



**Lordsfield Swimming Club at Overton
Community Pool
Safety Operating Procedures (SOP)**

(Updated 10th May 2024)



Details of 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 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.

A shed which houses all the equipment used by the club 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 four sets of steps which are located at the four corners of the pool.

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



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.

Dealing with Members and Visitors

The '***Chain of Command***' for each session is as follows:

- Session leader (Lead Pool Rescuer) (If in doubt contact a member of the Management Committee)
- Second Pool Rescuer and First Aider
- Desk Supervisor
- General Supervisors

Access to the pool during each session is controlled by the Desk Supervisor who controls admission. All persons accessing the pool grounds must be a member of the club and show their membership card / season ticket upon request.



Emergency Action Plan (EAP)

A copy of the document is sent to all poolside volunteers, Management Committee, Trustees and any sub committees. A copy is also made available via the club's website and a hard copy is kept at the pool in reception. Verbal and written instructions given to all supervisors regardless of roles.

Emergency Equipment (located poolside)

- Reach poles
- Horseshoe floatation aids

Maximum Bathing Load

The maximum bathing load is 65 people in the water (including adults assisting their children in the shallow end); no further admissions to poolside is permitted once capacity is reached until the number of swimmers reduces.

Once maximum bathing load is reached, the gate is closed and is only fully opened again once numbers have reduced. Whilst the gate is closed, the desk supervisor will monitor the amount in the pool and will revert to a one in, one out system – allowing a member to enter pool grounds when another member leaves.

During crowded sessions, the Pool Rescuer may suspend jumping in the deep end.

First Aid Equipment and Treatment

All first aid equipment is all located in the reception office.

First Aid should be administered appropriately and if necessary, in situ without moving the casualty.

All supervisors must be aware that whilst dealing with one incident, vigilance is still required to monitor the safety of the other pool users.



Parents/carers of children need to either be present at the time of treatment or be informed that treatment has been administered.

Bathers with cuts or nosebleeds can only return to swimming once permitted to do so by the lead Pool Rescuer on the advice of the first aider .

Gloves are to be worn at all times when administering treatment, then disposed of (along with any other wipes, dressings etc.) in a designated clinical waste bag which is then to be taken to the Dr's surgery for safe disposal.

Incident reports must be completed as soon as possible after treatment has been administered, before being placed back in the safe. The club's Data Protection Officer must be notified.

All first aid supplies must be checked and replenished as necessary after use. This can be done either by a first aider (volunteer) or by a member of the Operations Committee who will replenish accordingly..

Discipline and Boundaries

We encourage safe play and, at the lead Pool Rescuer's discretion, clearly identified items from the equipment shed may be allowed to be used but only when a small number of children are in the pool or during an allocated Family Fun Session.

All members must comply with the rules and safety instructions that are positioned around the pool. In the event of behaviour outside the rules, the Pool Rescuer/First Aider/General Supervisor must explain what the rule is and why breaking it is a risk to someone's safety.



In the event of a serious safety breach of the rules, disrespect of the supervisors or the facilities, it is at the discretion of the lead Pool Rescuer to immediately ask the swimmer to leave the pool (and if necessary inform the parents).

Such incidents should be recorded in the communications book (located in the reception shed), specifying the member's name, what occurred and their conduct on being asked to leave.

If a member repeatedly fails to comply with safety instructions, LSC reserves the right to revoke membership.

The relevant documents that combined with this, make up pool safety operating procedures are as follows:

- Normal Operating Plan (NOP)
- Emergency Action Plan (EAP)
- Safeguarding Policy
- Photography Policy
- Data Protection Policies
- Pool Rescuer/First Aider/General Supervisor responsibilities and roles
- Pool Rules/Code of Conduct

Copies of these documents have been specifically distributed to:

- All management committee members
- All Trustees
- All poolside volunteers (trained and untrained)
- The head teacher and caretaker of Overton Primary School

Copies can also be found on site and accessed on request as well as being published on the club's website.

If you consider that any element of this plan should be revised, please notify a committee member.