



**MERSTONE SCHOOL & FOREST OAK**  
**WARM WATER POOL**  
**NORMAL OPERATING PROCEDURE (NOP)**

Compiled with assistance from STA staff and information from "Managing Health and Safety in Schools" document.

**September 2023**

## NORMAL OPERATING PROCEDURE

The procedures within this plan are to be followed by all staff who are taking groups into the warm water pool area.

### Details of Pool:

The pool measures 8 metres by 4 metres.

The depth of the pool is 1.0 metre at the shallow end with a gradual incline to 1.4 metres at the deep end.

Shallow and deep ends are clearly marked.

The usual pool temperature is 30-32 degrees.

Ambient room temperature is 30-32 degrees.

### Potential Risk Factors

Physical hazards:

- Poolside area and changing areas will have wet floor surfaces so the one rule applies at all times: **NO RUNNING AT ANY TIME.**
- Pool hoist should remain in locked position when not in use. Only adults who have received specific training for the pool hoist should use the pool hoist.
- Any pool covers should be rolled up, pushed against the wall and secured to ensure there are no tripping hazards.
- Pool floats and other swimming aids should be brought out as needed and not left around the poolside.
- No glass items to be taken into the pool area at any time.

Swimmer hazards:

- Due to inherent dangers of water based activities, swimmers should be encouraged to respond immediately to any requests made by staff or helped to do so by a responsible adult.
- An unresponsive pupil or one exhibiting challenging behaviour should be removed. The Poolside Helper should make this decision.
- Swimming aids must be worn at all times until the individual swimmers have exhibited a certain level of confidence.
- Medical conditions and any impairments should be acknowledged by all staff using

the pool during that session.

- Both pupils and staff should remove items of jewellery prior to entering the pool (with the exception of wedding rings and jewellery that has religious significance).
- All adults and pupils with long hair should have it tied up for swimming.
- There should not be any eating or drinking in the pool area, unless it is the use of a water bottle by the poolside helper.
- All pupils should be encouraged to use the toilet and take a shower before entering the pool.

### **Maximum Bather Load:**

No more than 10 people in the pool at any one time (including the adults supervising pupils in the water).

### **Changing Room Capacity:**

The changing room has capacity for up to 8 pupils and 4 staff within the curtained areas. There are clothing boxes for swimmers use.

### **Staff Responsibilities:**

- The Poolside Helper is responsible for completing safety checks before each session. These checks must be completed before any pupil enters the pool area.
- The Poolside Helper has overall responsibility for the behaviour and safety of all users in the changing areas and pool. They will maintain pool safety at all times and this may mean individual pupils being removed if their behaviour causes concern.
- All staff using the pool are responsible for putting away floating and swimming equipment and for leaving the changing area clean and tidy.
- Labelled nappy bins are used appropriately.
- Staff to take on responsibility for individual pupils and small groups within the pool having a detailed knowledge of their individual needs.
- All staff are familiar with the EAP (Emergency Action Plan).

### **First Aid:**

- The first aid box is located by the emergency exit.