



Pool Safety Operating Procedure (PSOP)

April 2025

Introduction:

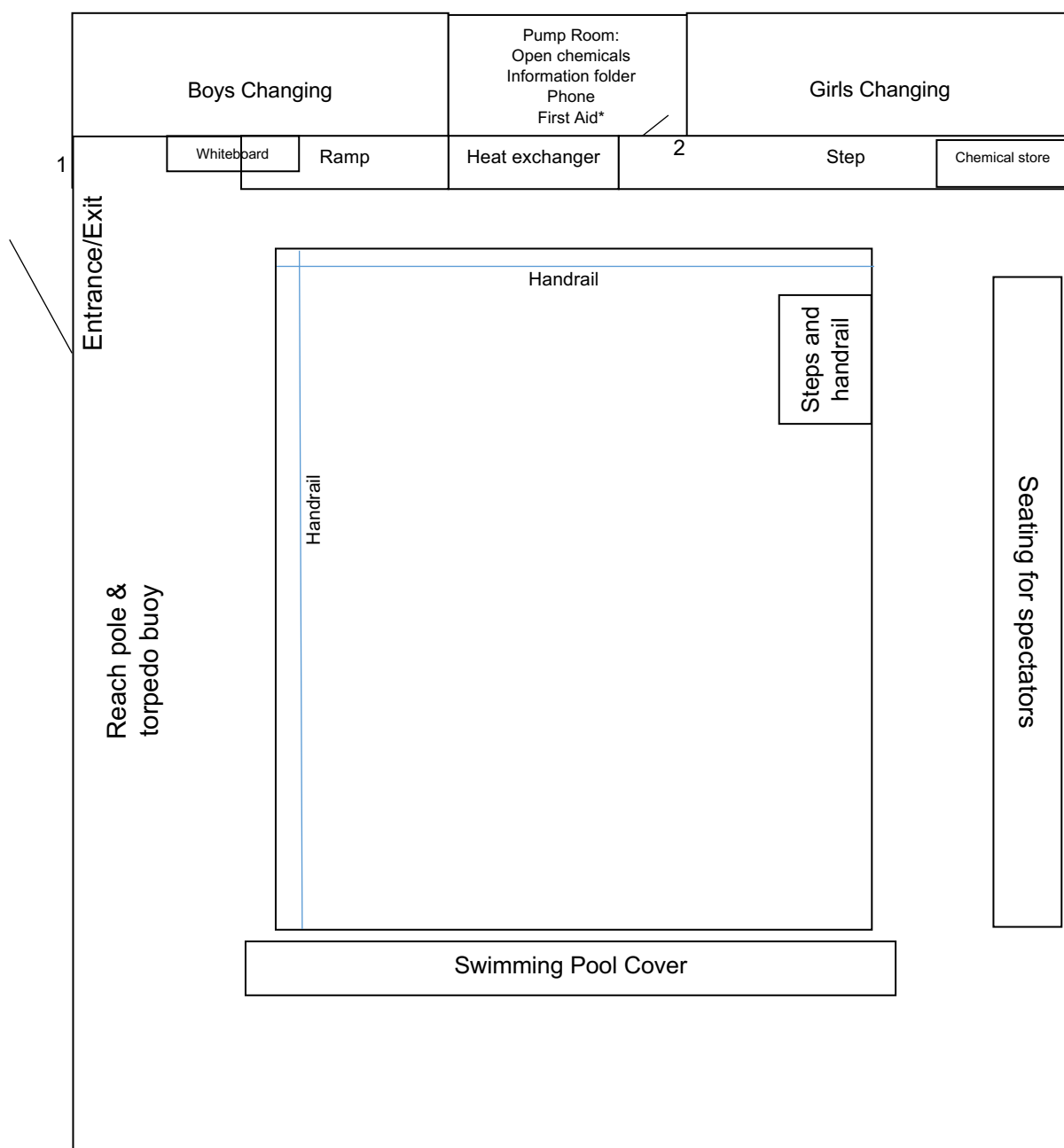
The Pool Safety Operating Produce (PSOP) consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment.
Other reference documents include the swimming risk assessment document and the swim scheme agreement.

Normal Operating Plan

Details of the pool

Length	12m
Width	5m
Depth	0.95m
Surface Water Area	60m ²
Temperature	29-31°C
Maximum Swimmer Load	20 (1:3m ²)

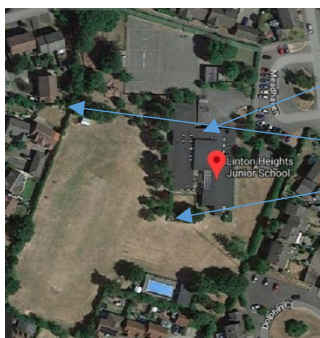
Plan of the swimming pool area (not to scale):



*AED (defibrillator) available in the staffroom in the main building.

1 = Key for the gate in a combination key safe

2 = Key for pump room kept high out of the reach of children.



Main school

Fire assembly point

Swimming pool



Gate

Changing rooms and pump room

Operational Scope

The swimming pool at Linton Heights is a plastic lined tank, outdoor pool, set at the edge of the school grounds away from the main building, surrounded by a 6ft wooden fence. The entrance/exit is through a wooden gate. The pool is used for swimming lessons from Monday to Friday from May half term to approximately October half term depending on the weather conditions. The headteacher decides when is best to decommission the pool for the winter based on the weather and the forecast. Each class swims once a week on a timetabled day. Year 2 children from Linton Infants also use the swimming pool on a weekly basis during term time. The community are invited to use it whilst it is commissioned including over the summer holidays. Members of the community must sign up and agree to the conditions of the school's swim scheme. The pool is also used occasionally by staff and their families for recreational purposes.

Potential risk factors

- The following risk factors, and the control measures taken to directly protect against them, are also documented in the Swimming Pool Risk Assessment.
- The HSE document Health and Safety in Swimming Pools sets out the following hazards as factors in past deaths or serious injuries:
 - i. Inadequate or inappropriate supervision
 - ii. Absence of, or inappropriate response by, staff in an emergency
 - iii. Glare
 - iv. Failure to identify casualties because of unclear water or obstructions in the line of vision
 - v. Unauthorised access to pool intended to be out of use
 - vi. Prior health problems e.g. asthma or epilepsy
 - vii. Consuming alcohol or food before swimming
 - viii. Youth and inexperience
 - ix. Weak or non-swimmers straying out of their depth
 - x. Diving into insufficient depth of water.
 - xi. Unruly behaviour and misuse of equipment
- Additional risk factors identified which are pertinent to our pool include:
 - i. Covering and uncovering the pool
 - ii. Temperature
 - iii. Trips, slips and falls
 - iv. Misuse of chemicals
 - v. Weather

Standard procedures for school lessons

- Swimming does not take place until 30minutes after a meal.
- No one with diarrhoea, open wounds, severe eczema or infectious skin complaints should swim.
- To ensure no unauthorised access the pool must be locked when not in use. A member of staff unlocks at the start of each session and, where no lessons follow immediately afterwards, is responsible for locking the gate to the pool. The person in charge is also responsible for ensuring that no children enter the pump room or fiddle with the heat exchanger (or its cover) or the chemical storage area.
- The key for the gate is kept in a combination key safe on the gate post. The padlock should be unlocked and the key immediately returned to the key safe and the combination jumbled up.
- Two adults must be present throughout the entire swimming session on poolside. Both adults must closely supervise the children in the water at all times. A third adult is required if a child has a particular additional need e.g. epilepsy. No members of staff teach from in the water.
- Children with particular access needs or complex medical needs have separate risk assessments or care plans.
- At least one adult must have up to date resuscitation training.
- Additional parent helpers may be invited to hear children who are waiting read. These adults are in addition to the two supervising adults.

- Staff are responsible for ensuring that they have all the medication required by those swimming. This is left on a bench near the entrance in the pool area for easy access.
- The pump room must only be accessed by an adult. The key is kept on a hook high on the door frame of the pump room. The pump room must be locked at the end of each session and the key returned to the hook.
- The phone is stored and charged in the pump room. To use the phone, it must be taken out of the pump room. To call the office the number is 201. To call the emergency services you must dial 9 for an outside line before calling 999. These instructions are clearly shown on the door of the pump room. (The school phone system is due to change in May 2025 so updated information will be made available then.)
- The cover is removed before the first session and replaced after the last session by a pool carer.
- On entering the swimming pool area, the first group of children are asked to change. The group that will swim second are asked to sit on the side on the designated seating.
- Children are reminded about behaviour expectations. Those spectating are not to distract staff or swimmers.
- All jewellery including watches and earrings are either left in the classroom or on a bench in the pool area before children enter the water.
- Children are expected to wear appropriate swimwear i.e. no bikinis and swimming shorts that are not so bulky they affect the swimming action. It may be appropriate for children to wear pyjamas or shorts and t-shirts into the pool during lifesaving or self-rescue lessons.
- All swimmers must wear hats. All hats must be put on before any swimmers enter the water. This is because if a child needs help with a hat, supervision of the pool is compromised.
- The maximum number of swimmers in the water at any one time is 20.
- Both supervising adults should know how many children are in the pool at any one time. Regular head counts should be undertaken.
- Prior to the first swimming lesson after May half term and in September, children are reminded about the rules for the swimming pool, behaviour expectations and the whistle system.
- Children should enter the pool by sitting on the side of the pool, placing both hands to the side on the edge of the pool and twisting themselves around, taking their body weight on their hands and lowering themselves into the water.
- Children should climb out from the nearest side. The steps should only be used where children physically struggle to get into or out of the water safely – practice getting out of the water should be prioritised.
- Assessment of children's abilities to swim should take place at the first swimming lesson after the May half term and again in September.
- Staff are free to group children as they wish. The focus and design of the lesson is up to the teacher based on their knowledge of the children.
- To minimise glare, teachers should teach from the side of the pool closest to the school. On particularly sunny days, sunglasses are recommended.
- Both supervising adults must be able to see the entire pool (including the bottom) at all times when children are in the water. It is advised that they stand in different places so both adults have a different view of the pool.
- All equipment needed for the session should be got out of the container before the session starts so retrieval of equipment does not detract from supervision of swimmers.
- At least one supervising adult must carry a whistle. One whistle is used to get the attention of the group. Three whistles indicate children should evacuate the pool area from the closest side. Evacuation of the pool using this method should be rehearsed regularly.
- At the end of the session both changing rooms are checked to ensure all children are out and there is no lost property left behind. Lost property should be placed into the lidded container marked for lost property.
- Children's swimming abilities are assessed at the end of each half term and recorded as part of the PE foundation subject assessment aiming for children to be able to swim 25m, use a range of strokes effectively and perform safe self-rescue.
- Weaker swimmers should always be closest to the edge to allow them to hold on the bar/side if need be.
- A basic first aid kit is kept in the pump room. Pool carers are responsible for ensuring this is complete when the pool is commissioned. If items are used out of it, the member of staff who used it should replace it from the main supply by the office.
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with the pupils supervised at the side of the pool until both supervisors are able to resume their normal roles.
- No swimming takes place if there is a risk of thunderstorms. Teachers should use their own judgement about whether to swim in other weathers. However, if the bottom of the pool cannot be seen due to wind or rain then swimming must not take place. A pool carer will advise the Headteacher if the temperature of the pool falls below 25 degrees Celsius. It is the Headteacher's responsibility to decide if swimming is going to take place and disseminate this information to teachers. Children should be given the choice to swim.
- Resus trained staff members are welcome to swim whilst the pool is commissioned. It is there responsibility to check that it is safe to do so with the pool carers. No one should swim alone.

Rules:

- No running
- No jumping or diving in. Children must enter the water as detailed above.
- Sensible behaviour at all times - no pushing, ducking, shouting etc.
- Pupils do not enter the water until they are invited to do so.
- Pupils only get one warning to listen to the member of staff. If they are found not to be listening on further occasions they are asked to get out of the pool.
- Pupils who are not swimming are expected to wait quietly and not cause a distraction to the staff or pupils in the swimming pool.

Training:

- Most staff are first aid trained. This training is updated every three years.
- Most staff receive refresher resuscitation training annually. At least one resuscitation trained member of staff must be present for swimming to take place.
- Two pool carers have completed the Small Pool Operators Certificate for the On-site Designated Supervisor. This training is refreshed every three years.
- Teachers receive CPD to help inform their teaching.

Cleaning and Hygiene:

- All pool users are responsible for collecting litter before it is able to enter the pool. Bins are provided in both changing rooms and the pump room.
- A pole and nets are available in the pump room. These can be used by any members of staff to remove excess foliage or detritus when appropriate.
- The pool carers are responsible for cleaning the pool surround, scum line and bottom of the pool on a regular basis.
- In the event of faecal, blood or vomit in the pool or the water is cloudy, remove all swimmers from the pool immediately and contact a pool carer (numbers are available in the pump room).

See Swim Scheme Agreement for information about the use of the pool by hirers.

WATER TREATMENT AND POOL PLANT MANAGEMENT (Information for pool carers only):

- For full maintenance information on the following sections, please refer to the PALM Academy Small Pool Operators Certificate information. This is kept in a folder in the pump room.
- Commissioning and de-commissioning of the pool is carried out by ELM Leisure. They are also responsible for the delivery of chemicals. They enter through the Dolphin Close gate so do not need to go through the main school.

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. Large pieces of debris are removed using a net on a daily basis.

Cleaning Pool Covers

The pool cover will be cleaned by back-rolling, spraying and brushing with a mild disinfectant, once when the pool is first commissioned.

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 hose pipes will be run to drain for 2 minutes prior to be used;

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 Pump 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 measures to protect members of staff whom work in the pump room have been put in place.

During school time, staff should notify a colleague when they are going to the pool or pump room alone and advise how long they expect to be there. They should also advise when they return from the pump room. During the holidays and after school, pool carers should notify a family member or friend.

They should take with them to the pump room some form of personal communication in case of emergency such as a mobile phone.

The below chemicals are the ones held onsite. Unopened chemicals are kept in the locked chemical store. The open chemicals are kept in the pump room. Acid and alkali chemicals are stored separately. Chemicals are kept off the floor below head height.

Chemical name	Common Name	Purpose	Acid/Alkali
Trichloro-Isocyanuric acid	Chlorine tablets for the feeder	Disinfectant	Acid
Sodium Thiosulphate	Chlorine reducer (Blue Horizons)	Stabiliser	Alkali
Aluminium sulphate	Aqua Sparkle tablets (Blue Horizons)	Coagulant	Acid
Sodium carbonate	pH Plus (Blue Horizon)	Stabiliser	Alkali
Sodium hydrogen sulphate	pH Minus (Blue Horizon)	Stabiliser	Acid
Sodium dichloroisocyanurate dehydrate.	Stabilised Chlorine granules (Blue Horizon)	Disinfectant	Acid
Calcium hypochlorite.	Granulate shock	Disinfectant	Alkali

Safety Data Sheets are available at www.cpc-chemicals.co.uk

Water Testing Regime

Daily pool water chemical checks are carried out three times a day by one of the pool carers. This is completed an hour before swimming occurs – before school, at lunchtime and after school. This information is kept on a water test log sheet on a clip board before being filed.

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

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 two 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.

Water Treatment Equipment Maintenance

Once a week, on a Sunday during term time and a Wednesday in the holidays, backwashing is carried out to clean the filters by one of the pool carers. This frequency will increase during time of particularly high use; excessive pollution or prolonged periods of strong sunlight.

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 monthly 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. This testing is carried out by ELM Lesiure.

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.

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 folder in the pump room.

Personal Protective Equipment

Staff wear appropriate protective clothing when working in the pump room. Goggles, mask, heavy duty gloves and apron are provided for pool carers. A respirator is also available for the event of a spillage.

Emergency Action Plan

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring. Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in the emergency action plan.

The Headteacher has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- serious injury to a swimmer;
- discovery of a casualty in the water;
- adverse weather, thunder and lightning in an outdoor pool;
- overcrowding;
- disorderly behaviour;
- pool water treatment;
- dealing with gross contamination;
- toxic emissions;
- chemical spillage;
- outbreak of fire or building evacuation;

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

In a school pool the Headteacher must ensure that when the pool is let to an external user the method of summoning the emergency services is at least as adequate as the school system, e.g. when the school office is locked and not staffed.

SERIOUS INJURY TO A BATHER

- The pool will be evacuated using three whistle blows. This will allow adults to give their attention to the injured person.
- Call for the assistance of the office staff using the phone in the pump room. The office can be contacted on 201. The phone MUST be held outside the pump room.
- Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.
- Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.
- All cases of head injury should be treated as serious. An ambulance will be called directly from the pool area by the teacher in charge and the patient sat up to reduce the flow of blood to the injury.
- Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, because delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.
- The person in charge will telephone for an ambulance and assist with first aid if necessary.
- An AED (defibrillator) is available in the staffroom within the main building.
- Staff will support casualties by speaking to them confidently and reassuringly.
- Accidents and dangerous occurrences will be reported to the County Council and if warranted it may require reporting to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

DISCOVERY OF A CASUALTY IN THE WATER

- The pool will be evacuated using three whistle blows. This will allow adults to give their attention to the injured person.
- Before entering the water to recover a casualty attract the attention, call for the assistance of the office staff using the phone in the pump room. The office can be contacted on 201. The phone MUST be held outside the pump room.

- Enter the water in a safe manner and land the casualty at the most suitable landing point. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.
- If breathing has ceased, commence expired air resuscitation (EAR) immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The other supervising adult must call an ambulance directly from the pump room telephone or mobile phone.
- If there is not a regular pattern of breathing, commence cardiopulmonary resuscitation (CPR). Do not stop CPR and EAR except in one of these situations:
 - the casualty restarts breathing and a pulse is found
 - An AED is available and ready to use (There is one in the staffroom if the school is open. If not, the closest one is at the fire station in the village).
 - Another trained responder or EMS personnel take over
 - You are too exhausted to continue
 - The scene becomes unsafe
- Patients who have been resuscitated should be treated for shock until the ambulance arrives.
- Children in the pool area should be removed as soon as possible by additional adults.
- Staff should ensure that a crowd does not gather around the casualty.
- The office staff will meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the Dolphin Close gate.
- As soon as possible after the incident all staff involved will be required to make a written statement.
- No statements shall be made to the press or other members of the public.

ADVERSE WEATHER CONDITIONS

- If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately and all swimming ceased.
- If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

WATER TREATMENT AND/OR CONDITION

- Water treatment chemicals will be introduced into the pool, in accordance with the manufacturer's instructions, and as supported by the recognised training given to pool operators.
- If the water becomes cloudy alert the person responsible for pool maintenance. The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality.
- If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool, then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

DEALING WITH GROSS CONTAMINATION:

- In the event of faecal, blood or vomit in the pool or the water is cloudy, remove all swimmers from the pool immediately and contact a pool carer (numbers are available in the pump room).
- Pool Carers will follow the guidance in the PALM Academy Small Pool Operators Certificate information.

TOXIC EMISSIONS

- Should any chemicals be inadvertently mixed, or otherwise come into contact with each other, the swimming pool area, and the School, will exercise its Emergency Evacuation Procedure. On the arrival of the Emergency Services, the School will be directed by them, and undertake any further actions or removal to alternative evacuation points deemed necessary.

CHEMICAL SPILLAGES

- The School provides an approved Chemical Spillage Kit, and this is kept in the pump room which is the principal location of the chemicals used in the treatment of swimming pool water.
- All operators who may be required to handle chemicals, in any way, are aware of the location of the Spillage Kit, and of its operation.
- Operators, and those required to deal with a chemical spillage will comply with the model chemical procedure (appendix 5 of the PALM Academy Small Pool Operators Certificate information).

EMERGENCY EVACUATION

- If the fire alarm is sounded in the main building, the swimming pool should be evacuated using three blasts of a whistle. Everyone should make their way silently to the assembly point on the field. Children must put on shoes and take their towel.
- If a fire occurs within the pool area, everyone should immediately evacuate the area and make their way to the assembly point on the field. The alarm should be raised by activating the closest fire point which is in the back of Class 8 or the Class 8 cloakroom.
- A fire drill of the whole school takes place once during the second half of the summer term and once in the first half of the autumn term. This allows for the evacuation procedure to be rehearsed.
- Once at the assembly point, the class teacher will take the register in the usual way.