

Southmoor Academy



HEALTH & SAFETY POLICY

General Statement

Southmoor Academy is committed to providing a safe, secure and healthy environment for staff, children and visitors.

Our aim is to attempt to eliminate all work related accidents, injuries, illnesses or damage to property.

All employees are encouraged to promote a safe and healthy working environment.

It is the responsibility of the Board of Trustees / Academy Council (Local Governing Body) to ensure the working environment is safe for all who work, study and visit.

Everyone has responsibility for being vigilant and aware of possible risks. Children and adults are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

It is the responsibility of all Academy staff to be aware of the management and compliance obligations and procedures appended to this policy.

APPENDIX 1:	INFORMING PEOPLE OF THIS POLICY
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APPENDIX 4B:	SWIMMING POOL OPERATING PROCEDURES

Last review date: 05.02.2020

Person Responsible: David Martin (Senior Leader – Data, Logistics and Health & Safety)

Associated Policies:

- Allegations of Abuse
- Anti-Bullying
- Behaviour Management
- Child Protection
- Drug
- Lettings
- Medication
- Positive Handling
- PSHE & SMSCC
- Risk Management
- Whistle Blowing

APPENDIX 1: INFORMING PEOPLE OF THIS POLICY

All members of staff are given annual health and safety awareness training. Staff are made aware of the policy and are required to sign the register to acknowledge they have read and agreed to the information contained within it. It is also available within the policy folder on the shared staff server for reference.

Visitors likely to attend the Academy on a regular basis or for prolonged periods of time are requested to read the policy itself.

New members of staff receive health and safety information as part of their induction.

It is the responsibility of Academy leadership team to ensure that pupils are made aware of existing and new health and safety information.

APPENDIX 2: MANAGEMENT

Board of Trustees / Academy Council (Local Governing Body)

The Board of Trustees and the Academy Council have a collective role in providing health and safety leadership.

They

- Ensure adequate resources are provided to eliminate or manage risks.
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the Academy Council to have a key monitoring role in relation to health and safety including a termly walk around the Academy building with members of the Academy Health and Safety Group.
- Approve as appropriate arrangements for residential trips according to Local Authority guidelines.
- Ensure that safety standards for purchased goods and equipment are met.

Principal

The Principal has overall responsibility for health and safety within the Academy.

Specifically, the Principal will:

- Ensure that all actions reinforce the objective of eliminating all unsafe acts.
- Address all the health and safety implications of their decisions.
- Be kept informed about any significant health and safety failures, and the outcome of the investigations into their causes.
- Ensure that the Academy meets (as far as is reasonably practicable) the requirements of the health and safety legislation.
- Regularly review the safety and security of the Academy buildings during an annual meeting of the Trustees or Academy Council.
- Act upon referrals from employees.
- Ensure staff and pupils comply with agreed procedures.
- Advise and inform the Board of Trustees / Academy Council as to health and safety practice, legislation and compliance.

Senior Site Supervisor / Health & Safety Manager

The Principal is advised by the Health & Safety Manager who will:

- Liaise with outside agencies (Health & Safety Department/Capital Team, etc.).
- Investigate accidents and pass to appropriate agencies for further action.
- Undertake appropriate health and safety training.
- Organise an annual review of risk assessments.
- Check the public areas of the Academy.
- Report to the Academy Council / Board of Trustees where required.
- Manage the Academy Health and Safety Group (Members: Premises Manager, Trustee / Academy Council representative, Senior Site Supervisor, staff representative).
- Identify areas where work is required.
- Provide advice to managers.
- Ensure that health and safety risk management systems are in place and remain effective.

- Ensure that the Academy meets (as far as is reasonably practicable) the requirements of the health and safety legislation.
- Undertake risk assessments as and when required and review regularly.
- Put into practice and monitor the procedures described in associated policies (i.e. first aid, emergency, fire, reporting of defects).
- Ensure staff and pupils comply with agreed procedures.
- Ensure that appropriate logs and records of incidents are completed and acted upon.
- Ensure policies and employees are updated as to new legislation and guidance.
- Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- Ensure that temporary/supply staff are informed of health and safety practice.
- Meet with the health and safety representative of the Board of Trustees / Academy Council each term to discuss health and safety issues and 'walk the school'.
- Report on any audits / inspections to the Board of Trustees / Academy Council and follow-up any necessary actions.
- Ensure that procedures are in place to ensure the safety of contractors and hirers.
- Ensure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- Ensure adequate first aid cover is provided.

Managers

Managers (both teaching and non teaching) have responsibility for health and safety within their areas. Those responsible for others should always ensure that they:

- Have a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed annually.
- Ensure that all employees are competent to fulfil their designated duties and arrange training if required.
- Ensure members of their team are complying with health and safety regulations.
- Bring this policy to the attention of all employees.
- Inform the Academy Health and Safety Group of any health and safety issues.
- Ensure all accidents, assaults, dangerous occurrences and near misses are reported and investigated in line with corporate procedures.
- Communicate the content of risk assessments and safe methods of work to employees.
- Keep an overview of equipment and substances kept in their areas.
- Ensure that all equipment used is adequately tested and maintained.

All Employees

All employees are responsible for:

- Checking working areas before they start work for any foreseeable hazards.
- Knowing the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Knowing and applying the procedures in respect of emergencies.
- Reporting any hazard or breakage.
- Following health and safety instructions and use appropriate safety equipment and protective clothing.
- Maintaining safely tools and equipment.
- Reporting any incidents, assaults or 'near misses'.
- Supervising pupils and ensuring that they know about emergency procedures and safety measures.
- Making parents / volunteers aware of safety procedures in the classroom / work area.

- Ensuring that relevant risk assessments are completed and followed.
- Making full use of the appropriate equipment, personal protective equipment and all safety devices.
- Reporting to their supervisors any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Taking reasonable care for the health and safety of themselves and of any other person who may be affected by their actions or omissions at work.
- Co-operating with managers and supervisors so as to enable them to carry out their own responsibilities.
- Co-operating in all consultations regarding health and safety.

Visitors

Regular visitors and other users of the Academy will be required to observe the safety rules of the Academy. The Premises Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in the Academy will be made aware of the health and safety arrangements by the teacher / non-teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the Senior Site Supervisor.

APPENDIX 3 - PROCEDURES

FIRE ALARM

What to do in the case of discovering a fire:

- Evacuate students in immediate danger.
- Sound the nearest alarm.
- Contact the school office telling them that an evacuation is required.
- Do not attempt to fight the fire unless you have been trained in the use of equipment and the fire is small.

When the fire alarm sounds:

ALL STAFF will:

- Stop pupil activity, prepare to leave the room, close windows, ensure quiet and wait for a tannoy announcement.
- If you cannot hear a tannoy move immediately to a point where you can hear it.
- Check the condition of the nearest break glass – if it has been broken and there is no fire, immediately inform the School Office via phone or a runner.

SCIENCE STAFF will:

- Immediately inform the School Office by phone or runner if they have an experiment which has triggered the smoke alarm.

SCIENCE TECHNICIAN will:

- Check the Science labs to see if the smoke sensors have been triggered and inform the office immediately.
- Ensure the main gas taps are **OFF**.

OFFICE STAFF will:

- Silence the alarms using the key hung in the office and await information from other staff.
- As soon as information about a false alarm is received make a tannoy announcement to that effect.
- If no information is received within 2 minutes put out a tannoy announcement requiring the orderly evacuation of the school.
- Take responsibility for visitors in reception or pupils on the 'sick bench' at the pupil reception.
- Bring 'pass-out' book to assembly point

SITE SUPERVISORS will:

- Check the alarm board to identify the source of the alarm.
- Attend the scene to check the cause of the alarm.
- Repair glass and reset the system as required.

LEADERSHIP TEAM who are not teaching will:

- Report to the office to make the decision over a possible evacuation.
- Check the cause of the alarm with the Site Supervisors and office staff.
- Investigate and prosecute as necessary.
- Go to designated Assembly Point,
- Liaise with Heads of House and then inform Principal of missing persons.

WHAT TO DO IF AN EVACUATION IS REQUIRED

ALL STAFF will:

- Instruct pupils / visitors to leave personal belongings behind.
- Inform pupils / visitors of the nearest exit route.
- Request pupils leave in a calm and orderly fashion via the route indicated and assemble on the all-weather pitch via gates at the top of the yard and line up at their required Assembly Point (See Map).
- Close all doors as they leave the building.
- Go to their Assembly Point and check for missing pupils.
- Liaise with Heads of House over missing pupils.

ASSEMBLY POINTS (ALL WEATHER PITCH)

- A – Griffin House
- B – Pegasus House
- C – Phoenix House
- D – Triton House
- E – Non Teaching Staff & All other Staff
- F – 6th Form



Trained Fire Wardens are:

Mr P Davison
Mrs L Dutson
Mr S Marshall
Mr D Martin
Miss K Rogers
Mr L Sullivan
Mr A Thomas

The Academy has a Fire Management Plan and Risk Assessment file which are kept in the cupboard behind the main alarm system in the main entrance. This includes monitoring and recording of weekly testing of alarms and lighting, management of fire safety and evacuation drills.

MEDICATION PROCEDURE

Southmoor has a trained 'Identified Person' to manage the day to day procedures regarding medication in schools. This is currently Mrs. Joanne Lee.

Southmoor complies with Children's Services guidelines regarding receiving, storing and distribution of medicines and uses the agreed procedures.

The Academy will not normally accept non prescription drugs.

EPI PENS

When a pupil requires an epi pen, an individual action plan will need to be agreed with the Academy. This must be signed by the parents. The action plan is a variation on the authority form which has been agreed with Health Authority representatives.

All permanent employed staff will be informed about pupils who carry epi pens and will have these arrangements explained. The information will be included in the Academy Information Document. A list of pupils who carry epi pens will be kept in the School Office.

It will be the responsibility of the individual pupil to carry their epi pen and to administer it when required. The pupil will inform their teacher who will immediately inform the School Office. The office will immediately ring 999 asking for a paramedic and explain that it is for an anaphylactic reaction. The 'identified person' will also be informed.

It will not be possible for the pupil to carry their epi pen during PE lessons when the pen will need to be left in the changing room. Pupils should make their PE teacher aware of this situation and should have 'friends' who are also aware and can assist in obtaining the epi pen if required.

A spare epi pen can be kept within the Academy as part of the Medication in Schools procedure.

There has been staff reluctance to administer epi pens so we cannot guarantee that a trained member of staff will be available at all times.

FIRST AID

Southmoor Academy will maintain a number of trained First Aiders to ensure cover throughout the normal Academy day. First Aiders are there to deal with issues which arise during the course of the day. They will not be able to deal with injuries and or illness which has arisen outside of the Academy.

Any individual requiring First Aid should either report to Pupil Reception or send a message to the office. The First Aider will then be contacted.

In the event of an ambulance being required a member of staff from the School Office will contact the Ambulance Service. It may not always be possible for a member of staff to accompany the individual to hospital. Parents/carers will always be contacted and required to attend hospital.

All first aid incidents will be recorded on the agreed proformas and these will be retained by the School Office.

Trained First Aiders within the Academy are:

Mr R Burkhard
Miss K Dormand
Mrs L Dutson
Mrs J Lee
Mr D Martin
Mrs A Penman
Mrs B Roddam
Mr E Smith
Mr C Wood
Mr C Waters

The main first aid box is kept in the School Office. All trained First Aiders also have access to a first aid box within their working area. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of blood born infections.

For the supervising of an out-of-school visit there is a first aid satchel available. Staff must ensure that this is taken on a trip. The academy minibuses also carry a first aid box.

ACCIDENT PROCEDURE

In the event of an accident occurring a first aider should be summoned via the School Office. The first aider will recommend further action to be taken. All minor accidents should be reported in the minor accident book. Where necessary, parents/carers or other persons should be notified of the accident.

MEDICAL EMERGENCY

If a pupil is sufficiently unwell as to cause concern, they should be referred to the appropriate House Leader at break or lunchtime. Where a member of staff feels that the child is sick they can send the pupil to the relevant House Leader or if they are teaching, to the Pupil Reception / School Office where staff will either:

- a) contact parent / carer to collect child
- b) hold the child until the House Leader is available
- c) return them to lesson

NB First Aiders are NOT qualified or able to treat sick pupils.

ACCIDENT REPORTING

All accidents (and near misses) will be recorded on the agreed incident report forms (IR1's). These are held in the School Office. It is important that incidents are reported promptly in case the forms need to be passed to the Health and Safety Executive.

All forms will be passed to the Premises Manager for investigation, recording and action if required. A record of all reported accidents will be retained by the Academy.

Violence at work reports will be passed directly to the Principal.

DEFECTS

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Premises Manager, Site Supervisor or Principal.

Details of the defect will be reported in the Defects Monitoring Book, signed and dated. The Premises Manager, in consultation with the Principal if necessary, will take steps to have the defect rectified.

Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register.

ELECTRICITY

PAT testing is carried out on a rolling programme by the Site Supervisor. Registers are kept in the office itemising each appliance and details of tests carried out. All defective items are removed or repaired. Staff should not bring personal electrical equipment such as heaters into the Academy.

Staff should be vigilant for:

- Damage to leads, plugs and switches.
- Damage to outer case of equipment.
- Signs of overheating.
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.
- Ensure that the appliance is being used for the purpose it was designed for.

COSHH (Control of Substances Hazardous to Health)

The Academy is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the Site Supervisor's office which includes substances used for the swimming pool, Academy cleaning and maintenance operations. All COSHH materials have a data sheet which is kept in the Site Supervisor's office or relevant curriculum areas. Risk assessments are completed where appropriate.

All staff are reminded annually of COSHH materials. The Academy is a member of CLEAPPS.

WORKING AT HEIGHTS

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and necessary footwear. Only staff with ladder training should access higher levels. Staff should not climb on tables, benching, chairs, etc. when putting up any display. Staff should contact and use appropriate technician staff to assist in putting any displays up.

RISK ASSESSMENTS

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of an Academy activity. A list of risk assessments and proformas are kept in the School Office. These are reviewed annually. Any staff in doubt of any activity should seek advice from the relevant Line Manager (i.e. Premises Manager, EVC Coordinator, Site Supervisor). Staff should address the actual activity at risk and not just the location.

PE EQUIPMENT

The PE equipment is inspected annually. The PE Curriculum Leader is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs.

CONTRACTORS AND VISITORS

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information where applicable. All contractors used are CHAS registered. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

SMOKING

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy for all which covers the buildings, yards and playing fields. This includes the use of e-cigarettes and vaping devices.

ASBESTOS MANAGEMENT

The Academy is a Priority 1 Local Authority building due to its percentage of asbestos content. The Academy asbestos register is available at the reception desk and is shown to contractors prior to work beginning. This should be signed to confirm they are aware of any specific locations. An asbestos risk assessment is available.

Staff receive an annual asbestos awareness induction. Staff should never use drawing pins, sellotape, blue tack, etc. to display any material on areas/ceilings where asbestos may be present. The Academy is supported by the Local Authority asbestos management team and has an emergency procedure for any occasion of disturbed asbestos. Any staff who suspect asbestos material has been disturbed should contact the Academy Site Asbestos Management Officer (Stuart Marshall – Senior Site Supervisor).

LEGIONELLA BACTERIA IN WATER SYSTEMS

By law, the Academy has a Legionella Management Plan. An annual survey is carried out by the Local Authority Land and Property Team. Regular monitoring through the Academy water management programme is also carried out to ensure there is no risk of legionella contamination. Any defects in any of the Academy's water system should be reported to the Senior Site Supervisor.

Any work carried out in the buildings which may interrupt or change any water services is recorded by the Premises Manager and the Local Authority Water Quality Officer is informed.

USE OF DISPLAY SCREEN EQUIPMENT

All classroom workstations are for pupil registration and projector display use only. Staff who require workstations for continuous use and over an hour at a time should use the staff workroom in the Old Block where workstations are supported with appropriate seating and VDU equipment.

Staff required to use a workstation as part of their everyday work activity can undertake an e-learning module to assess their work station area.

The Academy has a policy of not issuing laptops to staff as it cannot be guaranteed they will only be used as a temporary arrangement.

MANUAL HANDLING

All members of staff should be aware of manual handling activities involved in their day-to-day activities (i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio / visual equipment, the movement of music equipment, etc). Pupils should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

LONE WORKING AND PERSONAL SECURITY

The Academy, as a responsible employer, does not expect any employee to go into a dangerous situation for which they are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

If staff are working alone in the building or in an isolated situation, they should take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave, ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the main office or a mobile phone.
- Always be alert when leaving the building.
- Technology staff when using machinery should not work alone without somebody else knowing they are doing such work and being present in the same building.

ACADEMY TRIPS/VISITS

Trips / visits are a valuable and often essential part of courses but do require arrangements and care.

Before making any arrangements, members of staff should consult the Vice Principal, Miss Garner, then obtain permission in principle from the Principal.

Once a firm plan has been decided upon details must be entered on the appropriate forms (see risk assessments file kept in the School Office) and then submitted to the Principal for approval via Mr. D. Martin (Education Visits Co-ordinator).

If the visit is not on the Calendar of Events the co-operation and indulgence of colleagues should be sought. A list of pupils involved should be placed on the school office notice board.

If there are implications for school lunches the Restaurant Manager should be informed as far in advance of the trip as possible.

MINIBUS

The Academy complies with all European, National and Local Authority regulations.

To use the minibus you will need to:-

1. Be a named driver.
2. Write your booking in the minibus diary – kept in the School Office.
3. Check the minibus before and after your journey, logging details and mileage and ensuring it is left clean and tidy for the next user.
4. Leave a list of pupils' names in the School Office.
5. Arrange with the Senior Site Supervisor if you are planning to collect / return the minibus after 6.00pm on Monday to Friday and anytime on a Saturday or Sunday.
6. Collect and return the minibus service bag which contains hi-vis jacket, security and emergency equipment. This is kept in the School Office.

The Senior Site Supervisor is responsible for checking the minibus each day for its condition. Any incidents should initially be reported to the Senior Site Supervisor.

The staff qualified to drive the Academy minibus are:

Mr P Anderson
Mr W Carter
Mr P Dodds
Mrs L Dutson
Mrs K Grey
Mr L Henderson
Mr A Lavery
Mr D Martin
Mrs J Martin
Mr S Marshall
Mr D McBain
Ms P Mills
Mr C Milne
Miss H Nichol
Miss K Palethorpe
Mr D Parker
Mrs K Robson
Mr E Smith
Mr A Temple



Southmoor Academy

(Health & Safety Policy – Appendix 4A)

Swimming Pool Emergency Action Plan

School	
1. CEO	John Brown (Acting CEO)
2. Health and Safety Lead	David Martin
3. Business Manager	Pam Davison
4. Site Manager	Stuart Marshall
5. Head of PE	David Parker
6. PE staff	Julie Martin, Jenny Hardy, Alison Armstrong, Andy Thomson

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2. Duties and responsibilities
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 - 3.7 Chemical spillage (toxic gases)
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 - 3.11 Lost / found child
 - 3.12 Contamination of the water
 - 3.13 Swimming difficulty
 - 3.14 Serious injury to a pool user
 - 3.15 Serious injury in the pool area or changing rooms

1. Introduction

A key role for all poolside staff (including lifeguards, teachers, coaches, assistants and co-ordinators) is to remove (or substantially reduce) the chances of a pool user getting into difficulties during a swimming session. This requires the poolside staff to use their training and experience to avoid and incident happening by early intervention in any given situation.

Preventing an incident is the prime objective, but when an incident does occur it is important that ALL staff know what action to take. This document outlines those procedures.

This plan should be read in conjunction with the swimming pool's Normal Operating Procedures, and uses definitions from those procedures.

2. Duties and Responsibilities

Responsible Person

In the event of an incident, the 'Responsible Person' is to take control of the incident at the earliest possible moment. During school core hours this is the swimming teacher in charge of the lessons. Outside school core hours this is the person nominated as such on the booking.

School Swimming Sessions (during school core hours)

Guidelines given in the document produced by the Directorate of Education and Lifelong Learning should be followed.

Hire Group sessions (outside school core hours)

All groups are responsible for the Health and Safety of their pool users. To reduce the chances of pool users getting in to difficulties there must be a Lifeguard on pool side at all times. All hirers are to ensure they have the correct teacher-swimmer ratio (as detailed in the Normal Operating Procedures). This will differ depending on age and ability. It is the hirer's responsibility to know this information and ensure that they are operating within the guidelines.

Lifeguards

All lifeguards should be familiar with the contents of this plan, and must make themselves aware of the location of the emergency rescue equipment.

3. Emergency procedures

All incidents must be recorded in an accident book. School users must follow the school recording procedures. External hire groups must use their own accident books and provide a copy of the report to the Site Supervisor within 1 week of the incident occurring.

Serious accidents, occupational diseases and specified dangerous occurrences must be reported under RIDDOR regulations by the School.

3.1 General evacuation procedure

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- Evacuate via the external fire exit doors.
- Issue thermal covers (foil blankets) if necessary (located in the swimming pool store room).
- Go to the assembly point on the all-weather games area.
- Users should report to the Responsible Person for the group.
- The Responsible Person must report all persons in their group are accounted for to the appropriate school staff during school core hours, or to the Site Supervisor outside school core hours.

3.2 First aid & contacting help

- A list of trained first aiders is held in the main School office (phone '3001' using the poolside phone during school core hours) and in the pupil reception.
- The poolside phone may be used to dial 999 directly if emergency services are required.
- A call for emergency services can also be made by staff in the PE office or from a personal mobile phone.
- If emergency services are called, inform the main admin office and site staff (during school core hours) or site staff (outside school core hours).
- Help can also be summoned by using the designated pool radio and using the term "**Pool code RED**"

3.3 Fire

On discovery of a fire:

Follow the general evacuation procedure in section 3.1. Raise the alarm by activating a fire alarm call point whilst leaving. Report the situation to the Responsible Person at the evacuation point.

If the fire alarm sounds:

Follow the general evacuation procedure in section 3.1.

3.4 Bomb threat

Follow the general evacuation procedure in section 3.1. Raise the alarm by activating a fire alarm call point whilst leaving.

3.5 Lighting failure

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- The Responsible Person should ensure that all pool users are accounted for.
- Report the fault to PE staff or Site manager and follow their instructions (which may include a building evacuation).

3.6 Structural failure

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions. The affected area should be kept clear.
- The Responsible Person should ensure that all pool users are accounted for.
- Cordon off the affected area.
- Report the fault to PE staff or Site manager and follow their instructions (which may include a building evacuation).

3.7 Chemical spillage (toxic gases)

Large spillage

Follow the general evacuation procedure in section 3.1. If it is suspected that the spillage may be causing toxic gases to be released, raise the alarm by activating a fire alarm call point whilst leaving and advise the Responsible Person immediately. The assembly point may need to be moved depending on prevalent weather conditions.

Small spillage

Report immediately to PE staff or Site manager, who will advise on what action to take.

3.8 Lack of water clarity

If the lines at the bottom of the pool are not visible, the pool should not be used. Clear the pool if it is in use. Report this to PE staff or Site manager. Site manager will determine if the pool is safe to use.

3.9 Overcrowding

If the numbers exceed the pool loading (as stated in the Normal Operating Procedures), the Responsible Person must ensure that the numbers are reduced immediately.

3.10 Disorderly behaviour

The group is responsible for dealing with disorderly behaviour during their session, with the Responsible Person having overall accountability. If disorderly behaviour persists or is responsible for any damage to the facility or the assault of a person, Southmoor Academy reserves the right to implement sanctions against those responsible up to and including the barring of the responsible party(s) from the facility and the possible involvement of outside services.

3.11 Lost / found child

The group is responsible for dealing with any lost or found child incidents during their session, with the Responsible Person having overall accountability. Groups should follow their own child safeguarding procedures.

3.12 Contamination of the water

All pool users must understand the need for a hygienic pool area, the importance of pre-swim hygiene and what action to take in the event of a soiling incident. The site manager operate a full water testing regime for Southmoor Academy swimming pool. Procedures are described below for various actions and emergency measures.

Diarrhoea

If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water – especially if illness is admitted or strongly suspected:

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- All pool users must shower upon exiting.
- Stop anyone else from entering the pool.
- Report the incident to PE staff or Site manager
- The pool must be closed whilst site manager add a coagulant and filter for 3 turnovers cycles (this takes 6 hours).
- Site manager will maintain disinfectant levels at the top of the recommended range.
- Site manager will vacuum and sweep the pool.

- A backwash programme will then take place as per the recommendations for the filter.
- Site manager staff will test the water.
- Filters must be left to settle for 8 hours.

In cases where pool users have had diarrhoea for more than 24 hours Site managers will contact Environmental Health / the Health & Safety Executive.

PE staff or Site manager will record the incident along with pool water condition readings. Site managers will only open the pool once the above procedure has been followed and the Health and safety lead has authorised it to be reopened.

Solid Stools

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- Stop anyone else from entering the pool.
- Retrieve using a net and dispose of down a toilet.
- Report the incident to PE staff or Site manager

PE staff or Site manager will record the incident along with pool water condition readings.

Site managers will only open the pool once the above procedure has been followed and the Health and safety lead has authorised it to be reopened.

Blood and Vomit

If substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

- Clear the pool by use of an emergency whistle blast as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- Stop anyone else from entering the pool.
- Report the incident to PE staff or Site manager.

Site manager will confirm that disinfectant residuals and PH values are within the recommended ranges.

Site manager will record the incident along with pool water condition readings. Site manager will only open the pool once the above procedure has been followed and Health and safety lead has authorised it to be reopened.

Any blood spillage on the pool side should not be washed into the pool or pool side drains. Site manager will clean with strong disinfectant.

3.13 Swimming difficulty

Action by the Lifeguard(s)

- Alert the other members of staff with whistle blasts as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- Assess the situation and carry out rescue procedures as per training. All lifeguards must make themselves aware of the location of the emergency rescue equipment.
- Carry out first aid procedures, if required, as per training.
- Ensure that assistance has been contacted as described in section 3.2.
- Ensure that the incident has been reported to Site manager and health and safety lead.

Action by other poolside staff

- Assess the situation. If the Lifeguard in the water requires immediate assistance this takes priority, although nobody should attempt to undertake lifeguard duties unless they hold their own appropriate qualification to do so.
- Contact assistance as described in section 3.2.
- Manage the other pool users. This may involve evacuating the pool and/or poolside area.
- Report the incident to Site manager and health and safety lead.

3.14 Serious injury to a pool user

Action by the Lifeguard(s)

- Alert the other members of staff and evacuate the pool with whistle blasts as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- Assess the situation and carry out rescue procedures as per training.
- Additional care must be taken if a spinal injury is suspected.
- Carry out first aid procedures, if required, as per training.
- Ensure that assistance has been contacted as described in section 3.2.
- Ensure that the incident has been reported to Site manager and health and safety lead, and recorded in an accident.

Action by other poolside staff

- Assess the situation. If the Lifeguard requires immediate assistance this takes priority, although nobody should attempt to undertake lifeguard duties unless they hold their own appropriate qualification to do so.
- Contact assistance as described in section 3.2.
- Manage the other pool users. This may involve evacuating the pool and/or poolside area but NOT leaving the building (as statements may be required from witnesses).
- Take details and statements from everyone involved and all witnesses as soon as possible.
- Report the incident to Site manager and health and safety lead, and complete an accident book (as described at the start of section 3).

3.15 Serious injury in the pool area or changing rooms

Action by the Lifeguard(s)

- Alert the other members of staff with whistle blasts as set out in the Southmoor Academy School Swimming Pool Normal Operating Procedures, or using clear, concise verbal instructions.
- If a sole lifeguard must deal with an incident, evacuate the pool (as lifeguard duties cannot be continued whilst the lifeguard is dealing with the incident).
- Carry out first aid procedures, if required, as per training.
- Ensure that assistance has been contacted as described in section 3.2.
- Ensure that the incident has been reported to Site manager and health and safety lead, and recorded in an accident book.

Action by other poolside staff

- Assess the situation. If the Lifeguard requires immediate assistance this takes priority, although nobody should attempt to assist with lifeguard duties unless they hold their own appropriate qualification to do so.
- Contact assistance as described in section 3.2.
- Manage the other pool users. This may involve evacuating the pool and/or poolside area but NOT leaving the building (as statements may be required from witnesses).
- Take details and statements from everyone involved and all witnesses as soon as possible.
- Report the incident to Site manager and health and safety lead, and complete an accident book (as described at the start of section 3).



Southmoor Academy

(Health & Safety Policy – Appendix 4B)

Swimming Pool Normal Operating Procedures

Distribution List

School	
1. CEO	John Brown (Acting CEO)
2. Health and Safety Lead	David Martin
3. Business Manager	Pam Davison
4. Site Manager	Stuart Marshall
5. Head of PE	David Parker
6. PE staff	Julie Martin, Jenny Hardy, Alison Armstrong, Andy Thomson

Contents

1. Introduction
2. Definitions
3. Building plan
4. Conduct and general rules
5. Potential Risk Factors and Control Measures
6. Lifeguard provision
7. Duties and Responsibilities
8. Class Ratios
9. Registration for Outside Hire Groups
10. Operational procedures
11. Line of Supervision

1. Introduction

The swimming pool has 4 lanes. It is a "Tank" style pool with a raised outer wall. It is 20 metres long and 8 metres wide. It is 1 metre deep in the shallow end and graduates to a maximum depth of 2 metres at the deep end. There is a seating area for spectators at the side of the main pool area.

The swimming pool is used by the students and staff of Southmoor Academy during the School's core hours. It is also used by the satellite primary schools along with some external groups.

The pool complex is hired out by Stuart Marshall (Site Manager) to the local community and external groups after the School's core hours. This is to swimming groups only. Hirers have to provide their own lifeguards and produce lifeguard certificates to Stuart Marshall.

As of the issue date of these procedures, there are NO general public sessions. The swimming pool is however hired to clubs / groups.

Stuart Marshall is responsible for managing pool services including cleaning, caretaking and maintenance. The caretakers are trained as pool operators for the taking of pool tests during the day and for dealing with the pool chemicals.

2. Definitions

The following terms are used in this procedure:

School core hours

7.30am – 4.00pm weekdays during school term time

Pool staff

Anyone who runs an activity in the pool area. This includes (but is not limited to) lifeguards, teachers, coaches and assistants, including any unpaid / voluntary personnel.

Responsible Person

During school core hours, the Responsible Person is the swimming teacher in charge of the lesson. Outside school core hours, the Responsible Person is a specific person designated by the hirer as having overall charge of the session.

ASA

The Amateur Swimming Association, the English national governing body for swimming, diving, water polo, open water swimming, and synchronised swimming.

RLSS

The Royal Life Saving Society, the national charity which trains the majority of pool lifeguards in the UK.

Swimming teacher

A person holding a minimum of the ASA Level 2 Swimming Teacher qualification (or equivalent), or a person holding the ASA Level 1 Swimming Assistant qualification (or equivalent) working under the supervision of a Level 2 qualified teacher.

Programmed swimming

A swimming session with a formal structure which is supervised, controlled, disciplined and continually monitored from the poolside. Such as a PE curriculum lesson.

Unprogrammed swimming

Sessions without a formal structure, such as public sessions or, “free” swimming when allowed as a contrasting activity at the end of a structured lesson.

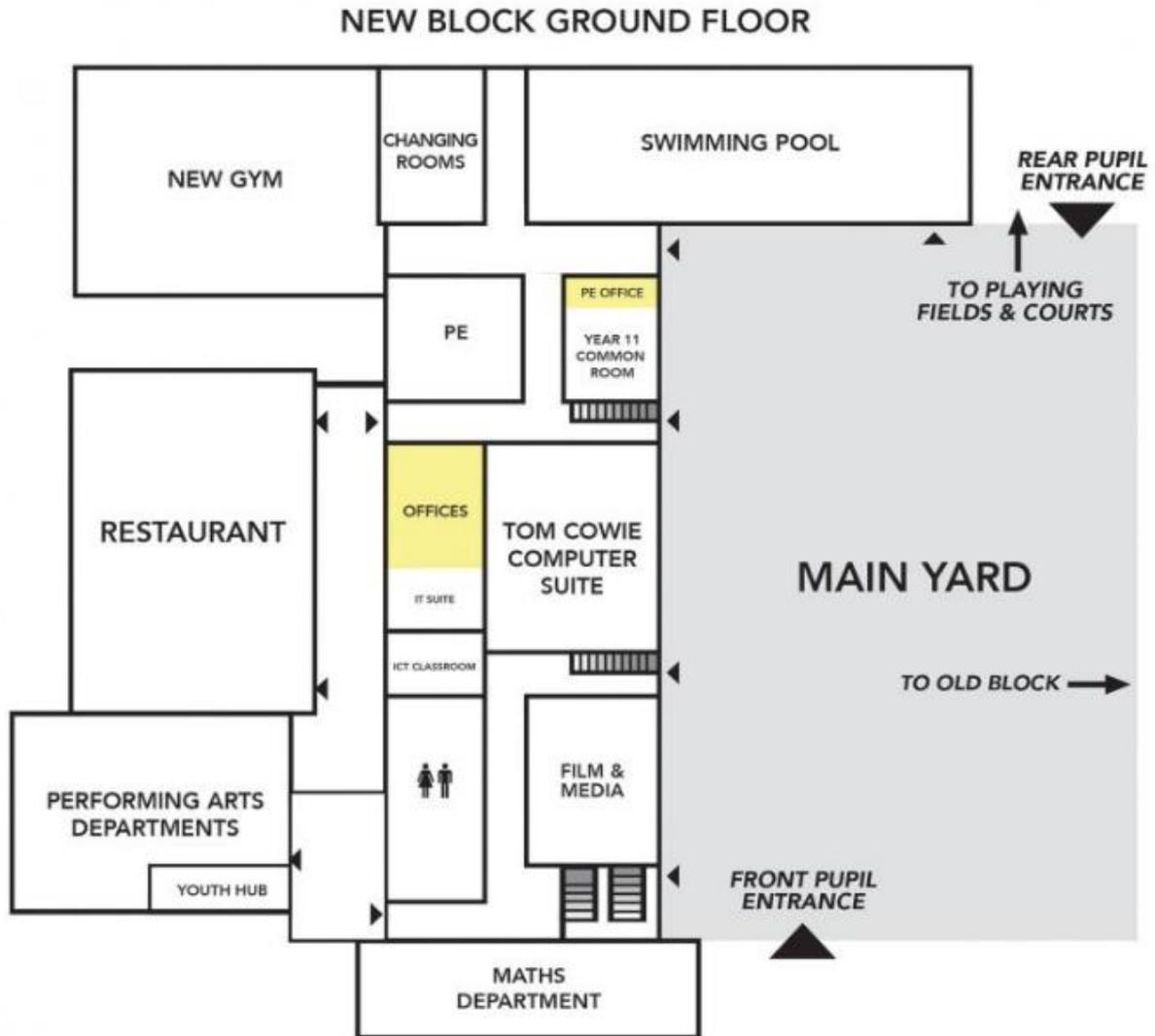
Adult

For the purposes of this document an adult is anybody over the age of 16 years of age.

Child

For the purposes of this document a child is anybody who is 16 years of age or under.

3. Building plan



First Aid is the responsibility of the group.

4. Conduct and general rules

The following conduct is not permitted:

- Bombing
- Running
- Fighting
- Pushing
- Misuse of equipment
- Eating or drinking in the pool area (except competitive swimmers, who may take a non-disposable sports drink bottle onto the poolside)

General rules:

- Outside shoes must not be worn in the pool area. Groups must provide overshoes as necessary.
- Canoes and sub-aqua equipment may not be used.
- All equipment stored at the pool (except rescue equipment) is privately owned, and must not be used without permission of the owner.
- Children not participating in a swimming session must be under the control of an adult at all times.
- Remove any plasters/bandages before entering the water.
- Long hair should be tied back and/or covered with a suitable swimming hat as appropriate.
- Jewellery, make-up, hairpins and false nails should be removed before entering the water and disposed of safely.
- Goggles are worn at the swimmers' own risk.
- Swimmers are asked to shower before entering the water.
- Shampoo, conditioner, shower gel etc. may not be used in the poolside showers.
- Buggies are not allowed on the poolside.
- Entrances / exits must be kept clear at all times.

Use of whistles:

- One short blast to attract the attention of pool users (stop and listen)
- Two short blasts to attract the attention of another member of staff
- Three short blasts – Lifeguard going in to the water
- One long blast to clear the pool.
- Excessive use of whistle is to be avoided.

5. Potential Risk Factors and Control Measures

Unauthorised entry

During the school core hours, users must ensure that the pool area is locked when they have finished using the pool.

During the evening (after the school core hours), on weekends and during school holidays Site managers are responsible for ensuring that the pool area is locked when not in use.

Note – there are 3 access doors to the poolside. The first two lead through the male and female changing, and the third is a fire escape.

Familiarisation

Pool staff should acquaint themselves with the depth variations in the pool.

Pool staff should be familiar with the facility's Emergency Action Plan.

Pool staff should be aware of the location of emergency equipment.

Maximum occupancy

The maximum number of people permitted in the water at any one time is 30.

The maximum number of spectators on the pool side at any one time is 10 (this does not include the pool staff).

First Aid

All lifeguards must be trained in first aid to a level suitable for their qualification.

All groups / School must provide their own first aid box.

A first aid treatment room is adjacent to the school's main entrance reception.

A defibrillator is located in the pupil reception area.

During school core hours the school's first aiders can be contacted from an internal phone by dialling '3001'.

All incidents during school core hours should be reported to the school's main admin office and the Site Manager's office. All incidents outside school core hours should be reported to the Site Manager's office.

Safety equipment

All users should make themselves aware of the location of the emergency rescue equipment.

Lifebuoys are located on wall hooks around the poolside. They should not be thrown into the water (as they may cause injury to the person they are trying to help if they hit them). They should be placed on the surface of the water and pushed towards the casualty.

Reaching poles are located on wall hooks at the deep end of the pool.

Ropes and throw bags are located on the sides of the pool.

Help can also be summoned by using the dedicated pool radio and/or emergency phone. Supervising staff must have the radio on their person at all times. If an additional staff member is present, they will act as “eyes on the side” and first responder in the event of an emergency.

The poolside phone is located on the wall in the centre of the spectator area. It is tested by the school. It can be used to contact:

- The School admin office by dialling 3001
- Pupil reception on 3002
- The emergency services by dialling 999

Pool temperature

Swimmers should not enter the water if the water temperature is below 24°C or above 35°C. The pool temperature will be maintained at 28°C +/- 2 °C. The pool side air temperature will be maintained at 29°C +/- 2 °C.

Supervision

Adults should ensure that children on the poolside are supervised at all times. Failure to do so could cause distraction or danger to themselves or others. This includes ensuring that children do not climb on benches or railings.

Pool users should not enter unless a teacher and / or lifeguard is present. The changing rooms open to the shallow end of the pool so it is unlikely that someone will immediately enter deep water.

Pool users who require flotation aids must not go past the sign 'No non swimmers beyond this point'. This may be enforced (for example) by using lane ropes across the pool to create a safer environment.

Environment

The pool floor may be slippery. A strict no running rule is in place, and swimmers must stay out of the spectator area when wet.

Any equipment on the poolside should be placed to minimise the likelihood that someone may trip over it. Unused equipment should be stored appropriately.

At certain times glare on the surface of the pool may make it difficult to see the bottom of the pool. The teacher / lifeguard must be able to see the bottom at all times, and should change their position if glare becomes a problem.

Activities

All groups using the pool are responsible for completing a risk assessment for their activities. Site managers may request a copy of these risk assessments. Site Managers will complete a risk assessment for the facility itself. All risk assessments must be reviewed at least annually, or after any incident.

Generally, diving is forbidden in any section of the pool.
Diving may not be taught in the pool.

Human factors

Pool users with medical, emotional or social needs must notify the swimming teacher or the group. The group must have a system in place to ensure that teachers are informed of any additional needs.

Swimmers under the influence of drugs, alcohol or medication must be reported to the Responsible Person. Groups and Site staff may remove any person they consider to be under the negative influence of any substance.

Failure to comply with instructions from lifeguards and pool staff means that an individual is a potential hazard and they should be removed from the water. If poor behaviour persists the pool user may be excluded from the pool.

Spectators watching children in an inappropriate manner should be challenged as to their purpose of being on the poolside. Pool staff and site staff may remove any person they consider to be acting inappropriately towards children, and groups should follow their own child protection procedures to protect children from harm.

6. Lifeguard provision

When programmed swimming is taking place there must always be a member of staff present who holds one of the following qualifications:

- RLSS National Pool Lifeguard (NPLQ)
- RLSS National Rescue Award for Swimming Teachers and Coaches (NRASTAC)

When unprogrammed swimming is taking place, there must be a member of staff present who holds the RLSS National Pool Lifeguard (NPLQ) qualification.

While it is acknowledged that the NRASTAC is not a 'lifeguard' qualification as such (but is a supervision & rescue qualification), this document uses the term 'lifeguard' for anyone who holds the appropriate qualification above.

Other qualifications (such as international qualifications) may be acceptable with agreement from Site staff.

Whilst it is accepted that the swimming teacher may be the person with the relevant qualification, it is recommended that an additional person is present to carry out the lifeguarding responsibilities.

A lifeguard must be present on the poolside at all times during a session. Lifeguards cannot operate from in the water.

During unprogrammed swimming sessions a lifeguard must be present and must not be involved with the activities taking place in the pool.

Lifeguards may be on duty for a maximum of 2 hours, and then must have a break of at least 30 minutes. They should be aware of the effects of the pool environment, including keeping themselves adequately hydrated.

Lifeguards must be a minimum of 16 years of age.

7. Duties and Responsibilities

Lifeguards

- Ensure the safety of everyone in the pool area by being aware of and acting upon the potential risk factors in section 5 of this document.
- Ensure the safety of all visitors to the pool. This includes monitoring those both in the pool and on the poolside (including spectators and staff), looking for violations of the general rules / conduct in section 4.
- Ensure that incidents are avoided by early intervention in any potential risk situation.
- Perform a rescue and administer first aid in the event of any incident.
- Report any incident or potential for an incident to the Responsible Person in a timely manner.
- Write a report of any incident in the accident book, no matter how trivial it may seem. Ensure that all details have been recorded correctly and signatures obtained from the relevant parties.
- Never leave the pool unattended.
- Ensure that pool users requiring flotation aids stay within their own depth and that swimming teachers monitor them at all times.
- Be aware of the location of all safety equipment and report damage or missing equipment before each session to the Site manager's office.
- Ensure that paths to exits are kept clear and that emergency exits are not used except in the event of an emergency.
- Be familiar with the Pool Safety Operating Procedures by reading the Normal Operating Procedures (NOP – this document) and Emergency Action Plan (EAP).
- Work as part of the team and communicate / co-operate with other members of staff.

- Be courteous, friendly and professional at all times to everyone who uses the pool area.
- Discuss problems with the Responsible Person at the earliest possibility.
- Have a neat and professional appearance at all times while on duty.
- Patrol the poolside and be vigilant
- Behave in a professional manner at all times.

Teachers

- Ensure the safety of all members of the class at all times.
- Set out and put away equipment safely at the start and end of the lessons.
- Put the lane ropes in & out as required at the start & end of the session. If children assist with this ensure that they are adequately supervised.
- Be on the poolside before any swimmers, and be last to leave the poolside after a class (making sure that nobody is left in the water unsupervised).
- Be ready to start lessons and end lessons on time.
- Never leave a class unsupervised while teaching a lesson – this includes going to the pool side equipment store and the PE Department offices.
- Inform the Lifeguard if weak swimmer(s) are taken into deep water.
- Discuss problems with the Responsible Person at the earliest possibility and advise them of any incidents, no matter how minor.
- Work as part of the team and communicate / co-operate with other members of staff.
- Be courteous, friendly and professional at all times to everyone who uses the pool area.
- Have a neat and professional appearance at all times while on duty.
- Behave in a professional manner at all times.

Responsible Person

- Be present for the length of the session, including the length of time it takes for all swimmers to change into and out of their swimwear.
- Ensure that all child protection requirements are met.

General – dealing with the public

- All pool staff should deal with members of the public in a courteous, friendly, helpful and professional manner.
- Lifeguards should deal with any situation in a courteous helpful manner whilst ensuring the safety message gets across.
- If there are any situations which the Lifeguard or pool staff are not able to rectify then the Responsible Person should be notified as soon as possible.
- Ensure that any comments are noted to the Responsible Person as soon as the session has ended.

8. Class Ratios

The following ratios between swimmer and swimming teacher must be adhered to during programmed swimming sessions (as recommended by the Amateur Swimming Association):

Young children (under 5)	6:1
Teaching in the water	6:1
Beginners (including adult learners)	12:1
Improving swimmers (children and adults) Learners who have mastered stroke technique and have the ability to swim 10m comfortably and safely.	20:1
Mixed ability groups Pupils with a range of ability (from improver standard upwards), all able to swim 25m minimum.	20:1
Competitive club swimmers	30:1
Water polo	2 teams: 1 (14 players in total)
Synchronised swimming	20:1
Exercise in shallow water In water in which participants can safely stand	30:1
Exercise in deep water	20:1
Swimmers with special education needs or disabilities	1:1 upwards

Full guidance can be found in the ASA publication 'Safe Supervision of Programmed Swimming Lessons and Training Sessions'

9. Registration for Outside Hire Groups

All outside hire group Responsible Persons and Lifeguards must register with the School office /Site Manager.

School will require a copy of insurance certificates from each group, and training certificates from each individual lifeguard. The expiry dates of these documents will be checked. If persons are not registered with the School office or their qualification has expired, the swimming pool session will not be allowed to start.

All outside hirers must complete the swimming pool sign-in sheet, situated in the Main reception / Site managers' office, before each session begins. This must identify the Responsible Person and the Lifeguard for the period of hire. If these names change during the period of hire the new qualified person must sign in with the school office.

Outside hirers must also ensure that their members are fully aware of all emergency procedures.

Conditions of hire are contained in a separate document:

- Southmoor Academy Terms and Conditions of Hire

10. Operational procedures

Operational procedures for the pool can be found in the following documents:

Operation of plant

Carried out by Site managers

Water testing

3 x daily pool water sample – Site team

1 x month Microbiology testing – Mitie Water

Quarterly Microbiology testing – Environmental Health

Pool cleaning

1 x weekly brush clean

1 x weekly Vacuum clean

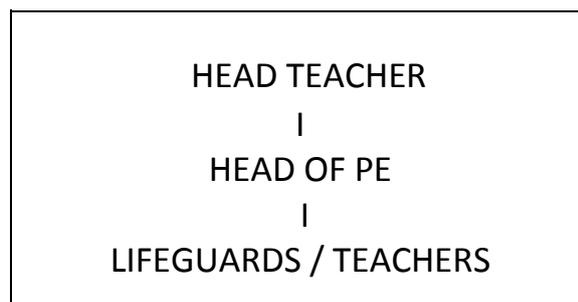
General cleaning

Pool side is scrubbed and hosed down daily

Daily inspections and operational works – Site Team

11. Line of Supervision

During school core hours



Outside Hire Groups (Outside school core hours)

