ½ (moveable part)

Maximum bather = 65

Minimum No Lifeguards = 1 (up to 30)

Minimum No Lifeguards = 2 (30 – 65)

Poolside Rotation

The following sequence of rotation will be followed (each position will be 30 minutes maximum)

- Elevated chair (position 1) main pool
- Balcony side (position 2)
- Between main and community pool (position 3)
- Deep end main pool (position 4)
- This position will only be used if maximum numbers are in pool, if not rotate to:
- Elevated chair community pool (position 5)
- Changing room side community pool (position 6)
- This position will only be used if numbers exceed 35; otherwise rotation will be back to elevated chair main pool (position 1)

1.4 Admittance Policy

The purpose of this policy is to ensure the safety and well being of all who use its facilities.

Swimming in Public Sessions

- ❖ All swimmers under the age of 8 years shall be accompanied by a responsible person over the age of 16 who will be required to supervise that child **IN THE WATER AT ALL TIMES**
- ❖ The maximum number of children the responsible person may safely supervise are:
 - 1 adult to one child up to the age of 4 years (without buoyancy aid)
 - 1 adult to two children aged 4 – 7 years
 - 1 adult to two children under 7 years, which includes one child under 4 years, that child **MUST** wear a buoyancy aid.
 - The ratio of Children to adult may be increased at the discretion of the management where the child (ren) are deemed competent swimmers
- ❖ Definition: Competent Swimmer

Must be able to swim a length on their front without swim aid.
- ❖ Prior Medical Condition

Before using any of the facilities please advise the management or the staff supervising the service if you have a medical condition that may put you at sudden or expected risk and may require staff to react and give you assistance
- ❖ Persons With Open Wounds or Contagious Skin Condition
 - If it is likely that an infection might be passed on to another person, for their safety and well being, the management will exercise the right to refuse admission or ask any person to leave noted to have open wounds or a skin condition that may be contagious
 - The management reserve the right to exclude/refuse/ban in the event of non-compliance of the policy to include unacceptable behaviour

1.4.1 Children's use of Dry Side Changing Rooms

Children of 8 years and under will be allowed into the opposite sex changing areas when accompanied by a responsible person. The safety of the minor is paramount
Child safety is the most important consideration.

1.5 Communication

An internal telephone system allows staff to be contacted in most areas of the centre. The telephone system should be used in the first instance when contacting another member of staff. External calls should not be put through to the poolside. Explain to the caller that the member of staff will return their call when relieved from their poolside duties.

A Public Announcement system is available to contact staff/public. Messages should not be given out over the system, but staff/public should be asked to contact the appropriate area/person. Generally, the Duty Officer, Receptionists, should use these throughout the day.

Personal mobile phones must not be taken on poolside and should not be on person whilst on duty.

1.5 Staffing Levels

For evacuation purposes and to ensure the correct supervision for swimming sessions the following numbers of total staff are required:

<u>Session</u>	<u>No. of Staff</u>	<u>Risk Level</u>
General Public (main pool)	1-3	High
General Public (both pools)	2-4	High
Adult Only (both pools)	3	Low
50+	3/4	High
50+ Exercise Group	1	High
Card Plus	3/4	High
Early Morning Swimming	2	Low
Parent & Child	1/2	Low
Women Only	2	Medium
Instruction ie. swimming/aqua aerobics/ Snorkelling/lifesaving	Qualified instructor per group I if instructor only holds NRASTCA	

1.6 Programmed Special Sessions

- i) School Swimming – the provision of a lifeguard to supervise school lessons is required in addition to the school teachers and/or school instructor. See schools' Swimming Guidelines booklet (Appendix A).
- ii) Private Hire – must be supervised by NPLQ qualified person on the poolside. These qualifications must be shown to the Duty Officer and a copy kept on site before the

event commences. A leaflet showing the centres' EAP's will be given to the hirer at the time of booking and their responsibilities explained.

iii) Swimming Lessons

- All instructors employed at the pool, in addition to their ASA teaching qualification, will hold a valid NPLQ or NRASTCA
- Teacher pupil ratios will comply with the ASA National Teaching Plan

	1: 10
Foundation	1 : 6
Level 1 & 2	1 - 8
- A lane will be in operation to the right hand side of the main pool for which the swim instructor will be responsible

iv) Swim Clubs

Instructors/coaches will be qualified by the ASA. Ratio 1 : 30. in addition there will be a lifeguard who has a current NPLQ.

v) Aqua Aerobics

Instructors will be qualified by the YMCA/ASA
1: 40

vi) Sub Aqua

Instructors must be qualified by the BSAC. Ratio 1 : 4
Rescue divers must be qualified by the BSAC. Ratio 1 : 15
In addition there will be a lifeguard who holds a current NPLQ

vii) Snorkeling

Instructors will be qualified by the BSAC and hold a current NPLQ. Ratio 1:8

viii) Canoeing

Instructors will be qualified by the BCU and hold a current NPLQ. Ratio 1 : 8

ix) Swimming Galas

It is the responsibility of the hirer in agreement with the management to ensure that there are qualified lifeguards in attendance and to comply with the rules on the Hire Agreement Form.

xiv) Lane Swimming 1 NPLQ lifeguard to supervise

Swimmers must have achieved the Competitive Start level and have been taught by a person qualified in Teaching the Competitive start.

1. Documented evidence must be kept by the club on each individual pupil clearly showing their progress and the name of the trainer/instructor carrying out the training on each and every occasion. The individual pupil must have reached the appropriate competence level of diving into shallow water before being allowed to be taught from a diving block.
2. Diving into the Shallow End must be controlled on a one to one basis (one pupil one instructor). This applies to diving from the poolside or from a starting block.

3. In the event of an accident it will be the clubs responsibility to produce documentary evidence to any investigation or enquiry.
4. If in the opinion of the Operator a situation develops that comprises the Operators position, the Operator has absolute authority to stop the activity until such time as they consider it safe to continue.

IMPORTANT INFORMATION

It cannot be stressed enough about the dangers of diving into the shallow end of swimming pools. It is essential that the Club keep clear and up to date records of all swimmers training and practicing diving into the shallow end of a swimming pool as the Operator will periodically have to check them.

NB. Copies of instructors' qualifications for the above sessions must be held on site.

1.7 Uniform / Name Badges

All staff are required to wear the uniform and name badges provided in the correct manner and present a quality image to the public. The uniform enables staff to be identified easily. Any member of staff arriving for work without the correct uniform should report to the duty officer/facility manager. It is important that staff are changed and ready to start work at the beginning of their shift.

1.8 Customer Care/Professional Behaviour

Staff should be approachable, helpful and polite when dealing with centre users and visitors and be prepared to offer assistance where there is obvious need. The uniform and name badge must be worn at all times whilst on duty, a high standard of appearance is expected from everyone.

Members of staff should make every effort to be informed about all aspects of the centre and its operation to enable them to assist users and visitors with their enquiries. Staff should be vigilant and safety conscious at all times and should be fully aware of the recommended procedures which are to be adopted in the event of emergencies.

All staff need to be aware of the Code of Conduct, a copy of which is displayed in the staff room.

All new staff are given an induction at the start of their employment at which copies of Normal Operating Procedures (NOP's) and Emergency Action Plans (EAP's) are received.

Staff should be aware of their allocated evacuation areas and duties and must check this at the start of each shift.

Any suspicions of child abuse must be reported to the management team immediately.

1.9 Locked Cubicle Doors

In the event of staff finding a locked cubicle door, the following practice must be adhered to.

- 1: Staff to knock on the door and shout is anyone in here, this is to be repeated twice.
- 2: Staff to look **under** the cubicle to see if anyone has collapsed or to see if any feet can be seen.
- 3: If there is a member of public in there, apologies and ask if everything is alright.

In the event of no reply

- 1: Staff member must immediately go to find the Duty Officer.
- 2: The Duty Officer will once again carry out the above checks, the member of staff will remain with the Duty Officer at all times.
- 3: When the Duty Officer is satisfied the cubicle is empty, they will open the door with the key.
- 4: Once opened both members of staff to return to their normal duties.

On no occasion must staff attempt to look over the top of the cubicle, jump over into the cubicle or pull themselves up to lean over the top to unlock the door.

SECTION TWO

POTENTIAL RISK FACTORS

2.1 Awareness of Risks – Main Hazards and High Risk Users

Known Hazards

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and should therefore be considered as possibilities:

- a) Prior health problems eg. heart trouble, asthma. Epilepsy etc.
- b) Youth and inexperience (half of those who drown are aged under 15 years)
- c) Alcohol, drugs or food before swimming
- d) Unauthorised access to pools intended to be out of use
- e) Weak or non-swimmers straying out of their depth
- f) Diving into insufficient depth of water (leading to concussion or injury to head, spine and neck)
- g) Unruly behaviour and misuse of equipment
- h) Unclear pool water, preventing casualties from being seen
- i) Absence of or inadequate response by pool attendants in an emergency

2.2 Pool and Pool Hazards

Pool staff must watch out for the following pool hazards:-

- a) Pool staff must be conscious of the likelihood of slipping accidents on the poolside. Do not allow running or any other activity which could lead to injury
- b) Specific observation must be made of the exit from the changing rooms where access is directly onto the poolside
- c) Similarly young children may run from the shallow pool area to the deeper water of the main pool
- d) Pool staff must know the pool's water depths and make customers aware of the dangers, particularly those about to get out of their depth
- e) The Diving in Pools regulations must be rigorously enforced to prevent diving
- f) Pool staff must be aware of the possible entrapment danger arising from inlets, outlets, other grills and moveable floor
- g) Blind spots may be encountered in any pool which staff should be made aware of and provision made for bringing the hidden area into view
- h) Pool users should be discouraged from placing any part of their body directly over both above and submerged inlets and outlets

- i) Pool staff must inform customers that armbands are not allowed in the main pool when the boom is down as they are not allowed in deep water

2.3 Customers at Risk

Once bathers are in the water it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- a) Weak swimmers especially young children
- b) The boisterous and show-offs
- c) Those wearing arm bands or other forms of buoyancy aid
- d) Unaccompanied children or inadequately supervised by a responsible adult
- e) Parents/carers “teaching”
- f) Customers using floats, inflatables and other such equipment
- g) Elderly customers who appear frail or nervous
- h) Customers with disabilities/special needs
- i) Customers under the influence of drink and/or drugs

2.4 Exclusions

The receptionists are best placed to observe, before they enter the area, bathers who may be considered to be a particular risk such as:

- a) Those under the influence of alcohol and/or drugs
- b) The elderly who appear frail or nervous
- c) Unaccompanied children under 8 years

Persons who appear to be intoxicated, or not well enough to enter the water, must be excluded. Appropriate consideration must be given to those customers who may have a disability and appear to pose a risk. Many persons in this category will have been referred by a doctor for exercise and are invariably able to swim safely. If in any doubt a duty officer should always be consulted.

Children who are under the age of 8 not accompanied by a responsible adult over the age of 16 should not be allowed admission.

2.5 Risk Assessments

The management of Health & Safety at Work Regulations require that employees assess the risk arising from their activities both to members of staff and customers. The risks of providing pool facilities have been assessed. Details of these assessments are held in the Duty Officer’s office which include: -

- manual handling

- COSHH
- fire risk assessment
- activity assessments
- area assessments

Staff are trained in all procedures and training occurs on a regular basis to ensure that staff are familiar with the safety procedures. However, all staff have a responsibility to contribute to ensuring that procedures for safe operation maintain their relevancy over time. All staff should inform a member of the management team if they are aware of changing circumstances, which affect safety procedures.

SECTION THREE

DEALING WITH THE PUBLIC

3.1 Safety Education

Any pool will be safer if customers are aware of potential risks and act responsibly. There are a number of ways in which these risks may be drawn to the customers' attention:

- a) Notices displayed throughout the building particularly at reception, in changing areas and on the poolside. Signs are displayed indicating water depths and general pool rules (eg. diving)
- b) Safety aspects are incorporated into publicity material including Normal Operating Procedures and Emergency Action Plans available for organised groups, including school parties
- c) Reference to safety aspects are incorporated into contracts with clubs, schools and other organisations hiring the pools
- d) Verbal reminders will be given as necessary by pool staff. It is vital both in customer care terms and to enable customers to understand the rationale behind rules and regulations, that they are given appropriate explanation

3.2 Communication with Customers

Some customers can be rude and difficult but professional pool staff must remain calm and correct in the face of provocation. Pool staff should deal with customers politely but, where necessary firmly, especially in situations where health & safety might be at risk. Creating the right image and atmosphere may simply involve a smile or friendly greeting when a customer enters the pool or a straightforward explanation of the rules

In dealing with customers, especially where there is a potential discipline problem, the following should be considered:

- a) Smile and appear approachable
- b) Use eye contact
- c) Be courteous but firm
- d) Be seen to care
- e) Be specific and give reasons for any warning instruction
- f) Do not display anger or use inappropriate language
- g) Do not intimidate a customer

- h) Use a whistle sparingly or else it loses the effect. It is important to remember that a whistle will only attract attention and needs to be followed by a verbal or visual instruction. If using hand signals ensure that they are made in such a way as to be quite obvious and not open to misinterpretation
- i) Remember that many barriers to communication exist. The customer with whom you are trying to communicate may have a hearing or sight impediment or may not speak English as their first language

3.3 Poolside Rules for Bathers/Spectators

- a) No running on the poolside
- b) No fighting, bullying, pushing or throwing other bathers into the pool
- c) No face masks, flippers or snorkels to be used during casual sessions
- d) No eating or drinking on the poolside
- e) No outdoor shoes permitted on the poolside
- f) Spectator seating area is provided in the main pool hall
- g) No smoking
- h) Non-swimmers and weak swimmers must remain in the areas of the pool in which they can stand
- i) No jumping onto floats/rafts or inflatables from the poolside
- j) The use of cameras, video cameras and other filming equipment will not be allowed in any areas

All clubs using our facilities have the responsibility for ensuring/obtaining written parental permission for any children participating in any form of sporting activity which requires them to be photographed or filmed both on and off the premises eg: competitions.

CUSTOMERS WHO ENTER THE BUILDING BUT DO NOT COMPLY WITH THE ABOVE RULES WILL BE ASKED TO LEAVE THE WATER AND THE CENTRE.

THE CITY COUNCIL RESERVES THE RIGHT TO REFUSE ADMISSION

LOST/FOUND PROPERTY PROCEDURES

Lost

- All items that are reported lost must be logged in the appropriate section in the lost property folder located in Reception
- When logging the item log the SERIAL NUMBER, the date it was lost, the items description, where it was lost, the persons name and their telephone number and your name.
- If the item is found, contact the person. Advise the customer that something similar has been found and ask them to come into identify the item. **(DO NOT TELL THEM WE HAVE DEFINITELY FOUND THEIR ITEM)**
- If they have identified the item as theirs, ask the customer to sign the item out and take their telephone number.

Found

- If the item is of a personal nature or pose a risk to health and safety e.g. underwear, combs, hats, socks etc they may be disposed of straightaway.
- All other items must be logged in the appropriate file- valuable/non-valuable
- Enter the SERIAL NUMBER, as full a description as possible, the date found, where it was found and your name
- Transfer the SERIAL NUMBER and date onto the item. Place the item into the lost property cupboard or bag. VALUABLE items should be logged & put into the safe in the D/O's office.
- NON- VALUABLE items should be kept for a month and VALUABLE items for 3 months
- Once the time has lapsed, the items should be disposed of appropriately

Found credit/debit cards

- Complete the found property book as normal.
- Look on the reverse of the card for the procedures required by the appropriate bank – usually to telephone a number and report that the card has been found.
- The card should then be reported and handed to the Duty Officer, who will then seal in an envelope and sign through the seal. The will then put into the safe until it is dealt with by admin or management team.
- The found property sheet should then be updated with actions taken.

Lost credit/debit cards

- If a customer were to enquire about a lost card, our procedures should be explained to the customer, i.e that the bank will have been informed of the found card, and that they

should contact their bank for further information. On no account should cards be handed back to anyone other than the bank.

- Although some cards state that the card should be taken by the finder to a local branch, or posted to an address it is felt that this should be done by someone other than receptions and a receipt obtained for the card when taken to a local branch if one is available. Other actions may be deemed necessary by the admin/management team.

SECTION FOUR

POOL ATTENDANTS DUTIES AND RESPONSIBILITIES

4.1 Key Tasks

The key tasks of the centre attendant are:

- To maintain concentrated observation of the pool and pool users to anticipate problems eg. rowdy behaviour, diving into shallow water etc. and to identify an emergency quickly. Some bathers in difficulty may shout and splash, others may give little indication of a problem but simply sink below the water
- To supervise pool equipment when allocated to these duties
- Carry out rescues and initiate other emergency action as and when necessary
- Give immediate first aid in the event of injury to a bather or other emergency
- Communicate with bathers and other pool staff on duty to fill the above tasks
- Encourage responsible behaviour by the swimmers – polite and firm reminders should be given to swimmers who are in breach of the rules
- Maintain pool staff positions as required
- Maintain communication with colleagues at all times. Use speech, whistle or hand movements to deliver clear directions
- Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly. This is checked on a daily basis (listed in 7.3)
- Rotate positions round the poolside
- Maintain safe, clean and hygienic conditions on the poolside and in the changing areas
- Storage of equipment – the poolside should be kept clear of equipment when not in use. The door to the storeroom should be closed at all times to prevent unauthorised access
- The spineboard should be rinsed under the shower after use and maintained as per manufacturers instructions
- Operate at all times according to the details and instructions contained in the centres' Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)
- Promote pool hygiene “shower before you swim” with customers
- All staff before leaving the pool area will scan the bottom of both pools before leaving the area

In order to carry out these tasks effectively, a sound knowledge of pool rules, normal and emergency procedures and problem areas identified as risk factors elsewhere in this

document is required. This knowledge combined with good communication skills both with members of the public and other staff will provide the safe environment required

4.2 Bather Observation

A key element in pool attendant duties is bather observation. Pool staff must be aware of warning signs that a potentially dangerous situation is developing.

Look out particularly for the following:

- a) Worried expression on the face of a bather
- b) Cries for help
- c) Crowd gathering
- d) Deliberate waving of the arm
- e) Sudden submerging
- f) Two or more swimmers in very close contact
- g) A bather in a vertical position
- h) Hair over the eyes or mouth

By remaining constantly vigilant and continuously scanning the water, pool staff can detect a problem in its early stages and can be ready to take the appropriate action.

If a member of staff has concerns about the behaviour (eg. indecent behaviour) between an adult and a child whilst in the pool, they must bring this to the attention of the duty officer who will decide what action needs to be taken. If there are serious concerns then the Child Protection Procedure will commence.

4.3 Poolside Rules for Centre Staff

- a) Pool staff must wear the uniform and name badges provided at all times they are on duty so that they are easily recognized by customers
- b) Pool staff shall maintain an alert, upright posture and a vigilant demeanor during times of poolside supervision
- c) Pool staff must never leave the pool, or an area of the pool unattended. They must not for example leave the pool to get floats or armbands or deal with locker enquiries etc.
- d) Pool staff shall not take part in social conversation with colleagues or customers when on poolside duty
- e) Food or drink must not be brought onto the poolside or consumed on the poolside. Water is made available in designated areas.
- f) Pool staff who need to leave the poolside for whatever reason must notify the Duty Officer who will arrange cover at the earliest opportunity
- g) Pool staff must be in position on the poolside before customers are permitted to enter the water. In addition staff must remain on the poolside at the end of a session until all customers have left the area

- h) Pool staff should keep the rotation times and relieve their colleagues promptly
- i) Pool staff must be aware of unsupervised children who appear to be under the age of 8. You may need to question these children, removing them from the water if necessary. The Duty Officer should be called when appropriate
- j) Staff under the age of 18 years must not be left on poolside on their own and must always work with an experienced member of staff
- k) A minimum of 50% experienced staff to casual staff must be maintained wherever possible

4.4 Lifeguard Training

i. Frequency of Training

Regular training is essential for all pool staff as it allows the team to develop and maintain the high standards expected of pool staff. Staff will attend 2 sessions in every 7 weeks minimum and must attend any specific training arranged in addition to this ie CPR training

Training sessions will take place weekly at random sites. It is compulsory for staff to attend those sessions they are booked on to. Further action may be taken against those staff who do not attend. Other training will be given in addition to this as required

ii. Training Requirements

Staff must undertake on going training sessions before their NPLQ update day and must demonstrate ongoing attendance at training throughout

It is the member of staffs responsibility to maintain their National Pool Lifeguard Qualification and Appointed Person First Aid Certificates.

NPLQ site-specific modules 1 – 8 must be completed before Foundation renewal and must demonstrate ongoing training thereafter.

Training sessions will ensure that pool staff:

- a) Know and understand pool operating procedures so far as their role may require
- b) Understand the safety aspects of their own duties and be fully competent to deal with these

Pool staff should ensure they maintain the necessary knowledge, rescue skills and fitness to pass all elements of the RLSS National Pool Lifeguard Qualification at any time. Regular practice and testing will be organised.

The training sessions are designed to teach and reinforce these skills so that pool staff are able in particular to:

- a) Operate the pool's normal operating procedures and emergency action plans
- b) Assess potential risk factors

- c) Work efficiently as a member of a team
- d) Observe the water and effect a prompt rescue. This requires an ability to use the emergency equipment provided for this purpose, enter the water safely, swim, dive to the deepest part of the pool, recover and land a bather in difficulty
- e) Give effective resuscitation by rescue breathing and by chest compression (CPR) and use the resuscitation equipment
- f) Give emergency first aid
- g) Maintain water fitness
- h) Deal with spinal injuries. Trained in the use of spineboard and headsplint

Training records will be kept for each pool attendant. These will show initial and refresher training given and qualifications held.

Staff who are not fully trained when first appointed will be restricted in their duties and supervised until the necessary training and experience are acquired.

A Duty Officer must be on duty at all times that the centre is open. The Duty Officers are responsible for all centre attendants, receptionists, sessional and casual bar & catering staff, crèche staff and all coaching staff. The Duty Officers report directly to the Facility Manager.

4.5 Call out Procedures

There may be occasions when it is necessary to call another member of staff to the poolside, for example to deal with a customer complaint, first aid situation or to summon additional staff to supervise pool areas.

Pool staff must inform the Duty Officer as soon as possible of any accident or emergency in the pool areas. The Duty Officer will decide whether it is appropriate to contact the emergency services.

The Duty Officer will complete accident and incident reports and any relevant staff or public, after any near miss, accident or incident and appropriate investigations completed.

SECTION FIVE

OPERATIONAL SYSTEMS

5.1 Controlling Access to the Pool

Managers must assess effective measures to prevent unauthorised access to a pool, part of a pool complex, or pools intended to be out of use. These measures may include physical barriers, supervision or both. If physical barriers are used they must not obstruct any emergency exit route.

Preventing Unauthorised Access

Pool Hall: The pool hall will be staffed at all times when bathers/spectators are present. Access will not be given to customers when the pool hall is closed. Staff supervises all exit doors during emergency procedures.

Capacities: The capacity of the building as a whole and the pools themselves will vary according to the activity taking place within.

As a general rule the maximum bather load during normal operation is 206 [136 main pool, 70 community pool]

When lane ropes are in operation in the main pool for special sessions (eg. swim lessons) the bather load is 8 per lane, there will be a maximum of three lanes in use, running alongside the swimming club.

Constant Monitoring: Pool staff must be alert to bathing capacities and if maximum numbers are being approached, the duty officer must be informed who will then decide on the appropriate course of action. Numbers will be controlled by headcounts.

5.2 Contractors

All contractors will report to the Duty Officer to acquire safety arrangements as deemed necessary for work in wet areas and receive instructions of any relevant information that may affect their work. A safe system of work will be agreed by both parties.

5.3 Visitors/Spectators

Visitors and spectators will report to Reception. Seated spectator areas are provided on poolside (main pool only)

- 5.4 Pool Hygiene – Customers: Customers should be encouraged to use the toilets, and showers before using the pool to reduce the amount of pollution and consequently chemicals added to the pool. Signs are displayed within the changing rooms leaflets encouraging such behaviour. They should also be advised that such action significantly reduces the amount of dirt and bacteria that would otherwise end up in the pool.

Babies and young children must wear swim pants or costumes in the pool.

5.5 Diving in Pools Policy

- Diving is not permitted except for Galas and supervised groups taught by a qualified coach.

5.6 Use of Snorkels, Face Masks and Fins

The use of this equipment is not permitted during public sessions for the following reasons:

- Fins and face masks may present a hazard to other pool users
- Snorkels allow the user to breathe while face down making it difficult for the pool staff to see if the user is in difficulty
- Some face masks comprise glass, breakage of which can cause serious injury to the user and considerable problems in complete removal from the pool

5.7 Pool Hygiene – Cleaning Procedure

Floor surfaces both within the changing rooms and poolside should be kept clean. Floors should be thoroughly cleaned at least once per day.

Pool surrounds should be cleaned with pool water to disinfect them.

Scum lines should only be cleaned with sodium carbonate or sodium bicarbonate, chemicals may interfere with the pool water chemistry.

Toilets and changing rooms are inspected on a regular basis and cleaned by pool staff to encourage the correct behaviour by customer.

5.8 Plant Room Access

The plant room door must be kept locked at all times to prevent unauthorized access as this is positioned just behind the main pool

Only staff authorized by the duty officer are allowed in this area

5.9 Compliance with Premise License

To ensure compliance with the Premise License when there are functions operating outside the centre's normal opening hours, the fitness studio doors may be locked. The rear yard gates must be unlocked and left open.

When completing opening up procedures the Duty Officer must ensure that all sports halls doors are unlocked to ensure doors have necessary access (in both directions).

Cleaning staff – a key has been issued to the chargehands. This must only be used to unlock the doors. You must not lock the doors, as this will restrict access to fire routes.

5.10 Pool Humidity

Should relative humidity levels reach within 5% of the upper limit of the recommended percentage level the matter will be brought to the attention of the facility manager. A decision will then be taken by the facility manager and his/ her line manager or the head of sports. A decision will then be made regarding the action to take which could ultimately include closure of the pool

SECTION SIX FIRST AID SUPPLIES AND TRAINING

6.1 First Aid Supplies

The first aid room is situated on the main pool by the poolside door. It should be remembered however that in many instances first aid should be administered where the accident occurred and for this purpose portable first aid kits are available from the first aid room/reception/plant room.

First aid is also provided in the fitness assessment room. The location of first aid boxes and spine boards is given during staff inductions.

Staff will be responsible for checking the contents of the first aid boxes on a daily basis, recording this action and informing the duty officer of the need to re-order supplies. However it is the responsibility of all pool staff to re-fill first aid kits should one obviously be running low of stocks.

6.2 First Aiders

All staff possess a current Appointed Persons First Aid or full First Aid at Work certificate. On any shift there will be a sufficient number of qualified staff to ensure that this rule is adhered to. A list of current qualified staff is kept on the facility training records.

6.3 First Aid Training

Basic training and refresher training will be carried out at regular intervals in-house.

6.4 Disposal of Sharps

- a) Basic description – the fire alarm system is located in the entrance area and detailed in the centre’s Emergency Action Plan. Once the alarm is triggered the emergency procedure is activated
- b) Location of alarm points:

FIRE ALARM POINTS

ZONES	AREA	NO OF POINTS	WHERE SITED
1	Main entrance & Reception	1	Main entrance
2	Fitness Suite	3	a) Reception area b) Fitness suite downstairs c) Dance studio
3	Office area	2	a) Corridor near fire escape b) Near seminar room
4	Plant room near staff offices (upstairs)	1	Far end near fire exit
5	Creche	1	Far end near fire exit
6	Staff corridor in/out Staff changing rooms	1	Near entrance/exit door
7	Backyard storage cupboard (bin store)	1	Inside left
8	Backyard plant room	2	a) bottom of stairs b) top of stairs
9	Sports hall	3	a) near right (screamer) b) far right c) far left (screamer)
10	Poolside balcony near timing room	1	Next to timing room door
11	First aid room corridor	1	Outside first aid room near fire exit

12	Electric room (outside first aid room corridor)	1	Inside cupboard on the right
13	Poolside storeroom	2	a) Near fire exit b) Top of escape ladder (near roof exit)
14	Main plant room upstairs (header tank)	1	Metal pillar near ladder
15	Main Plant Room Main Floor	2	a) Far end Near fire exit door b) Chemical Area
16	Main Plant Room Downstairs	1	Near stairway at botton of stairs on the right
17	Main Plant Room (Undercroft)	2	a) By doorway near entrance b) Far end by the Fire Exit
18	Pool Hall	2	a) Same wall as time clock b) Near Fire Exit near wet change
19	Changing Village (Wetchange)	1	Outside Fire Exit Door
20	Sure Start	3	a) Entrance by door b) Creche area near Fire Exit Door c) Inside store cupboard (Outside)

- a) Action may be taken by staff on hearing the alarm – this is covered in detail in the Emergency Action Plans
- b) Procedure for testing – the system is tested weekly by staff. This is recorded on the appropriate sheet. If any part of the alarm system is found to be faulty the Duty Officer shall decide whether it is safe for the building to remain open.

7.3 Pool Emergency Equipment

Other equipment provided for the use of pool staff in an emergency situation include reaching poles and spine boards. The location of these items of equipment will be given during induction.

Pool staff are required to check these items on a daily basis for their integrity and suitability for use. The appropriate record sheet should be completed at the time of checking, together with any relevant notes. Any items that are missing or damaged should be brought to the immediate attention of the Duty Officer who will arrange for their repair or replacement as appropriate. Any item not considered safe to use shall be clearly marked 'out of order' and removed from the poolside. Wherever possible a replacement should be provided. Failing this staff should be advised on the non-availability of safety equipment.

RESCUE EQUIPMENT & LOCATION	
MAIN POOL	
1 x Ring	– Clock end
1 x Large Pole	– Clock end
1 x Spinal Board	– Clock End
1 x Ropes	– feature window side
2 x Rings	– feature window side
1 x Small Pole	– feature window side
1 x 1 st Aid Box	– feature window side
1 x Ring	– Spectator side
1 x Small Pole	– Spectator side
1 x Rope	– Village change side
1 x Ring	– Village change side
COMMUNITY POOL	
1 x throw rope	– Bar side
1 x Rings	– Bar side
1 x 1 st Aid Box	Bar side
1 x pole	– Changing room side
1 x Ring	– Changing room side
1 x Ring	– Deep end
FIRST AID BOX – poolside 1 st Aid room	
DROWNING ALARMS	
1	– C/P – deep end by fire exit door
2	– C/P by dividing gate
3	– M/P near phone
4	– M/P far end clock end
5	– M/P far end clock end

7.4 Fire Fighting Appliances

- a) Types of extinguishers – the following types of extinguishers are provided
 - Fire Blankets
 - Foam
 - Dry Powder

- b) Location of fire fighting equipment:

18	<u>Plant room 1 (pool side)</u> Just inside door	Red/black Red/blue	Co2 Powder
19	<u>Plant room 1 (pool side)</u> Outside chemical store	Red/black Red/blue	Co2 Powder
20	<u>Plant room 1 (pool side)</u> Bottom of stairs	Red/black Red/blue	Co2 Powder

No.	Location	Colour	Type
1	<u>Plant room 2 (near offices)</u> At back of plant room	Red/black	Co2
2	<u>Plant room 2 (near offices)</u> Just inside door	Red/black	Co2
3	<u>Admin office</u> Just inside door	Red/black	Co2
4	<u>Staff kitchen</u>	Red/black red	Co2 fire blanket
5	<u>Staff office area corridor</u> Near fire exit	Red/black Red/cream	Co2 Foam
6	<u>Conference room</u> Near cupboard	Red/black	Co2
7	<u>Top of stairs</u>	Red/cream	Foam
8	<u>Upstairs gym area</u> near windows	Red/cream Red/black	Foam Co2
9	<u>Downstairs gym area</u> Near Exit	Red/cream Red/black	Foam Co2
10	<u>Downstairs gym area</u> Inside studio	Red/black	Co2
11	<u>Downstairs gym area</u> Free weights area	Red/cream	Foam
12	<u>Gym reception</u>	Red/cream Red/black	Foam Co2
13	<u>Reception area</u>	Red/cream Red/black	Foam Co2
14	<u>Community pool</u> 1.2M end	Red/cream	Foam
15	<u>Main pool</u> Movable floor end	Red/cream	foam
16	<u>Village changing area</u> Just inside fire exit	Red/cream	foam
17	<u>Main pool</u> 1.8M end	Red/cream	Foam
21	<u>Pool store</u> Just inside door	Red/blue	Powder
22	<u>Pool store</u> Near fire exit	Red/blue	powder
23	<u>Sports hall</u>	Red/cream	Foam

	Store cupboard 1		
24	<u>Sports hall</u> Store cupboard 3	Red/black	Co2
25	<u>Café</u> Beside dish washer	Red/black Red/cream Red	Co2 foam Fire blanket
26	<u>Staff entrance</u> Back of café	Red/black Red/cream	Co2 Foam
27	<u>Plant room 3 (near bin area)</u> At top of stairs	Red/black Red/red	Co2 water
28	<u>Crèche</u> Near kitchen	Red/black Red/cream	Co2 Foam
29	<u>Corridor outside First Aid Room</u>	Red/Cream	Foam
30	<u>End of Street outside Sports Hall</u> <u>Doors</u>	Red/black Red/cream	Co2 Foam
	SURE START		
	Kitchen/prep area – CO ² & fire blanket		
	Nursery corridor – foam & CO ²		
	Lower floor plat room – powder & CO ²		

- c) Maintenance of extinguishers – the extinguishers will be checked on a daily basis by staff and recorded on the fire record sheet. Any extinguishers found to be used or partially used will be noted on the record sheet and reported to the Duty Officer who will arrange for their re-filling.
- d) A replacement maintenance contract exists for an annual check to be made of all extinguishers.

Appendix A

**LEICESTER CITY COUNCIL
SCHOOL SWIMMING SESSIONS
GUIDELINES AND HEALTH AND SAFETY REQUIREMENTS**

1st written 12/04

LAST REVISED 17th February 2014

1. The maximum size of a swimming class should not exceed a pupil/teacher ratio of 1:20. Or in the case of pupils with special needs 1:6.
2. The maximum ratio for walking pupils to and from the facility should not exceed 1:15. In this case teachers can be supplemented by responsible adults.
3. Where pupils are asked to meet at a facility before registration at the start of the school day, then parents should be informed by letter that the child remains their responsibility until the staff arrive at X time (this must be specified).
4. Accurate numbers of pupils must be recorded and signed in by the teacher responsible for the school swimming group on each visit to the facility.
5. The school must ensure that all staff entering the pool area are suitably qualified in accordance with Schedule K (attached) and have provided copies of their qualifications at the beginning of each academic year. These will be checked on a regular basis.
6. Good discipline must be observed at all times. The time at which schools arrive at a facility should be kept to a minimum prior to allocated water time, and in no circumstances must pupils be allowed on to the poolside without the presence of the NPLQ qualified instructor/teacher. Any behaviour which is likely to cause a nuisance or is dangerous to other pupils must be stopped immediately. The school will be held responsible for any disregard of this instruction.
7. Adequate supervision must be provided to supervise the conduct of pupils in changing rooms, also non-participating pupils on the pool side. Non-participating pupils should not accompany the group.
8. Pupils should be encouraged to use the toilet, showers and foot baths before entering the pools to reduce the amount of dirt and bacteria that would otherwise end up in the pool. In order to reduce the danger of infection teachers must make centre staff aware of any faeces, vomit or blood contamination in or around the pool area.
9. No pupils should enter the water until instructed to do so by the teacher. A lifeguard employed to patrol the pool, in addition to the NPLQ trained teacher, must be present at all times.
10. Running along the pool side and any form of rough play in and out of the water is forbidden.
11. A teacher must not enter the water, they must arrange for a qualified helper to enter the water if required.
12. The teacher must know the number of pupils for which he/she is responsible and constantly exercise vigilance. Where appropriate the use of the partner system is recommended so that each student can HELP by keeping an eye on his or her partner.
13. The deep-water area should be clearly defined. The use of a rope or other barrier dividing the deep water from the shallow water is highly desirable.

14. Floats and other swimming aids are valuable assets but should be used only under the direction of a teacher, and in a safe depth of water. Non-swimmers, with or without aids must be kept in a safe depth, i.e. where they can stand up without difficulty, and not above chest height, at all times.
15. Reference should be made to Health and Safety Information circular No.C3/87 regarding the use of swimming goggles (appendix 1). It remains the responsibility of the school to ensure that appropriate procedure are strictly adhered to, thus preventing misuse of goggles which could incur injury.

Where pupils wear spectacles and they are necessary for a swimming lesson, all reasonable precautions must be taken. For example, goggles with prescription lenses are available as an ideal solution, but in circumstances where this is not practical then glasses that are made of an appropriate shatterproof material and secured firmly, may be an alternative solution. If possible it is advantageous if glasses are not worn.

16. Schools should be satisfied that all dress requirements meet the interests of health and safety and presents no risk of injury to the wearer or other pupils. This includes the general cleanliness of items worn and design. For example clothing must not be of a nature that will hinder any movement in the pool. All children must wear appropriate swimwear. If extra clothing is required for specific skills, it must be deemed suitable and not present hazards during swimming, either to the wearer or others. Teachers of children required to wear specific items of clothing on religious grounds should discuss this with facility managers.
17. All persons engaged in either the teaching of swimming or any other supervision must be dressed appropriately. This includes suitable, safe, non slip footwear and clothing. It is the responsibility of the teacher to ensure all supervisors wear suitable Footwear/clothing, i.e. trainer's not outdoors footwear and overshoes whilst on poolside.
18. In the interest of Health and Safety all jewellery and other adornments should be removed before participation in physical activities. If such removal of jewellery and other adornments is unacceptable for cultural or religious reasons then a sensible compromise may be possible, i.e. bracelets covered by sweatband. The school should be satisfied that such dress requirement is necessary and objectively justifiable. This advice applies to both pupils and their supervisors.
19. Careful consideration should be given to cases of pupils with special medical circumstance, and schools should adhere to their own particular policies in place for epilepsy, asthma and other medical conditions. Adequate provision must be made for the supervision both in the water and in the changing areas for pupils whose condition demands this.
Any person involved in the poolside supervision of pupils with special medical conditions whether or not as an instructor must hold a first aid qualification which includes knowledge of such medical conditions. It is vital that swimming instructors are aware of all pupils who have special requirements to ensure that any special arrangements are implemented and subsequently continued.

20. Under no circumstances should pupils be allowed to chew or eat during a swimming lesson.
21. It is necessary that all teachers and pupils are aware of facility Emergency Evacuation Procedures, including any emergency signals which may be used. It is the teachers responsibility to ensure that this instruction is given either by a member of the facility staff or by the Sports Services Swimming Instructor at the start of all new courses. Their understanding of these systems should be regularly checked. Any change in teachers or groups of pupils must be notified to the centre in order that this training session may be repeated. A plan of the appropriate pool area, siting drowning alarms and fire exits will be issued to all schools prior to the commencement of the booking. All teachers should familiarise themselves with this information, together with the facility Normal Operating Procedures, which are available on request at the appropriate facility.
22. Pupils must under no circumstances be allowed to jump into water less than 1.5m deep. Special attention must be given to all diving and jumping into water. See appendix 2 for guidance on this.
23. It is the responsibility of the school to ensure that during swimming galas adequate staff supervision is maintained in the changing areas and for pupils participating. Spectators will only be allowed in the main pool spectator seating area
The centre staff will set up all equipment required for the gala prior to the event starting.
24. During school splash sessions all staff involved in supervising the session will ensure all inflatables are kept to the centre of the pool at least 2 metres from the edge of the pool surround. Safety guidelines must be adhered to at all times by all staff involved.
25. The use of cameras, video cameras and other filming equipment will not be allowed in any areas:

SCHEDULE K

LIFESAVING QUALIFICATIONS ACCEPTABLE TO LEICESTER CITY COUNCIL

CATEGORY 'A' AWARDS: At least one person must be qualified to this level

1. RLSS National Pool Lifeguard 7th Edition Valid for 2 years

CATEGORY 'B' AWARDS:

The following swim tests are the minimum standard required of all persons supervising school swimming groups:

2. Leicester City Council Swim Test (see Schedule L) Valid for 1 year
This award must be re-tested on an annual basis.
3. Leicestershire Education Committee
Swimming Teachers Lifesaving Proficiency Cert Valid for 3 years with an
annual depth capability assessment
4. ASA/RLSS Rescue Test for Teachers of Swimming Valid for 2 years
5. RLSS Bronze Medallion (General) Valid for 2 years

NB All of the above awards must have been carried out in the same maximum depth of water as the facility(s) that teaching takes place and certificates must be endorsed accordingly.

These are:

Aylestone Leisure Centre	2 metres
Braunstone Leisure Centre	2.5 metres
Cossington Street Sports Centre	6ft
Evington Pool	2 metres
Leicester Leys Leisure Centre	1.8 metres
New Parks Leisure Centre	2 metres
Spence Street Sports Centre	2 metres

In addition all supervisors should familiarise themselves with the Guidelines and Health and Safety Requirements for School Swimming, and also the facility Emergency Action Plan

APPENDIX 2

GUIDANCE FOR DIVING AND JUMPING INTO SWIMMING POOLS

1. JUMPING

Under no circumstances should pupils be allowed to jump into water less than 1.5m in depth.

Supervisors must be sufficiently trained to teach jump entry into the water before allowing pupils to undertake this.

Prior to teaching a jump entry it is important to give consideration to depth of water in relation to the size of the pupil.

It is important to teach the pupil to land safely, i.e. by bending the knees to absorb the force. If the activity is carried out with straight legs than serious damage could occur. The landing in the pool must be carried out in such a way that could not incur injury.

Pool hazards may be associated with any entry in to the pool, and the following questions must always be asked,

IS THE AREA CLEAR?

IS THE DEPTH APPROPRIATE FOR THE SIZE OF THE CHILD?

IS THE DEPTH APPROPRIATE FOR THE ABILITY OF THE CHILD?

2. DIVING

Vertical diving from the side of the swimming pool, as distinct from racing diving or plunging, must not be included in swimming lessons unless under the direction of an experienced teaching of diving and only when performed in water of at least 3.0 metres deep.

The teaching of diving should not be carried out in water with a vertical depth of less than 1.8 metres, and at this depth beginners should be instructed in flat racing dives only, and that instruction into other types of diving should be confined to diving pits to FINA/ASA standards (ref: Diving in Swimming Pools document).

APPENDIX 1

USE OF SWIMMING GOGGLES

It is recommended that parents/guardians are made aware of the possible hazards associated with the use of goggles and that they sign and return a letter stating that the information is understood and that they have taken the responsibility to show their child the correct way to put on and take off goggles safely. It must be noted that at this stage, goggles are more of a hindrance to children than an asset.

The following points should also be noted:

1. Little medical benefit accrues from the use of goggles, and in the case of cheaper varieties they can be composed of brittle plastic, glass or acrylic substances which may shatter resulting in serious injury. All goggle should bear the British Standards Institute Kite-Mark.
2. The use of goggles when diving is dangerous due to the possibility of dislodgement on entering the water.

SCHEDULE L

LEICESTER CITY COUNCIL SWIM TEST

THE FOLLOWING SWIM TEST IS THE MINIMUM STANDARD REQUIRED FOR ALL PERSONS SUPERVISING SCHOOL SWIMMING GROUPS. IT IS RENEWABLE YEARLY

CANDIDATES SHOULD WEAR LIGHT CLOTHING FOR THE TEST

1. Swim 25 metres - Head up
2. Swim 25 metres Life-saving Backstroke (arms may be used underwater to assist)
3. Raise alarm
 - Enter Water Safely
 - Surface dive to deepest part of pool (see below)
 - Collect object (i.e. Helidockan dummy)
 - Bring object to surface
 - Tow object to side of pool (minimum distance half the width of the pool) using life- saving Backstroke without use of arms
 - Land object on to the poolside
4. The assessor will then teach the candidate how to safely effect a reaching rescue and a throwing rescue, using the equipment on the poolside.

The candidate will then practice the two rescues and demonstrate that they have understood and can use the two procedures correctly.

N.B. Maximum depth at various facilities are outlined for guidance:-

Aylestone Leisure Centre	2 metres
Braunstone Leisure Centre	2.5 metres
Cossington Street Sports Centre	6ft
Evington Pool	2 metres
Leicester Leys Leisure Centre	1.8 metres
New Parks Leisure Centre	2 metres
Spence Street Sports Centre	2 metres

“HAVE A SPLASHING TIME”