

**Nottingham City Council
Leisure Centres**

**Pool Safety Operating Procedures
(Quick Reference)
For Nova Squad & Swimming Clubs**

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Pool Safety Operating Procedures for Nova Squad & Swimming Clubs
Normal Operating Procedures

Duty/Task/Area	Action to be Taken Responsibility/Personnel	Additional Information
Introduction	<ul style="list-style-type: none"> ▪ Please note that the following quick reference Pool Safety Operating Procedures for Clubs should be available and brought to the attention to all club poolside officials. This is the responsibility of the club or organisation ▪ Clubs/organisations should also refer to the Notes to Pool Hirers contained at appendix 1 	<ul style="list-style-type: none"> ▪ All officials who are responsible for the safety of the club members visiting the leisure centre as a participant, spectator or other should be familiar with all the safety documentation and procedures
Staff & Swimmer Registration	<ul style="list-style-type: none"> ▪ Coach in charge and all other coaches and instructors should sign in/out at reception ▪ Member numbers in attendance should be reported to reception at the end of the session 	<ul style="list-style-type: none"> ▪ The club should take a register of attendees at the start of each session
Access To Poolside	<ul style="list-style-type: none"> ▪ Access to the pool side for swimmers is via the changing rooms only ▪ Access to the poolside for coaching and other club officials is via the changing room, poolside door not to be used 	<ul style="list-style-type: none"> ▪ Lockers should be used to store outdoor footwear and change of clothing etc ▪ Clothing and valuables should not be left unattended in the changing rooms ▪ Bags and other equipment should not be brought onto the poolside
Changing Facilities	<ul style="list-style-type: none"> ▪ Coach in charge or other designated club personnel are responsible for the behaviour and conduct of the club members within this area 	<ul style="list-style-type: none"> ▪ Any misbehaviour or damage will be reported to the CIC and/or committee for action ▪ Any damage will be categorised as deliberate damage by Nottingham CC and costs incurred will be charged to the club
Securing the Pool Hall	<ul style="list-style-type: none"> ▪ Pool surround and pool bottom to be checked and clear ▪ The shutters should be lowered and all doors leading to poolside to be locked at the end of the session ▪ Fire exit doors should be checked and closed 	<ul style="list-style-type: none"> ▪ No swimmers should be allowed on the poolside until the coach/lifeguard is in attendance ▪ The coach/lifeguard should not leave the poolside until all swimmers have left and the pool is secured
Equipment	<ul style="list-style-type: none"> ▪ Equipment which is not fit for purpose (i.e. broken/damaged) should not be used ▪ Equipment should only be used for the purpose it was designed for ▪ Equipment should be cleared and stored away at the end of the sessions 	<ul style="list-style-type: none"> ▪ Any equipment failure or damage should be reported to leisure centre staff ASAP
First Aid	<ul style="list-style-type: none"> ▪ First aid equipment is available on the poolside or at reception ▪ Any use of first aid equipment should be reported to LC staff 	<ul style="list-style-type: none"> ▪ First aid supplies are available if required ▪ First aid should be provided by club personnel in the first instance, additional support can be provided by LC staff ▪ LC to be informed of any incident and appropriate documentation to be completed
Early Morning Sessions	<ul style="list-style-type: none"> ▪ The Supervisor/Assistant Manager will undertake a water quality test before the session is permitted to commence ▪ Lone coaches should ensure that they have contact with the LC duty staff 	<ul style="list-style-type: none"> ▪ Access to telephone in case of emergency is located in the reception ▪ Walkie Talkies are available
Type of Session	<ul style="list-style-type: none"> ▪ Clubs should run 'programmed' sessions only unless authorised by the Supervisor/Assistant Manager to have a 'un-programmed' session. This includes part sessions See appendix 2) 	<ul style="list-style-type: none"> ▪ Un-programmed or free swimming sessions must not be introduced or allowed without the permission of the Duty Officer
Lifeguard Numbers	<ul style="list-style-type: none"> ▪ Minimum of 1 lifeguard to every 50 bathers during programmed sessions ▪ Un-programmed sessions will require more lifeguards ▪ See Appendix 4 for Clarification on Individual sites and numbers permitted. If in any doubt speak to the Supervisor/Assistant Manager. 	<ul style="list-style-type: none"> ▪ If more than one water area is being used then an observer should also be provided at that water area (see appendix 3 - Duties for observers attached) ▪ If the whole pool is used, Harvey Hadden, refer to appendix 4 for permitted ratios
Lifeguard Qualifications (See appendix 1)	<ul style="list-style-type: none"> ▪ For programmed sessions lifeguards should have a minimum of the NRAFTCS (in date and current and to an appropriate depth) ▪ For un-programmed sessions lifeguards must have a minimum of the RLSS(UK) NPLQ (in date and current and to an appropriate depth) 	<ul style="list-style-type: none"> ▪ Any other qualification should be checked and verified by the Supervisor/Assistant Manager ▪ At Harvey Hadden the Lifeguard must have demonstrated his/her ability to dive to 2m/3.5m dependant on the depth on the

		floor for their designated session
Max Bather Numbers	<ul style="list-style-type: none"> ▪ Clubs must not introduce more swimmers than the maximum into the swimming pool 	<ul style="list-style-type: none"> ▪ Clubs can find out the maximum numbers allowed by asking the Supervisor/Assistant Manager

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Emergency Action Plans

Event/Incident	Action To Be Taken	Responsibility	Addition Action
Lack of Water Clarity	<ul style="list-style-type: none"> <input type="checkbox"/> Inform leisure Centre staff immediately <input type="checkbox"/> If visibility is compromised (can't see bottom at any point) clear the pool of swimmers immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/Instructor in charge 	<ul style="list-style-type: none"> <input type="checkbox"/> LC staff will check visibility levels and will advise on further action <input type="checkbox"/> Reference EAP
Vomit in the Pool	<ul style="list-style-type: none"> <input type="checkbox"/> Inform Leisure centre staff immediately <input type="checkbox"/> Pool to be cleared of swimmers immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/Instructor in Charge 	<ul style="list-style-type: none"> <input type="checkbox"/> LC staff to remove deposits and ensure disinfection is at the appropriate levels for such occurrence. Reference EAP
Blood in the Pool or on poolside	<ul style="list-style-type: none"> <input type="checkbox"/> Inform Leisure centre staff immediately <input type="checkbox"/> Pool to be cleared of swimmers immediately (if blood in water) 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/Instructor in Charge 	<ul style="list-style-type: none"> <input type="checkbox"/> LC staff to remove deposits and ensure disinfection is at the appropriate levels for such occurrence. Reference EAP
Faeces & Excrement in the Pool	<ul style="list-style-type: none"> <input type="checkbox"/> Inform Leisure centre staff immediately <input type="checkbox"/> Pool to be cleared immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/Instructor in Charge 	<ul style="list-style-type: none"> <input type="checkbox"/> In the case of solid stool LC staff to remove if possible and initiate procedures for disinfection levels. Reference EAP <input type="checkbox"/> In the case of runny stool (Diarrhoea) the source of the release must be questioned to establish any gastro-intestinal illness. Procedure for Cryptosporidium to be followed. Reference EAP

Event/Incident	Action To Be Taken	Responsibility	Addition Action
Discovery of Fire or on hearing the fire alarm	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the fire alarm, if required <input type="checkbox"/> Clear the pool of swimmers immediately <input type="checkbox"/> Swimmers to be directed to fire exits located at various points of the pool hall, remain there until further instruction for centre staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/instructor in charge <input type="checkbox"/> LC reception to call Emergency Services 	<ul style="list-style-type: none"> <input type="checkbox"/> The Supervisor/Assistant Manager will take charge <input type="checkbox"/> The Supervisor/Assistant Manager will instruct the Coach in charge what action should be taken (Reference EAP) <input type="checkbox"/> The CIC will be responsible for the supervision of squad/club swimmers and will undertake a register and/or head count <input type="checkbox"/> Incident reports to be completed by the Supervisor/Assistant Manager and person(s) responsible for raising alarm and all other colleagues or officials involved
Structural Failure	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the incident/drown alarm <input type="checkbox"/> Clear the pool immediately <input type="checkbox"/> Inform the LC staff of nature of incident <input type="checkbox"/> Emergency Services to be called 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach in Charge <input type="checkbox"/> LC reception to call Emergency Services 	<ul style="list-style-type: none"> <input type="checkbox"/> The Supervisor/Assistant Manager will take charge (Reference EAP) <input type="checkbox"/> The CIC will be responsible for the supervision of squad/club members <input type="checkbox"/> The Supervisor/Assistant Manager will instruct the CIC what action to be taken (Reference EAP) <input type="checkbox"/> Incident reports to be completed by Supervisor/Assistant Manager and person(s) responsible for raising alarm and all other colleagues or officials involved

Event/Incident	Action To Be Taken	Responsibility	Addition Action
Emission of Toxic Gases	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the drown/incident alarm <input type="checkbox"/> Clear the pool of swimmers immediately <input type="checkbox"/> Evacuate swimmers and other poolside personnel outside immediately via the fire exits located at the far side of the main and teaching pools <input type="checkbox"/> Emergency services to be called immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/Instructor in charge <input type="checkbox"/> LC reception to call ES 	<ul style="list-style-type: none"> <input type="checkbox"/> Supervisor/Assistant Manager to take charge (Reference EAP) <input type="checkbox"/> The CIC will be responsible for the supervision of the squad/club swimmers and will undertake a register and/or head count <input type="checkbox"/> Incident report to be completed by Supervisor/Assistant Manager and person responsible for raising the alarm
First Aid (Minor) Not requiring hospitalisation or further medical assistance or treatment <ul style="list-style-type: none"> <input type="checkbox"/> Cuts (minor) <input type="checkbox"/> Bumps <input type="checkbox"/> Bruises <input type="checkbox"/> Grazes <input type="checkbox"/> Nose bleeds etc 	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate first aid treatment to be administered by teacher/coach/first aider if safe to do so. If further assistance is required summon leisure centre staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach/instructor/first aider 	<ul style="list-style-type: none"> <input type="checkbox"/> Incident /accident report form to be completed and returned to LC management <input type="checkbox"/> Club/squad personnel to contact and advise parent/carer of incident
First Aid (Major) Requiring hospitalisation and further medical assistance or treatment <ul style="list-style-type: none"> <input type="checkbox"/> head injury <input type="checkbox"/> fracture/dislocation <input type="checkbox"/> unconsciousness <input type="checkbox"/> epilepsy or seizure <input type="checkbox"/> respiratory/cardiac failure etc <input type="checkbox"/> Shock <input type="checkbox"/> Heart attack <input type="checkbox"/> Severe bleeding 	<ul style="list-style-type: none"> <input type="checkbox"/> Effect immediate rescue if appropriate and/or <input type="checkbox"/> Administer emergency first aid <input type="checkbox"/> Activate incident alarm immediately to summon Supervisor/Assistant Manager and medical assistance <input type="checkbox"/> Emergency services to called immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriately qualified personnel to effect rescue if required <input type="checkbox"/> LC reception to call ES 	<ul style="list-style-type: none"> <input type="checkbox"/> Incident/accident report form to be completed and returned to Supervisor/Assistant Manager <input type="checkbox"/> Club/squad personnel to contact and advise parent/carer of incident
Event/Incident	Action To Be Taken	Responsibility	Addition Action
Lighting Failure	<ul style="list-style-type: none"> <input type="checkbox"/> Clear the pool <input type="checkbox"/> Inform LC staff immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Coach in Charge <input type="checkbox"/> Evacuate as required by LC staff 	<ul style="list-style-type: none"> <input type="checkbox"/> The Supervisor/Assistant Manager will take charge (Reference EAP) <input type="checkbox"/> The CIC will be responsible for the

			<p>supervision of squad/club members</p> <ul style="list-style-type: none"> ❑ The Supervisor/Assistant Manager will instruct the CIC what action to be taken (Reference EAP) ❑ Incident reports to be completed by Supervisor/Assistant Manager and person(s) responsible for raising alarm and all other colleagues or officials involved
Casualty in Difficulty in Pool	<ul style="list-style-type: none"> ❑ Alert others via whistle ❑ Activate incident/drowning alarm if necessary to enter water or attention is distracted from other bathers ❑ Effect appropriate rescue ❑ Clear the pool if appropriate i.e. (you have entered pool) 	<ul style="list-style-type: none"> ❑ Lifeguards to effect rescue if required ❑ Emergency services to called if casualty has been submerged ❑ LC reception to call ES 	<ul style="list-style-type: none"> ❑ Incident/accident report form to be completed and returned to Supervisor/Assistant Manager ❑ Club/squad personnel to contact and advise parent/carer of incident ❑ Statement of events to be recorded in writing ❑ LC staff to follow appropriate EAP
Discovery of Unconscious Casualty in pool	<ul style="list-style-type: none"> ❑ Alert club and LC personnel via whistle ❑ Activate incident/drowning alarm immediately ❑ Emergency services to be called 	<ul style="list-style-type: none"> ❑ Lifeguards to effect rescue if required ❑ Emergency services to called if casualty has been submerged ❑ LC reception to call ES 	<ul style="list-style-type: none"> ❑ Incident/accident report form to be completed and returned to Supervisor/Assistant Manager ❑ Club/squad personnel to contact and advise parent/carer of incident ❑ LC staff to follow appropriate EAP ❑ Operations Manager and HOS should be informed asap

Notes To Pool Hirers

1. During programmed sessions you will normally be required to provide a minimum of:

- One qualified lifeguard for up to every fifty bathers in the pool hall
- One observer for each water area used

During un-programmed sessions, the Council will provide the lifeguard cover (a charge will apply).

During un-programmed sessions at the following pools, a minimum of two Lifeguards must be provided, regardless of the number of bathers in the water,.

- Beechdale Swimming Centre (Main Pool)
- John Carroll Leisure Centre (Main Pool)
- Ken Martin Swimming Pool (Main Pool)
- Djanogly Community Leisure Centre (unless pool less than 1 metre deep)
- Southglade Leisure Centre (Main Pool)

During programmed sessions, a minimum of one Lifeguard must be provided.

2. The required standard for Lifeguard supervision at pool hire sessions is:

- a) RLSS (UK) National Pool Lifeguard Qualification. This is preferred in all circumstances.
- b) National Rescue Award for Swimming Teachers and Coaches (NRASTC). **This is acceptable for programmed sessions only.**
- c) Other qualifications, such as those for specialised session's e.g. canoeing, sub aqua, should be checked with the Supervisor/Assistant Manager.
- d) All qualifications must be current.
- e) In all instances, the Pool Manager may request a demonstration.

3. The Club is responsible for ensuring qualifications are current, relevant and in date. The Pool Management may request verification of these qualifications at any time.

4. An agreed number of bathers, Lifeguards and other details should be entered on each visit into a record held at the pool.

5. In some instances, you may be able to hire a Lifeguard from the Council. This facility will be at the discretion of the Pool Manager. There will be a hire charge.

6. a) The organisation of lifeguards is the Hirer's responsibility. Where more than one Lifeguard is in attendance, each must be aware of the system and method of patrol and supervision.

b) The Hirer is advised to delegate responsibility for practical purposes to a Senior Lifeguard for co-ordination.

7. The Lifeguards provided by the Pool Hirer should deal with any water emergency, including rescue and resuscitation in the first instant. Centre staff will direct emergency procedures in respect of all incidents.

8. a) During programmed sessions, the Lifeguard(s) provided by the Pool Hirer may engage in coaching etc from the poolside provided:
 - i) An observer is provided.
 - ii) The Lifeguard remains in the pool hall for the whole of the session.
 - iii) The Lifeguard is not in the water.
- b) During un-programmed sessions, the Lifeguard(s) will be provided by the Council (a charge will apply).
9. If the Pool Hirer provides an observer, then that person should:
 - i) Be readily identifiable.
 - ii) Be provided with a written copy of the 'Duties for Observers' document during pool hire sessions. It is the Hirers responsibility to provide observers with these.
10. If, for any reason, the Pool Hirer cannot provide adequate lifeguard (or observer) cover, the session should be cancelled or curtailed.
11. All rules of behaviour detailed in the Pool Operation Manual will apply to pool hire sessions.
12. Each establishment has written emergency procedures and normal operating procedures. Pool Hirers are expected and required to understand and follow these procedures.
13. The Council reserves the right to take reasonable steps to ensure that the guidelines are being observed and to cancel or curtail the session if the guidelines are being contravened.
14. Pool Hirers are responsible for all claims of accident or injury due to their negligence and should take reasonable checks to ensure adequate insurance cover has been taken out. The Pool Manager may reasonably request to see evidence of this insurance
15. You are also referred to the conditions of the City of Nottingham Hire of Facilities Form.

Programmed Sessions

Programmed sessions are any swimming session where each swimmer's particular activity is controlled and disciplined by a teacher, coach, instructor or other designated individual, or is within the confines of a structured competition.

This includes the following:

1. Competitive training
2. Lifesaving/guard training
3. Competition/gala
4. Course teaching
5. Schools swimming
6. Canoeing/canoe polo
7. Sub aqua
8. Diving
9. Aquacise/Aquarobics
10. Water polo
11. Baptisms
12. Synchronised swimming
13. Structured warm up sessions

Pool Hirers in charge of programmed sessions **must not** introduce 'free swimming' or 'relaxation activities' into any part of a programmed session without the approval of the Duty Officer.

Un-programmed Sessions

These are any activities that fall outside the definition of programmed sessions above such as play, relaxation, social swimming, etc.

Any activity not listed above should be regarded as un-programmed until verified by the Health, Safety and Training Manager as programmed.

Duties for Observers during Pool Hire Sessions

It is the Pool Hirer's responsibility that:

1. All observers should know precisely what is expected of them when on duty:
 - a) The observer must be present throughout the session and should be in position before any bather enters the pool.
 - b) The observer should be the last person of the group to leave the swimming area.
 - c) Conditions in each pool will be continually changing and observers must be prepared to move into the position, which gives them maximum vision of the surface of the water and the bottom of the pool. The observer must particularly make allowances for any reflected water glare.
 - d) The observer should be informed as to which is the best general vantage point for the pool he/she is observing.
 - e) Before taking up duties, the observer should be familiar with all the filter points, grid areas and drainage channels located on the bottom or side of the pool.
 - f) The observer should be instructed to press the drowning alarm if there is any doubt as to whether a bather is in difficulty or not.
 2. The observer should be familiar with the general emergency procedure at the pool at which he/she is supervising.
 3. The observer should be informed that their complete attention must be given to the task of observing the bathers during the whole of the session.
 4. The observer should wear appropriate poolside attire and footwear i.e. clean training shoes.
 5. The observer is provided with a written copy of the instructions listed above.
- N.B Observers should be persons who are physically fit and competent. So far as is reasonably practicable the observer should be a competent swimmer.

Observers must be over 16 years of age.

	POOL AREA (M2)	MAX NO OF BATHERS	Max No. per lane if lane swimming is taking place(adult)	Aquarobics Session (shallow water) Maximum Bathers	0 – 50 MIN LIFEGUARDS	51 - 100 MIN LIFEGUARDS	Aquarobics Session Min LG's
KEN MARTIN MAIN POOL	359	55	6^	40	1	2	1
KEN MARTIN TEACHING POOL	45	15	-	-	(+1)	-	-
CLIFTON MAIN POOL	259	45	-	40	1	N/A	1
CLIFTON TEACHING POOL	40	15	-	-	(+1)	-	-
CLIFTON LEISURE POOL	-	55	-	-	1	2	-
DJANOGLY	325	56	6^	100 (1.2 m depth or less)	1	2	(+1) (if shallow water less than 1.2M)
JOHN CARROLL MAIN POOL	359	55	6^	40	1	2	1
JOHN CARROLL TEACHING POOL	45	15	-	-	(+1)	-	-
SOUTHGLADE (MAIN POOL)	325	56	6^	80	1	2	1
SOUTHGLADE (TEACHING POOL)	50	20	-	-	(+1)	N/A	-
VICTORIA (MAIN POOL)	325	56	6^	40	1	2	1
VICTORIA (TEACHING POOL)	84	20	-	-	1	-	-
HH (25 Metre Pools)	525 (each)	70 (per pool)	6^	150 (1.2 m depth or less)	1	2	1
HH (50 M Pools)	1050	120	12^	-	2	3	-

TABLE 2 For explanation of numbers see page 41**POOL HALL STAFFING FOR PROGRAMMED SWIMMING SESSION**

^ Where the swimmers in a lane are known to each other and are of a roughly similar ability then this number can be increased by up to a maximum of 10 (ten) per lane, following discussion between the group and the Centre Manager (the Manager may determine following consultation that the agreed maximum with any particular group may be less than the absolute maximum above) . Where this system is used overtaking must be kept to a minimum and only allowed to occur at the ends of the pool where the swimmer in front is aware of and allows the swimmer behind to overtake. Where this system is used lifeguard numbers must match the ratios above. Where the lane is used exclusively by swimmers that are children (i.e. under 16) then this number can be increased to 12, (24 at Harvey Hadden 50 m pool) for instance during club swimming sessions. LG numbers must still meet the ratios above and max pool numbers should not be exceeded