



SEDBERGH SCHOOL

POOL SAFETY OPERATING PROCEDURES

Stuart Oliver November 2025

Normal Operating Plan – Sedbergh School Swimming Pool

1. Details of the Pool

- 1.1** The pool is a traditional indoor rectangular pool measuring 25 metres x 7.5 metres, with depths ranging from 1 metre to 3 metres. It should be noted that at the 1.6 metre point there is an **abrupt drop of 1.4 metres to a 3-metre depth**. This point is of particular concern to teachers, coaches, responsible adults and lifesavers supervising swimming sessions.
- 1.2** **During group swimming sessions, a qualified lifesaver (a “qualified person”) must be present at all times. This is defined as a person holding a minimum of the “Emergency Response Swimming Pool Course Certification”.**
- 1.3** The pool is used for casual swimming, fitness swimming and lessons. Diving is permitted only in the deep end. Diving is not allowed from the edges across the lanes: there are notices indicating this rule.
- 1.4** Three sets of steps are present to assist bathers enter the pool. One set at the shallow end, one in the middle and one set at the deep end. A built in tiled handrail runs all around the pool to allow swimmers a grip in case of resting or rescue aid.

Annexe 3 to this document gives details of the following

- a** Dimensions and depths of the pool
- b** General layout
- c** Position of emergency exits
- d** Location of safety equipment
- e** Location of first aid equipment
- f** Location of the defibrillator

Emergency contact numbers are provided on page 8 of this document.

2. Potential Hazards

- 2.1** The main hazards are:
- a** Drowning
 - b** Neck and spinal injuries
 - c** Trips, slips and falls
 - d** Chemical burns
 - e.** Trapping and entanglement in the pool cover **(the Pool Hall must be empty of pupils/children whilst the cover is retracted and replaced).**

3. Risk Control

3.1 Drowning

- a** All swimming and teaching groups will be supervised at all times by a qualified person.
- b** The qualified person will be supported by a designated competent person of sixth form age or older. This person will have read and understood the emergency procedure.
- c** **Lone swimming is not allowed**
- d** **Non swimmers are not allowed into the pool or pool area unless they are under supervision.**
- e** The pool keys must be signed for by a qualified person in charge of the swimming activities. Keys should not be held by or obtained by individuals who are not qualified persons.

- 3.2 Neck and Spinal Injuries.** Diving is not allowed around the sides of the pool. Racing dives are allowed at deep end of the pool

3.3 Trips, slips and falls

- a.** Running is not allowed
- b.** Routine inspections of the flooring will be carried out.

3.4 Chemical Burns

- a.** Daily checks are carried out to check the chemical balance of the water. All staff will be advised if the water chemical balance is incorrect and that this point we would close the pool. **The pool is tested to the PWTAG code of practice.**

3.5 Pool Risk Assessment

- a.** Before swimming all life guards and teachers should have read the pool risk assessment and signed to acknowledge that they have understood the risk assessment for the pool and the pool cover.

4. Additional Risk Factors

- a.** Poor health problems, heart, epilepsy, asthma etc
- b.** Youth & inexperience (half of those who drown are aged under 15 years old)

- c. Weak or non-swimmers
- d. Unruly behaviour
- e. Unauthorised access to pool (**only those organisations who have officially booked the pool via the Bursary are authorised to use the pool; a copy of authorised outside users will be issued at the start of each term**).
- f. Alcohol, drugs or food before swimming
- g. Absence of or inadequate response by staff in an emergency

4.1 Additional Risk Factor Control

- a. All teachers, coaches, responsible adults and lifesavers must be aware of any special medical condition of individuals in their group or class.
- b. Unruly behaviour will not be accepted.
- c. Weak and non-swimmers must not stray near to the 1.6m point and must be supervised at all times.
- d. External group, and staff swimming access is controlled by the Bursary
- e. The PE and sports department control access for Sedbergh School pupils
- f. No person will be permitted to use the pool when under the influence of drugs or alcohol.
- g. All pool users should be aware of the dangers of swimming after a large meal.
- h. The qualified person responsible for the swimming session must be alert at all times.

4.2 Swimmers at Risk. Once swimmers are in the water it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- a. Weak swimmers
- b. The boisterous and show offs
- c. Scum channel crawlers
- d. Armband wearers
- e. Children with disabilities or special needs.

4.3 Exclusions. The qualified person on duty should exclude from swimming any person who in their judgement is:

- a. In poor health
- b. Under the influence of alcohol or drugs
- c. Afraid or nervous of entering the pool
- d. A risk because of an apparent disability

5 Communication

5.1 Methods of communication of the various safety rules relating to the pool are by:

- a. Poolside signs
- b. Verbal briefings & Induction training
- c. Pool Safety Operating Procedures

5.2 Communication with swimmers is often difficult. An alarm is installed on the pool-side to aid the qualified person attract the attention of all pool users.

5.3 The Normal Operating Procedures (NOP) will be distributed to all:

- a. SMT & Teaching Staff
- b. Swimming Coaches
- c. User Clubs
- d. All qualified persons

6. General Poolside Rules/Duties

6.1 In addition to the general content of these Normal Operating Procedures, there are a few basic rules, which will enhance the safety of swimmers and these are:

6.2 Poolside Rules for Bathers

- a. No bombing
- b. No ducking
- c. No running
- d. No loud boisterous behaviour

6.3 Poolside Rules for Diving

- a. Shallow racing dives only allowed at the end of the pool in the deep end
- b. Always check diving space before entry
- c. Strictly no running and diving

6.4 Poolside Rules for Qualified Persons

- a. No eating on poolside
- b. No smoking or drinking

7. Key Tasks for Personnel Responsible for Swimming Lessons/Sessions.

The main task of qualified person supervising swimming lessons/sessions is the safety of the group or class. It is the responsibility of the qualified person to convey the contents of the Normal Operating Procedures to the class or group under their charge, and to ensure that they obey all the rules relevant to good orderly conduct.

8. Systems of Work

8.1 Maximum Poolside Work Times. The qualified person can supervise swimming sessions for up to 90 minutes. After this time they must be relieved to ensure concentration is kept on swimmers.

8.2 Pool Supervision for Particular Activities

- a. During specialist activities (eg canoeing, sub aqua etc) a bespoke risk assessment should be submitted to the CCF SSI for approval as to how risk is managed/reduced.

- b. Overcrowding should be avoided and 30 persons in the pool is the maximum for competent swimmer training. This is based on a detailed calculation based on the pool dimensions at Annex 2.
- c. The qualified person should ensure that there is a ratio of one qualified person to six non-swimmers. Close supervision will be required at all times and non-swimmers (particularly children), should never be left unattended in the pool or surrounding area. The qualified person should be on the poolside at all times observing and looking out for persons in difficulty.
- d. Staff families may use the pool provided that they have received the full safety induction briefing. The ratio of children under 8 years old to adults is one adult to two children and that adult must be a competent swimmer. For children over 8 years old who can swim the maximum swimmers is ten children to two adults.

Non-swimmers and children aged under 18 must never be left unsupervised and non-swimmers are only allowed in the shallow end of the pool. **The shallow end of the pool ranges from 1.0m to 1.6m.**

- e. **All outside groups must have received induction on the pool facilities, they must also read and acknowledge by signature that they will abide by the Pool Safety Operating Procedures. A signed copy must be returned to the Commercial Manager before access to the pool is granted.**

9. The Duties and Responsibilities of a Qualified Person

- 9.1 In order to perform the duties of a qualified person, the following is a minimum requirement:

“The Emergency Response Swimming Pool Course Certification”

10. In-House Teaching and Swimming Sessions

- 10.1 A qualified person is required for organised School curriculum activities where the teaching and coaching of swimming is taking place. In line with the above, all lifesavers must be supported by designated competent person who would assist in the event of an emergency.

NOTE: ALL LIFESAVING QUALIFICATIONS WILL REQUIRE A REVIEW EVERY 24 MONTHS

10.2 List of Staff with a Lifesaving Qualification

11. Key Personnel

Pool	Mr Stuart Oliver	07739 403500 (mobile)
Maintenance	Maintenance Works Supervisor	07917 121336 07795 331557 (emergency out of hours)
Commercial Manager	Mrs Nicky Millington	015396 20303 (Bursary)

12. Emergency Callout Procedure. In the event of an emergency regarding plant, fabric and equipment then the Maintenance Works Supervisor should be contacted on 07917 121336 (normal working hours) or 07795 331557, out of working hours.

13. Pool Checks

13.1 The pool plant operator will check the water and plant equipment three times daily to assess

- ◆ the water clarity
- ◆ pH Value
- ◆ chlorine levels
- ◆ fabric faults
- ◆ plant faults

Any faults or chemical imbalance should be reported to the estate's bursar or bursary reception immediately. Doors will be locked with the top lock so only pool testers will have access.

13.2 Pool Cleaning The pool will be monitored and vacuumed at least once a term by the Estates team.

14. Security and Access Control

14.1 The qualified person supervising swimming lessons and events will be responsible for locking and securing all doors after the swimming session. Of particular importance is to ensure that the doors to the pool from each changing room are locked and secured plus the outer doors to the pool side. The School security duty personnel will check the following every evening:

- a. All windows are closed
- b. All personnel have left the pool and associated areas
- c. All doors to the pool and associated areas are locked shut
- d. The outer doors are secured.

14.2 The School security personnel will unlock the special sliding door security lock **(only)** during their unlocking procedure each morning.

14.3 Authorised Key Holders:

Authorised key holders on the staff must be in possession of a current lifesaving qualification and have attended the pool cover training. In addition, the following have pool keys –

Cleaning Manager x 2

Maintenance Staff x 4

School Security Operatives

Bursary Reception

Sedbergh Swimming Club

Authorised groups as directed by the Commercial Manager

14.4 It is the qualified person's responsibility to ensure that all their class/group have vacated the pool area, and the pool windows and doors are all locked shut after the training/recreational swimming session. Keys should not be loaned to other persons. All external users should sign the pool keys out from the Bursary and use the pool under the guidance of these operating procedures.

15. First Aid

15.1 Supplies

a. The PE department will be responsible for maintaining the first aid box. Prior to all swimming events the person responsible for the swimming event/training session must check the stock prior to commencement of any event or training session.

b. The Medical Centre should be informed of any shortfall of first aid supplies.

c. There is a defibrillator in the sports hall opposite

15.2 First Aid Trained Personnel

For School events it will be the School's responsibility to supply its own first aid trained personnel. Outside users must provide their own first aid trained personnel.

16. Emergency Equipment

16.1 The following equipment is located at the poolside:

a. x4 rescue poles.

b. 4 x torpedo lifebuoys

c. A spinal board

17. Emergency Action Plan (EAP) *See separate document*

Induction Check List

The induction must cover the following areas:

1. Action on Fire
2. Locking up procedure (changing room doors to pool side)
3. Measures to ensure that there is a strong emphasis on security i.e. the users must be advised that the pool must never be left unlocked
4. Clarification of the PSOPs in order that a signed copy is returned to the School
5. Location of life saving equipment
6. Location of first aid facilities
7. Location of “Pool Panic Alarm” and purpose
8. How to use the pool cover (all users need this)
9. Method of communication i.e. mobile phone and pool-side horn
10. Pool supervisor qualifications – definition of a ‘qualified person’
11. Damage reporting

One copy to be signed by all external User Groups before use and returned to:

**Flor Zappulla
The Bursary
Sedbergh School
Sedbergh
LA10 5RY**

Email: fz@sedberghschool.org

Tel: 015396 20303

I hereby ensure that there will always be a qualified person present for all swimming pool sessions and attach a copy of the relevant qualification document.

I also declare that I have read and understood the Pool Safety Operating Procedures, and agree to abide by the rules set out in the above:

.....
Group/Club name

.....
Signature

.....
Print name

.....
Date

Pool Plan

