



**Lordsfield Swimming Club at Overton
Community Pool
Normal Operations Procedure (NOP)**

(Updated 10th May 2024)



This Operations Procedure Manual (OPM) details the procedures in place for the safe management (under normal conditions) for Lordsfield Swimming Club (LSC) who lease the pool, situated in the grounds of Overton CE Primary School, from Hampshire County Council (HCC)

All Trustees, Management Committee members and volunteers must be aware of the procedures to be used and must be trained in accordance with the provisions included in this plan. The Management Committee has a duty to check compliance with the requirement of this plan and to regularly review the provisions made in it.

The plan will be assessed and reviewed from time to time on an informal basis by the Management Committee and on a formal basis annually by the Trustees



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1. Details of the Pool

The pool is located within the grounds of Overton CE Primary School.

The pool is a heated outdoor pool which is covered overnight.

The temperature of the pool is maintained at 78 degrees (26°C)

The size of the pool is 23 metres long x 9.6 metres wide (220.8m).

The depth of the pool is 1.0m deep in the shallow end, 1.2m deep in the middle of the pool and 1.5m deep in the deep end.

The total swimming surface area is 220.8 m²

The maximum safe bather load (number of people who can safely use the pool at any one time) is 65

The maximum design bather load (number of swimmers per Turnover Period) is 300

The pool is surrounded by concrete paving slabs up to the pool edge.

The pool is enclosed by a Composite fence which is 2 metres high.

The plant/boiler room is sited at the deep end of the pool and is locked during sessions.

There is a shed which houses all the equipment that is used by the club and is situated at the deep end; there is also an office shed for use by the club which is situated at the shallow end.



Changing rooms and accessible toilet facilities are located in the brick building at the shallow end of the pool. There are also 4 outdoor changing cubicles situated next to the plant room (at the time of writing, these have yet to be installed).

Entry and exit of the swimming pool is by one of the four sets of steps which are located at the four corners of the pool. One set of steps in the shallow end, allows entry and exit for less able bodied people.

The pool is secured by a keypad which is opened at the start of each session by either the Pool Plant Operator (PPO), Water Tester (WT) or the lead Pool Rescuer (PR) of the session. This is locked after the session has ended and everybody has left the pool premises.

1.2 Plan of the Pool

A plan of the pool is included in this NOP (Appendix A Plan of the Pool) and details the following information as a minimum: the position of lifesaving aids, maximum and minimum depth of water, location of fire exits, location of plant/boiler room and location of chemical storage.

1.3 Lifesaving Aids (Emergency Equipment) Positions:

All pools must have emergency equipment. As part of the risk assessment process the LSC Pool Manager has identified the type of lifesaving equipment/aids required. Details of the required equipment/aids and their locations are below:

- 1 horseshoe and reach pole are located either side of the emergency gate that leads onto the school grounds.
- 1 horseshoe and reach pole is situated by the plant room
- 1 horseshoe is located on the wall of the changing block and is kept out all year round

All equipment/aids provided for emergency use must be kept in its designated place and in good working order.



1.4 Safety Signage Positions:

An independent risk assessment has been carried out to determine the safety signs required.

Water depth is marked on the poolside.

1.5 Pool Covers:

A documented safe system of work has been created detailing the procedure to follow when operating the pool cover.



2. Responsibilities

2.1 Pool Managers

At LSC, the persons with overall responsibility and full accountability for the safe operation of the pool are the Trustees.. They will hold the title of Pool Managers.

To ensure that all activities relating to the use of the pool are undertaken in a safe manner and all legal, corporate requirements are met, the Pool Managers will ensure:

- All relevant systems and procedures have been followed to ensure the highest levels of safety have been identified
- All required risk and COSHH assessments have been completed by a competent person, identified control measures implemented and the information shared with all relevant persons.
- All volunteers have been provided with appropriate training/information to enable them to carry out their role in a safe manner.
- All required locally managed testing is carried out at the appropriate times, recorded using the relevant forms and copies retained for a minimum period of 5 years.
- Everyone connected with the pool has been provided with copies of the Normal Operating Procedures.
- Pool use is managed in accordance with the guidelines laid down in the Health & Safety Executive document HSG 179 'Swimming Pool Water – Treatment & Quality Standards for Pools & Spas' and Safety in PE and Sport (HCC 2012)
- The swimming pool is maintained to a safe standard with all required testing and inspection carried out and recorded. Any major maintenance is to be reported to and carried out by an approved contractor at the request of either LSC or HCC.
- Any other requirements that may be necessary to ensure the health, safety and welfare of anyone connected with the pool, its use and operation.



2.2 Pool Plant Operator

All Pool Plant Operators have completed the nationally recognised level 3 'National Pool Plant Operator' training course.

Pool Plant Operators are responsible for ensuring the pool is safe to be used. Below is a list of the checks to be carried out by the Pool Plant Operator on behalf of LSC and the frequency at which they take place.

Daily Checks/Duties

1. Regular checks of:
 - water temperature
 - pH
 - disinfectant levels
 - clarity of water.
 - Testing should be carried out 3 times a day as a minimum.
2. Ensure that filters, pumps etc. are operating satisfactorily
3. Inspect pool for debris and defects

Weekly Checks/Duties

1. Clean surface water skimmer baskets of debris
2. Backwash filter plant or renew filter material, according to type of filtration plant fitted and ensure that the equipment is functioning efficiently
3. Sample and test pool water for calcium hardness, total alkalinity and total dissolved solids
4. Carry out a water balance test of the pool water using the Langelier test regime

Monthly Checks/Duties

1. Check level transfer channels are drained and cleaned
2. Ensure a water sample is taken by Hampshire Scientific Services for microbiological examination
3. Carry out a water balance test of the source water used to top up the swimming pool using the Langelier test regime
4. Re-calibrate automatic monitoring equipment

Formal records are retained for all of the above and are located at the pool.



2.3 Pool Rescuer

The Safety in Physical Education & Sport (HCC 2012) document states that teachers, coaches or supervisors of programmed sessions are suitably qualified if they are holders of a current:

- Hampshire County Council Water Safety Certificate
- Swimming Teachers' Association National Rescue Standard Award (STA NaRS)
- Royal Lifesaving Society (RLSS) Teachers Rescue Award
- National Rescue Standard for Swimming Teachers and Coaches (NRASTC) Swimming Award for Teachers (SAT)

'Current' means that the award must have been gained not more than two years previously.

At each session there must be 2 supervisors on duty with either the National Rescue Standard for Swimming Teachers and Coaches (NRASTC Light) qualification or the Royal Lifesaving Society (RLSS) Teachers Rescue Award.

2.3.1 Pool Rescuer's Key Tasks

The role of the Pool Rescuer includes the following tasks:

- Respond to emergencies
- Communicate with the swimmers ensuring they understand the pool rules
- Support the second Pool Rescuer and First Aider should an incident occur
- In the event of an incident, initiate emergency action according to RLSS Lifesaving/PEP training
- Initiate pool evacuation according to the procedures
- Liaise with the second Pool Rescuer, First Aider and Desk Supervisor to monitor bathers and ensure the maximum bather load is not exceeded (65 people)

Other responsibilities the Pool Rescuer will undertake also include the following:

- Unlock and lock the pool facilities
- Certify swimming certificates



2.4 First Aid

First aid requirements for the pool area have been identified by the completion of the First Aid Needs Assessment document. This has considered situations when the pool is in use.

COSHH assessments can be located in the reception should this information be required by those administering first aid or need to be passed to emergency services.

The level of first aid required as identified by the first aid needs assessment, is:

- First Aid at Work
- Emergency Aid at Work

A First Aid box is located in the reception shed and is checked on a regular basis to ensure everything is up to date.

One First Aider must be on duty for each session.

2.4.1 First Aider's Key Tasks

- Administer first aid should an incident occur
- Record any treatment given in the First Aid book and store in accordance with Data Protection Guidelines
- Monitor and maintain supplies of the First Aid box
- Liaise with the Pool Rescuers and Desk Supervisor to monitor bathers and ensure the maximum bather load is not exceeded (65 people)

Accident / Incident Reporting

All reporting and recording of accidents and incidents should be carried out in accordance with the Children's Services Safety Guidance Procedure SGP 17-07 which can be found on the health and safety website for schools at [Schools' Health & Safety](#)

The Incident/Accident report book is located in the office shed . Once a report form has been filled out, it is to be placed back in the safe and a note made in the communications book to alert the club's Data Protection Officer who will collect it and keep it in accordance with Data Protection guidelines.



2.5 General Supervisor

As well as the Pool Rescuers and First Aider there may also be a number General Supervisors at each session who will assist in watching over the pool as well making tea/coffee/hot chocolate for everybody.

2.5.1 General Supervisor's/All Poolside Volunteer's Tasks

- Cleaning of toilets and changing rooms/cubicles after each session
- Cleaning of kitchen
- Making teas/coffees
- General tidying up around the pool area
- Supervising the children and ensuring they are adhering to the rules of LSC
- Remove debris floating on the surface of the swimming pool
- Clean the floor of the pool - all volunteers are responsible for putting the auto vac into the pool at the end of the last session of the day. Also removing the vac and cleaning at the start of the session
- Thoroughly clean pool surround and equipment

2.6 Desk Supervisor

Before entering/exiting the pool grounds, everybody (whether that be one of the on duty supervisors (PR/FA), water tester/PPO and club members) needs to be signed in/out at the desk. This is for safety reasons, should an evacuation need to happen.

2.6.1 Desk Supervisor's Key Tasks

- Record the names of those entering & leaving the pool
- Accept money for membership and/or general swim
- Cash up at end of each session
- Liaise with the Pool Rescuers and First Aider to monitor bathers and ensure maximum bather load is not exceeded (65 people)
- Supervising pool users



Supervisors will be stood poolside and can be identified by the following colour hats:

- Blue – Pool Rescuer
- Red – First Aider

All supervisors must have a whistle whilst on duty. The agreed whistle use is as follows:

- 3 short blasts – alert other supervisor's that there is a problem
- 1 long blast – swimmers to clear the pool
- 1 short blast – used to gain a swimmer's attention

For Health and Safety reasons, there must always be two people on site even when sessions are not running.

2.6 Reporting of Damages or Deficiencies

Any damage or deficiencies are to be noted in the online daybook as soon as is reasonably practical to enable the appropriate action to be undertaken. If the required repairs cannot be rectified immediately, then the area should be made safe/put out of action until the required work has been completed. This information will be passed onto a nominated person(s) who will notify the rest of LSC.



3 Potential Risks

The following list, though not an exhaustive list, are some potential risks:

- Drowning
- Injury from jumping – therefore restricted to certain areas of the pool
- Collision with other pool users or infrastructure
- Dangerous or inconsiderate behaviour
- Injury on entering and exiting the pool
- Slipping on wet surfaces
- Injury on pool surround – tripping, falling or collision
- Medical conditions – diabetes, epilepsy, asthma
- Weather
- Risk of sunstroke and sunburn.

3.1 Reducing Risks

To reduce the risk of injury, all pool users **must**:

- Observe the pool rules at all times
- Behave in an appropriate manner with respect to other pool users
- Cooperate with all supervisors to ensure the health and safety of all pool users
- Report any unsafe acts, maintenance issues or general concerns to the Pool Rescuer(s) /First Aider/Desk Supervisors on duty as soon as possible



Pool Supervisors must:

- Familiarise themselves with the Normal Operating Procedures (NOP)
- Ensure that everyone is out of the pool area at the end of each session ensuring unauthorised re-entry is not possible
- Understand that everyone poolside is a member of LSC or accompanied by a member
- Ensure that the pool rules are adhered to at all times
- Report any unsafe acts, maintenance issues or general concerns to the Pool Rescuer(s) on duty as soon as possible

3.2 Access to the Pool when Unattended

To the best extent possible, effective measures must be taken to ensure that unauthorised access to the pool is prevented and at no time should the pool be accessible without the presence of a nominated person. This will include both invited and uninvited users during standard opening times.



3.3 Fire Precautions

All fire prevention equipment, such as fire extinguishers, are checked by a competent person annually. This is undertaken by a term contractor on instruction by the LSC Management Committee.

The fire extinguishers are located in the Accessible Toilet and in the Plant room..

The fire exits are located in the fence; 1 exits onto the school playground and the other one is the main entrance exit gate..

A fire alarm is located in the kitchen area between the changing rooms, and another one is located in the equipment shed.

The fire alarm call points are located as follows:

- **Both changing rooms**
- **Accessible toilet**
- **Kitchen**
- **Plant room**
- **Equipment shed**

3.4 Adult Responsibility of Children

For guidance, the LSC pool admission policy for children, all children under the age of 8 are to be accompanied by an adult.

- If children are not confident in the water, they must be accompanied by an adult (16+ years)
- **All children are the responsibility of their parents/guardian.** Poolside volunteers are there to support parents/guardians in the event of an emergency
- The responsible adult must remain within reaching distance of the child(ren) at all times
- Any child who cannot swim a witnessed length of the pool must remain on the shallow side of the barrier.



4 Swimming Pool Rules

The following are examples of swimming rules the Pool Operator is advised to enforce.

- No running, pushing, ducking, fighting, acrobatics, spitting, bombing, jumping onto other swimmers.
- Only appropriate swimwear is to be worn; no cut down jeans, T-shirts etc. An approved list of swimwear is available.
- No nappies (children/babies must wear regular swimwear or special 'aqua nappies')
- No eating/drinking/chewing gum when swimming.
- No wearing of any jewellery or hair clips.
- No china/glass cups, plates or other breakables etc. are allowed in the pool area.
- No faking injury or drowning.
- No behaviour that is considered dangerous or objectionable by any member of staff.
- Swimmers **must** show respect for each other and **must not** cause any inconvenience to other swimmers.
- Swimmers who are known to be visiting the pool for the first time should be encouraged, when possible, to make themselves familiar with the pool environment and design. The poolside volunteers are here to help and provide any assistance.

Copies of the pool rules are displayed at various points poolside. A full copy of LSC pool rules are included in Appendix B Lordsfield Swimming Club rules.



4.1 Diving / Jumping Rules

Pool managers, swimming teachers and those involved in pool rescuer activities need to be particularly aware of the hazards of diving into water of insufficient depth. Diving into water of insufficient depth can lead to concussion or injury to the head or spine. The most serious of these accidents can lead to tetraplegia (total paralysis below the neck).

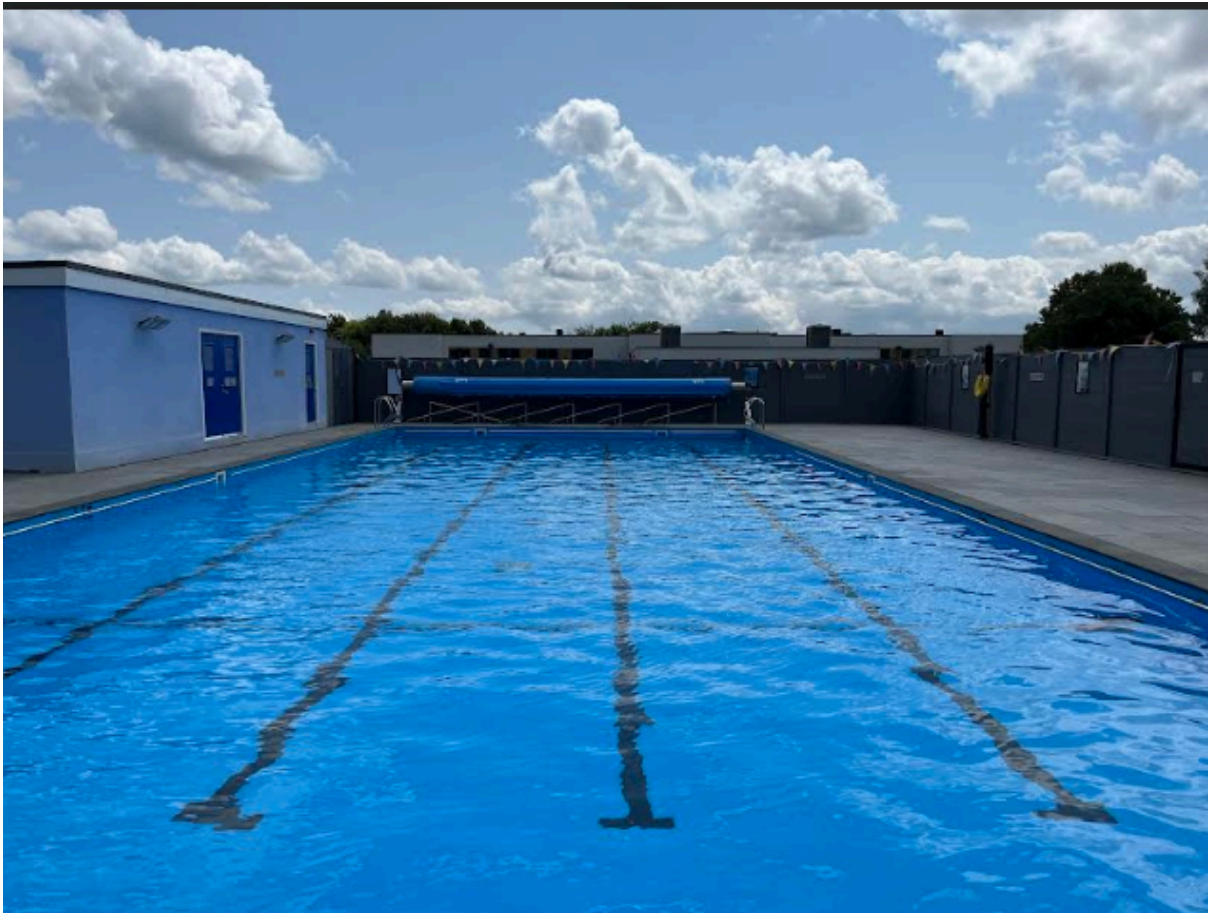
Safety guidance recommends that children should not be taught to dive where the water depth is less than 1.8 metres. ASA guidance states that when diving is being taught, ideally the water depth should be at least full standing height plus arms and fingers fully extended. Very few pools can, however, provide water of sufficient depth to meet this requirement, particularly for tall children. As it would be far less safe to not teach diving at all to a proportion of the population, the ASA recommends a minimum depth of 1.8m, with the exercise of additional caution.

LSC operates a 'No Diving' policy during the general swimming sessions; however, diving is allowed during lessons when a teacher is present.



Appendix A:

Plan of the pool





Appendix B:

LORDSFIELD SWIMMING CLUB RULES

Lordsfield Swimming Club reserves the right to refuse entry to anyone breaking these rules.

1. No running!
2. No diving at any session other than at swimming lessons (Challenges).
3. Swimmers are permitted to jump into the pool at the deep end (not at the pool sides). Non-swimmers may jump in from all three sides in the shallow end. If the pool gets really busy, the Pool Rescuer may communicate different rules to keep everyone safe.
4. No unauthorised access to the area around the deep end. No parents or non-swimming children should be around the deep end of the pool. Please stay under the shelter at the shallow end of the pool.
5. Swimmers and spectators are **NOT** allowed in the equipment shed. Please ask the Pool Rescuer or First Aider on duty for play equipment.
6. Everyone entering the pool grounds **must** be a member (or pay as a visitor) for insurance purposes.
7. Under 8s must be accompanied by an adult on site at the pool.



8. Please **do not** distract on-duty volunteers. Pool Rescuers and First Aiders **must** have their eyes on the pool at all times to keep all the swimmers safe.

9. Poor behaviour will not be tolerated. If poor behaviour continues after two warnings, the individual will be asked to sit poolside for an allotted time or told to dress and leave. The Pool Rescuer's word is final.

10. Unattended non-swimmers are not allowed to swim in the deep end during the Family Swim sessions.

11. Accompanying a non-swimmer in the shallow-end at the Children-Only sessions: Adults shouldn't get in the shallow end with a non-swimming child if they are water-confident with swimming aids, or if they have swum a width, or if they are in Challenge 1. However, you need to have eyes on your children at all times and be nearby. Those who feel the need to be in with their child may do so, but must remain within reaching distance of them and will be asked to get out if you're using the opportunity to swim widths, without your child!

12. Visitors will be asked to swim their length on their first visit before they are free to swim in the deep end.

13. Members can bring up to TWO visitors per swimming session. The visitor fee is payable by cash or card at the desk.

14. If the pool is not busy, swimmers may play in the shallow end at the Pool Rescuer's discretion.

15. Long hair must be tied back. There are spare hair ties at the desk if you forget yours. Hair clips are not permitted.