



HEALTH & SAFETY POLICY

General Statement

Sandhill View 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 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 school staff to be aware of the management and compliance obligations and procedures appended to this policy.

APPENDIX 1: INFORMING PEOPLE OF THIS POLICY

APPENDIX 2: MANAGEMENT

APPENDIX 3: PROCEDURES

APPENDIX 4: SWIMMING POOL OPERATING AND EMERGENCY PROCEDURES

Last review date: 14.10.25

Next review due: Autumn 2026

Person Responsible: Assistant Headteacher: Personal Development

APPENDIX 1: INFORMING PEOPLE OF THIS POLICY

All new members of staff are given health and safety awareness training on induction and are issued with the policy and required to sign the register to acknowledge they have read and agreed to the information contained within it. It is also available on the staff drive for reference.

Visitors likely to visit the Academy on a regular basis or prolonged period of time are requested to read the policy itself.

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

APPENDIX 2: MANAGEMENT

Board of Trustees and Local Governing Body

The Board of Trustees and the Local Governing Body 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 Local Governing Body to have a key monitoring role in relation to health and safety including a termly walk around the school building with members of the School 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.

Headteacher & Health and Safety Lead

The Headteacher has overall responsibility for health and safety within the school.

Specifically the Headteacher 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 school meets (as far as is reasonably practicable) the requirements of the health and safety legislation.
- Regularly review the safety and security of the school buildings during an annual meeting of the Governing Board.
- Act upon referrals from employees.
- Ensure staff and pupils comply with agreed procedures.
- Advise and inform the Board of Trustees / Local Governing Body as to health and safety practice, legislation and compliance.

Health & Safety Lead (Assistant Head: Personal Development)

The Headteacher is advised by the Health & Safety Officer who will:

- Undertake appropriate health and safety training.
- Check the public areas of the Academy.
- Identify areas where work is required.
- Ensure that procedures are in place to ensure the safety of contractors and hirers.
- Liaise with the Manager of PPP IML
- 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.
- Act upon referrals from employees.
- Ensure staff and pupils comply with agreed procedures.

- Advise and inform the Governing Body as to health and safety practice, legislation and compliance.
- Liaise with outside agencies (Health & Safety Department/Local Authority H&S Team, etc.).
- Investigate accidents and pass to appropriate agencies for further action.
- Organise an annual review of risk assessments.
- Report to the Governing Body at Trustee / Local Governing Body meetings as relevant.
- 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.
- Advise and inform the Board of Trustees / Local Governing Body as to health and safety practice, legislation and compliance.
- 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.
- Meet with the health and safety representative of the Local Governing Body each term to discuss health and safety issues and 'walk the school'.
- 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/COSHH assessment, ensuring that assessments are undertaken and reviewed annually, and that all members of their team sign to acknowledge they have read, understood and agree to follow the assessments.
- 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 School 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 Health and Safety Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents/carers helping out in the school will be made aware of the health and safety arrangements by the teacher/support staff who they are working with.



EMERGENCY ACTION PLAN

Name of Premises: Sandhill View Academy

The contents of this plan must be communicated to all employees, and a copy kept with the Fire Risk Assessment for the premises. It will form the basis for regular Fire Evacuation Drills.

Policy reviewed: 14.10.25

Next Policy Review Date: Autumn Term 2026

The fire/emergency evacuation procedure is a statutory requirement needed to ensure the safety of all users of the school premises.

The majority of this policy refers to evacuation in the event of a fire. However, the same evacuation procedures will be applied in the event of any other emergency requiring evacuation.

This document comprises of:

1. Evacuation Procedures
2. Instructions for staff involved in the procedures.

The procedures apply to all staff, students and visitors of the school – there are no exceptions. All persons must take part in the evacuations whether drill, real or false alarm.

The school has installed a comprehensive system of fire detection and audible warning technologies.

Smoke detectors are installed throughout the premises.

Break glass panels are provided to enable an alarm to be raised manually should the need arise

Audible warnings are provided in the form of a loud continuous siren throughout the premises.

Assembly Point

When the alarm is raised the assembly point for all persons is the astro turf facility located at the rear of the PE block.

Instruction Sheet

Arrangements for calling Fire Service and other emergency services

- School is on a Dual Com System Chubb have a delay system in place and will contact ESS to verify if the alarm is false or real. Chubb will then send fire engines to the site on confirmation.

What firefighting equipment is provided.

- 74 CO2 Gas Extinguishers, 22 Water Extinguisher, 52 Foam Extinguishers, 3 Fry Fighter Extinguisher (Wet Chem), 4 Powder Extinguisher, 17 fire blankets. These extinguishers are spread across the overall site.

What contingency plans are there for when Fire Protection measures are out of order

- Fire alarm system, emergency lighting system, door management devices, smoke control system

Action to be taken when discovering a fire

- Do not attempt to tackle the fire unless you can do so without endangering yourself.
- Activate the alarm by means of the nearest alarm call point.
- Leave the building following the procedure below.

Action to be taken on hearing the fire alarm

- All fire wardens to complete their duties (see below)
- If you are supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group via the nearest fire route to the designated assembly point.
- Do not use lifts
- Do not delay in leaving the building
- Do not switch off computer equipment
- Do not lock any doors
- Do not return to the building until the 'all clear' is given
- Walk, don't run

Evacuation arrangements for those at risk, or other persons that may be using the premises

Contractors: dialogue first - verbal fire Safety info and PPP IML visitor sign in policy

Those with disabilities: employees and students with PEEPs, discreet arrangements to identify disability, arrangements for sensory & physical impairment.

There are 2 evac chairs located at the top of the year 10 stairs and the top of the year 7 stairs. Any student/staff member requiring this as identified in their PEEP will make their way to this assembly point. The following staff are trained and tagged to each location:

Year 7 Stairs	Year 10 Stairs
Ashleigh Knight	Gillian Greenwell
Ebony Bell	Angela Martin
Anthony Blake (if any of the above are absent)	Sharon Wilson (if any of the above are absent)

HI students will be escorted to the caretaker's house where they will be met and registered as part of their PEEP. We currently have one HI external staff member employed through TfC who is profoundly deaf. In the instance of a fire evacuation where this member of staff was alone and the alarm cannot be heard they will be picked up as part of the sweep by the fire warden.

Elizabeth Prescott to carry out sweep of first floor and ensure evacuation chairs are utilised correctly should they be required.

Members of the public and visitors: remain with visiting member of staff and escorted by that member of staff to the astro turf and report to the data controller.

What arrangements exist to coordinate with Emergency Action Plans of other users of the building

- Cooperation, coordination, and consultation

Meeting the Fire Service on arrival.

- Olivia Tye - Contract Manager of PPP IML. Data Controller to relay any missing student, staff, or visitor.

What Fire Safety training arrangements are in place.

- Induction for new employees
- All employees complete fire safety awareness online course through the local authority health and safety team.
- Fire wardens

Specific responsibilities of named individuals

- Admin staff to print class lists and place in emergency file at the beginning of each day
- Fire Wardens are:

Anthony Blake - DT
Allison Johnston - Main corridor
Sarah Barnes - PE
Louise Southwick – EBACC 2 nd Floor
Liz Prescott - Upstairs main corridor/Art
Russell Lax – English/common room
Wendy Wall - Science
Lisa Pitchers – Maths corridor
Emma Dolan - canteen/theatre
Stacey Reay – EBACC 1 st Floor
Sharon Wilson - cover if someone is absent
Ashleigh Knight - SSB/LRC
Megan Kirk - The Bridge

- In the event of a fire alarm class teachers to take students out of nearest exit and make their way to Astro turf immediately. Once there, students will line up in tutor group order. Pastoral Leaders/SLT to supervise.
- Jill Dodd (Data Controller) will coordinate the evacuation from the Astroturf
- Form tutors to take registers
- Incident Controller (Joanne Woods) will proceed to the alarm panel and await instruction. Attendance team to open KS4 gates immediately and outer gates to allow emergency vehicle access.
- Science staff and DT staff to isolate equipment

- Fire wardens will sweep their allocated area and report to Data Controller via radio
- Jackie Davison (in absence – Tracey Evans) will take class registers, staff list and visitor list to the astro turf
- Jackie Davison (in absence – Tracey Evans) to report any missing staff or visitors to Jill Dodd
- Form tutors will take register of students and report any missing students to Amy O'Donnell (in absence Allison Johnston)
- Amy O'Donnell will locate or confirm reason for absence. Missing student names will be given to Jill Dodd by Amy O'Donnell
- Jill Dodd will relay missing student information for Fire Service who will be in attendance with J Woods.

Fire Warden Instructions

The purpose of the fire warden role is to 'sweep' the designated area as part of their own evacuation of the building and report to the lead designated person as to whether they have checked their area and found nobody who is unaware of, or ignoring the alarms.

The fire warden role is an important one, particularly in the size of the building the school operates.

The first question the Fire brigade will ask on arrival is whether we believe the building is occupied or empty. If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside. If a Warden does not report, we have to tell the Brigade that we have no information.

The Fire Warden is not expected to put themselves at risk, but it is very important that fire wardens report the outcome of the sweep. If the answer is that the warden has not been able to check, that is the answer which should be given.

In the event of any emergency evacuation, Fire wardens should act as follows:

- Health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of the alarm is clear and that all staff and students leave the building.
- After the sweep go directly to the designated assembly point
- Notify lead evacuation member of staff of any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.

Staff Duties

Role	Staff Member	Duties
Incident Controller	J Woods	Take overall charge of the emergency and liaise with emergency services
Data controller	Headteacher – J Dodd	Co-ordinate the collection of evacuation data from Fire wardens and notify incident controller accordingly.
Incident Investigation	Facilities Management	Investigate the incident, where safe to do so, in conjunction with the caretaker(s) on duty.
Fire Wardens	As listed separately	Undertake a 'sweep' of their area of responsibility whilst exiting the building and report to incident controller
Heads of Year	N/A	Collect form lists from office staff and distribute them to the form teachers in their year. Collate the information for their year and report it back to Data controller
Form Teachers	N/A	Maintain good order amongst the form. Forms should be in line, alphabetically with form teacher at the front of the line. Check off pupils against form lists and report the outcome to data controller
Attendance Staff	N/A	To open two sets of gates. To collect in missing student lists and report student absences to Data controller

Fire Evacuation Procedure

The procedures apply to all staff, students and visitors of the school – there are no exceptions. All persons must take part in the evacuations whether drill, real or false alarm.



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Action to be taken on hearing the fire alarm:

- When the alarm is raised the assembly point for all persons is the astro turf facility located at the rear of the PE block.
- If you are supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group via the nearest fire route to the designated assembly point.
- Do not use lifts
- Do not delay in leaving the building
- Do not switch off computer equipment
- Do not lock any doors
- Walk, don't run
- All fire wardens to complete their duties (see below)
- Do not return to the building until the 'all clear' is given

ALL STAFF MUST BE AWARE AND FAMILIARISE THEMSELVES WITH ALL SCHOOL POLICIES AND PROCEDURES. ALL DOCUMENTS CAN BE ACCESSED VIA MICROSOFT TEAMS

Action to be taken when discovering a fire:

- Do not attempt to tackle the fire unless you can do so without endangering yourself.
- Activate the alarm by means of the nearest alarm call point.
- Leave the building following the procedure below.

Note - Caretakers house only to be used for students with mobility issues or at a request of SLT/AK



Staff	Position	Responsibility
Joanne Woods	Incident Controller	Control incident and liaise with emergency services
Headteacher	Data Controller	Data controller – Astro SLT support
A Blake	DT Department	Sweep designated areas and report to data controller
A Johnston	Main Corridor	Sweep designated areas and report to data controller
L Southwick	EBACC 2nd Floor	Sweep designated areas and report to data controller
S Barnes	PE Department	Sweep designated areas and report to data controller
L Prescott	Upstairs Main Corridor/Art Department	Sweep designated areas and report to data controller
R Lax	Common Room/English corridor	Sweep designated areas and report to data controller
W Wall	Science Corridor	Sweep designated areas and report to data controller
L Pitchers	Maths Corridor	Sweep designated areas and report to data controller
E Dolan	Student Support Base/LRC & Canteen /Theatre	Sweep designated areas and report to data controller
S Reay	EBACC 1st Floor	Sweep designated areas and report to data controller
Attendance Team	KS4 Gates and Perimeter Gates	Open both sets of gates before completing duty spot
A Knight / E Bell G Greenwell / A Martin	EVAC Chair (Second Floor Year 7 Stairs) EVAC Chair (Second Floor Year 10 Stairs)	Wait at evac chair point and wait for further info from A Johnston before move to astro
Form Tutors	Designated Area of Astro	Responsible for tutor groups – straight alphabetical line, orderly and complete register
Toilet attendant	Toilets	Sweep the toilets and then support on astro
B Davidson	Map Position 1 - Caretaker House	Maintain good order
P Dugan	Map Position 2	Maintain good order and support on astro
M Kirk	Bridge	Maintain good order and support on astro

Any other staff member without responsibility must support maintaining good order on the astro turf

Astroturf Plan: Year Groups & Head of Years:				
Year 11	Year 10	Year 9	Year 8	Year 7
11A 11B 11C 11D 11E 11F	10A 10B 10C 10D 10E 10F	9A 9B 9C 9D 9E 9F	8A 8B 8C 8D 8E 8F	7A 7B 7C 7D 7E 7F
Head of Year	Head of Year	Head of Year	Head of Year	Head of Year
Lead Member of Staff - Data Controller			SLT Roaming - Allison Johnston	

EPI PENS

When a pupil requires an epi pen, an individual action plan will need to be agreed with the School. 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 staff are epi pen trained.

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 School 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 school as part of the Medication in Schools procedure.

ACCIDENTS and FIRST AID

If a pupil or member of staff has an accident in school regardless of how minor the accident is, the **supervising members of staff must:**

- Log this on Class Charts where the first aider on duty will pick this up. The first aid rota can be found on teams. If this is urgent please contact the main office or a member of staff with a radio to call for urgent support.
- If this is a life threatening emergency the staff member must dial 999 immediately and stay on the phone to the operator, whilst sending for additional support within school/informing SLT.

The casualty and first aider must complete an accident form and contact parent/carer if necessary. Forms are completed online.

The qualified first aider attending to the casualty is responsible for specifying and organising the actions necessary to comply with the school procedure. After examination, if the qualified first aider decides that the injury is not very serious then the casualty will go back to lessons. Alternatively, if the first aider decides the casualty needs further investigation then the first aider may refer the casualty to the Primary Care Centre or the local Hospital's Accident and Emergency Department.

If the advice from the qualified first aider is that in their opinion the injury is not serious, but a visit to the pupils doctors might be advisable to have the injury checked or the child should go home, first aid will be given initially and the pupils parents / named contact person should then be contacted by the first aider informing them of the injury and be asked to come to school to collect the pupil.

If contact with home is unsuccessful then the pupil will stay with a qualified first aider until someone can be contacted at home.

If the casualty's injuries are serious and require urgent emergency medical treatment then a qualified first aider will accompany student directly to either the Primary Care Centre or the local Hospital's Accident & Emergency. Pastoral Leader will contact parents/ named contact person informing them of the situation.

If the pupil's parents are unable to be contacted and immediate emergency medical treatment is thought necessary, then the qualified first aider will accompany the pupil to hospital and remain there until the responsibility can be handed over to the pupil's parents/named contact.

If a member of staff has an accident in school, this must be logged and reported, with or without a first aider using an accident report form (IR1) to Mr Blake. The original must be passed to Mr Blake, a copy will be sent to Facilities Management Company for Liability and Insurance purposes and Mr Blake shall keep a copy on file. All staff incidents/accidents should be recorded on an incident/Accident form and should the casualty require further treatment, the first aider should accompany the casualty to the Primary Care Centre or the local Hospital's Accident and Emergency Department.

It is essential that the relevant accident report forms are fully completed by all staff members involved in dealing with a casualty who is injured or has an accident in school.

Accident/Incident forms are available from Mr Blake.

The School First Aides are:

1 Day First Aid at Work	Outdoor First Aid Level 6
Lisa Pitchers	Mr A Hodgson
Anthony Blake	Mrs K Parker
Wendy Wall	
Barbara Hills	
Ashleigh Knight	
Megan Kirk	
Russell Lax	
Spencer Hawkley	
Olivia Brace	
Angela Martin	
Curtiss Anderson	
Nicola Remeike	
Liam Atkin	
Roxanne Cowan	
Thomas Hodgson	
Luigi Mango	
Ben Feetham	
Charlotte Malloy	
Claire Ferguson	
Lisa Thompson	
Jennifer Hardy	

Skills to Manage Medication in School:

Anthony Blake
Ashleigh Knight
Barbara Hills
Spencer Hawkley
Bernie Davison

Incident Report Form

An **Incident Report Form** must always be completed for all accidents. For example;

- Accident to an employee, contractor or visitor
- Medical treatment is required other than that given by the first aider e.g. referred to GP or taken to hospital for pupil and staff
- There is a resulting absence from school
- Action is required to prevent a recurrence for example where the accident 'arises out of or in connection with the undertaking'

In this case the accident must be investigated by the Head Teacher and ESS and reported on the **Incident Report Form**. The completed original must then be passed onto M Blake, who will give a copy to ESS for Liability and Insurance reasons and who then may need to investigate further, as a result of possible defects in the premises, equipment etc. and a copy will be retained in school.

R.I.D.D.O.R.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the Health and Safety Executive (HSE). Accidents occurring to pupils in school will be reportable to the HSE and PPP IML if the accident is attributable to any of the criteria detailed below and the injured person is taken directly to hospital from site by staff or parent. The school must inform SLA Health Team immediately. This will enable a safety advisor to investigate immediately and inform the HSE within the required timescale of 10 days.

1. The school organisation for example lack of supervision during lessons or any other activities arranged by the school such as off site visits
2. Damaged/faulty equipment for example electrical equipment, PE equipment, chairs, access equipment
3. Hazardous substances
4. The condition of the premises such as damaged or uneven interior or exterior surfaces.

H.P.A.

Any suspected contagious diseases e.g. slapped cheek, measles or chicken pox are reported immediately to Mrs Davison who will consult the Health Protection Agency chart for guidance on infection control in schools and other childcare settings in an event to minimise risk within school, especially to 'Vulnerable Children/Staff' and 'Female Staff' (Pregnancy).

First Aid ROTA

The school has increased the number of staff trained in first aid and now has a dedicated member of staff on duty each day, throughout the whole day. In the event of a first aid staff will log this using Class Charts and the designated first aider will be notified via radio. Support staff, are used as first port of call and qualified Teaching staff are used as second port of call so as to provide back-up for any first aid incidents. The first aid rota can be located on teams.

High risk departments such as science, DT, environmental studies and PE have their own qualified first aider. Where possible, incidents within these areas should be dealt with by the department first aider.

Enrichment

There are several external agencies employed every Wednesday afternoon during the Enrichment period. They will collect a radio from the school reception, on arrival, so we may keep in contact with the external person(s) should there be a first aid incident. The external staff will follow Sandhill View School's Accident & First Aid Procedure, using the relevant forms. The same procedures apply to other external staff working after school with students for clubs/enrichment on alternate days.

First Aid during School Visits - EVOLVE or NON-EVOLVE

Visit Leaders should notify their External Visits Co-ordinator (EVC) of their visit who will then provide them with IR1's, to record accidents or near miss incidents, and also 24/7 Emergency Numbers which should be used in addition, to notify the Health & Safety Team. Schools/services must undertake an investigation of the incident, and review their risk assessments and emergency procedures. The EVC will then relay these findings to the External Visits Advisory Service for the benefit of other schools and services. It is not essential that a school first aider attend every external visit, however, under certain circumstances based on individual medical needs of those attending this may be essential.

Skills to Manage Medication in Schools

We currently have 5 members of staff who are qualified, and are in receipt of a certificate for 'Skills to Manage Medication in Schools'. Staff distribute and use their skills in accordance with the Local Authority Policy and Procedures for Managing Medication in Schools.

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 Health & Safety Officer, ESS Helpdesk or Headteacher. If this is not an emergency it should be reported on Parago. If this is urgent it should be reported directly to the ESS helpdesk/main office/Mr Blake

The Manager of ESS, in consultation with the Headteacher 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 areas/items by an external provider annually. Registers are kept in the department itemising each appliance. An overall register is kept centrally as evidence of PAT testing on the H&S Team. All defective items are removed or repaired. Staff should not bring personal electrical equipment such as heaters into the School.

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 school 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 Manager of PPP IML office which includes substances used for the swimming pool, school cleaning and maintenance operations. All COSHH materials have a data sheet which is kept in the PPP IML office or relevant curriculum areas. Risk assessments are completed where appropriate.

All staff are reminded annually of COSHH materials. The school 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. All staff complete mandatory working at height training as part of their induction.

RISK ASSESSMENTS

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. These are reviewed annually. Any staff in doubt of any activity should seek advice from the relevant Line Manager (i.e. Health & Safety Officer, EVC Coordinator or PPP IML Manager). 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. 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 building, yards and playing fields.

LEGIONELLA BACTERIA IN WATER SYSTEMS

By law, the school has a Legionella Management Plan. An annual survey is carried out by ESS. Regular monitoring through the school water management programme is also carried out to ensure there is no risk of legionella contamination. Any defects in any of the school's water system should be reported to Facilities Management Team.

Any work carried out in the buildings which may interrupt or change any water services is recorded by the Legionella responsible person or deputy responsible person also, 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 where workstations are supported with appropriate seating and VDU equipment.

If staff believe they work continuously at a computer in their room without a break as part of their everyday work activity, they need to see A Blake to undertake a DSE assessment of their work station area.

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. All staff complete mandatory manual handling training as part of their induction.

LONE WORKING AND PERSONAL SECURITY

The school, 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 locked 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.

SCHOOL 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 Mr Blake to discuss requirements of the visit and complete the visit proposal form which can be located in the Educational Visit Team. Once a firm plan has been decided upon details must be entered on the online evolve system, and the visit application form.

The online evolve form needs to include appropriate forms (see risk assessments file located on the school educational visit team). The evolve online form and the application pack are then submitted to Mr Blake as head EVC for final approval, unless this is a category 3 visit the final approval will lie with the LA

MINIBUS

The School complies with all European, National and Local Authority regulations. To use the minibus you will need to:

- Be a named driver
- Make a booking through the Room Booking System.
- Check the minibus before and after your journey ensuring it is left, clean and tidy for the next user. Any issues must be reported immediately to Mr Blake.
- Leave a list of pupils' names in the school office.

The staff qualified to drive the school minibus are:

Drivers
Emma Smyth
Liz Prescott
Gary Jackson
Nyall Thompson
Lisa Pitchers
Anthony Blake
Sarah Lamb
Russell Lax
Luigi Mango
Jen Hardy
Sarah Herdman
Adam Brown
Ben Feetham
Ashleigh Knight
Lisa Thompson
Aidan Hodgson
Curtiss Anderson
Tom Buckley
Matthew Sanderson
Ebony Bell
Jenny McKinnell

APPENDIX 4: SWIMMING POOL OPERATING AND EMERGENCY PROCEDURES

NORMAL OPERATING PROCEDURE

P.E staff and swimming teachers are part of a team and it is the responsibility of a lifeguard to ensure that swimming is an enjoyable and safe activity for all users.

Communication between bathers and members of the poolside team is vital if good relations are to be achieved thus creating the right atmosphere.

Poolside staff should clearly demonstrate good posture and appearance in order to show that they are ALERT.

The outward show of professionalism will encourage co-operation from bathers particularly should an emergency arise.

- All members of the poolside team should be fully conversant with the following:
- Normal Operating Procedures.
- Emergency Action Plan.
- Pool Dimensions including any blind spots or risk areas that may hamper supervision.
- Pool rescue equipment and panic buttons.
- Layout of the building.
- Centre Rules and Regulations.
- Opening Hours/school day hours.

The main roles of an Attendant/swimming teacher whilst on poolside are:

- To maintain concentrated observation of the pool and pool users in order to anticipate and prevent problems and identify emergencies. Thus ensuring the safe supervision of bathers
- To carry out rescues and initiate other emergency actions.
- To give first aid in the event of an injury to a pool user.
- To supervise and maintain pool equipment.
- To communicate with colleagues and pool users to fulfil these tasks.

1. NORMAL OPERATIONS

1.1 Preparation of the Pool

- Facilities Management will check the pool every morning prior to school or public admittance to the pool area. Checks will be made for chlorine, P.H. and alkalinity levels as well as pool water clarity, water and air temperatures. Results are recorded in the log sheet in the poolside plant room.
- The Poolside attendants/Facilities Management will check daily that all poolside rescue equipment is in correct working order prior to opening to the public. Any defects should be reported to the senior member of staff immediately. They will then take any appropriate action required. This is a visual

inspection that is done by the lifeguard on each time they come onto the pool for a shift to ensure all rescue equipment is in full working order. The equipment is also checked on a weekly basis by the senior member of staff and is recorded on our weekly pool equipment checklist. (Appendix 9.7) SHV will check equipment at the start of the school day and report any damages to Facilities Management Team.

- Prior to opening the pool cover must be removed. Facilities Management Team to remove pool cover at start of school day.
- Should any cleaning or preparation duties require a member of staff to enter the water they must be supervised at all times by another member of staff who must be N.P.L.Q qualified. The member of staff supervising must not leave the member of staff in the pool unattended at any time. All cleaning duties will be carried out by ESS staff
- During the completion of the pool preparation duties should staff recognise any defects in the pool hall, be it structural or otherwise, they must report their findings to the senior member of staff immediately. SHV staff to report to ESS

1.2 The Pool

- Pool Length = 25m
- Pool Width = 8m
- Surface Area = 200m²
- Pool Water Volume = 250m³
- Shallow end depth = 0.8m
- Deep end depth = 1.5m
- Pool Circulate rate = 100 m³/h
- Water Turnover = 2.5 hours
- Blind Spots = None
- Pool Alarm = 1 alarm located around poolside
- Emergency Exit Routes = 3 exit routes
- Water turnover is every 4 hours

2 Hazards Associated with Pool and Additional Feature

An appreciation of the main hazards and of users particularly at risk is required before safe-operating procedures can be identified. These are as follows:

2.1 Physical Hazards

These are hazards arising from the design of the pool, the structure of the building, the equipment on poolside and the maintenance of the wet area. These are:

- Depth of pool
- Steps into the pool
- Glare from pool and windows
- Slippery surfaces of tiles in and around the pool
- Lane ropes
- Grating
- Disabled hoist
- Drain covers and vacuum points in and around pool

2.2 People Hazards

The following list has proven to have influencing factors in past fatalities:

- Health problems (heart trouble, asthma, epilepsy, etc)
- Alcohol or food before swimming
- Youth and inexperience (50% of people who drown are under 15 years)
- Weak or non-swimmers straying out of their depth
- Unauthorised access to pool
- Diving into insufficient depth of water
- Unruly behaviour and misuse of equipment
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool attendants in an emergency

Many of these are hazards attributed to specific types of pool users. These include:

- Children
- Elderly Weak or non-swimmers
- People with low blood pressure (heat treatments)
- Those with disabilities
- Pregnancy
- Those who have just trained (exhaustion)
- Swimmers at risk during SHV school opening times

Once bathers are in the water it becomes much more difficult to spot potential problems. Those who need to be watched more carefully are

- Weak swimmers
- The boisterous or show offs
- Lane rope or side crawlers
- Those wearing armbands or using other forms of buoyancy aids
- Children or inadequately supervised by a responsible adult

- Swimmers with disabilities/special needs
- Silent drowning

2.3 Activity Hazards

Types of behaviour that may lead to accidents and must be stopped **immediately**.

- Acrobatics
- Running on poolside or in changing/shower areas
- Performing running dives
- Entering the water backwards
- Fighting
- Ducking
- Horseplay when likely to cause a hazard or nuisance
- Bombing
- Weak swimmers swimming out of their depth
- Pushing
- Throwing objects
- Holding breath under water "playing dead"
- Swinging on steps
- Misuse of swimming/training aids
- Any action that involves injury to others
- Distance swimming underwater/diving down to the outlet grid
- Organised activities i.e. aqua fit, lessons, etc • Swimming with snorkels, flippers, etc must not be allowed.

3 Swimming teacher/Lifeguard Duties and responsibilities

3.1 Key Tasks

- Observe pool users and anticipate problems that may occur through rowdy behaviour. • To carry out rescues and initiate other emergency action
- Give first aid in the event of an emergency or injury.
- Communicate with bathers and other staff members.
- Ensure all emergency first aid equipment and poolside emergency equipment is present and in good order.
- Maintain safe, clean and hygienic conditions on the poolside

3.2 Bather Observations

Pool staff must be aware of potential bathers such as:

- Worried expression on the face of bathers

- Cries for help
- Crowd gathering
- Deliberate waving of an arm
- Sudden submerging
- Two or more swimmers in very close contact
- Hair over eyes or mouth
- Staff must continuously scan the water, ready to take appropriate action

3.3 Placement of Staff

UNDER NO CIRCUMSTANCES should a pool attendant/swimming teacher leave their position without first being relieved by another member of staff other than in an emergency situation.

3.4 Arrangements for swimming lessons/ staffing levels

During SHV school day the pre-programmed swimming lessons/activities will be undertaken by the swimming teachers/coaches. The swimming teacher shall assume responsibility for the group under their control.

No pool attendant shall be required where the swimming teacher holds either a national pool lifeguard qualification or rescue test for swimming teachers.

Teacher/pupil ratios will be determined by the line manager and senior staff involved with the timetable but should be in accordance with the 'safe supervision for teaching and coaching of swimming' document.

Lunchtime and after school "play" sessions have a ratio of 24:1 lifeguard in accordance with ESS's NOP.

3.5 Swimming teacher duties-

- Provide a safe and enjoyable environment
- Educate relevant groups in water safety and swimming development
- Notify Facilities Management Team of any changes to the pool
- Administer immediate first aid when required
- Check pool equipment and report any faults immediately to Facilities Management Team
- Carry out aquatic rescues and take emergency action
- If the swimming teacher is absent or no lessons are taking place the pool will be closed

Swimming teachers will need to have knowledge of:

- PSOP's
- Depths and dimensions of pool
- Pool layout

- Potential risks and measures
- Rules and regulations
- ASA swimming practices and RLSS pool rescue techniques □ Any children who have medical problems or disabilities

Qualifications:

- ASA level 2 or higher swimming teachers certificate- requires ongoing CPD's
- National pool lifeguard or rescue test certificate- requires ongoing training and renewal every two years □ First Aid at work certificate- renewal every 3 years

3.6 School staff member duties

- Assist the swimming teacher if required to
- To follow their own child protection policies
- Follow the advice of the swimming teacher at all times
- Take responsibility of the behaviour of the pupils at all times
- Provide the swimming teacher with all information of the swimmers e.g. medical, behaviour
- Supervise changing rooms

3.7 Systems of work

The Swimming teacher:

- Has authority of all aquatic activities in the pool
- Will provide the role of a lifeguard during all specified lessons
- Ends all lessons, at their discretion to allow acceptable time for changing and exiting the pool building in time for the next lesson to start
- Reports to J Hardy - Head of P.E

Site Manager:

- The site manager is employed by ESS. They are in charge of the pool environment, water condition, cleanliness of changing rooms and poolside and maintenance of the pool building.
- The pool environment is controlled and monitored by Facilities Management Team staff, at no point should SHV staff attempt to change the pool environment. If any problems should arise SHV staff should notify Facilities Management Team immediately.

3.8 Primary school swimming lessons at SHV

- All swimming lessons will be taught by SHV staff
- All schools must provide at least one staff member during curriculum lessons

- It is advised that where possible a male and female member of staff are present
- The staff member is responsible for the supervision of the children at all times
- The staff member reports to the swimming teacher
- All primary schools must sign in and out at reception to coincide with SHV school child protection policy

All primary schools will receive a detailed letter of instructions about their swimming sessions.

3.9. Staffing positions

The swimming teacher:

- Should use mobile teaching positions to ensure the best position for observation is achieved for each activity
 - Should never turn their back to the pool or engage in lengthy conversations with pupils or teachers during the lesson
 - Should ensure that they can see all the children at one time
- School Staff Member:
- Should use the seating at the side of the pool unless asked by the swimming teacher to assist
 - Should only participate in the lesson if asked by the swimming teacher
 - Should not engage in long conversations with the swimming teacher during the lesson

3.10 Time Limits on Poolside Duties

During SHV school day the swimming teacher will be required to stay on poolside for over 2 hours at a time. This is over the RLSS recommended duration for time spent on a poolside. This should be taken into consideration for a reduction in vigilance by the management team.

3.11 Vigilance of Staff

The rotation of staff is intended to increase the level of vigilance in what is the primary role of a Pool Attendant. "THE SAFE SUPERVISION OF BATHERS".

It is essential that whilst on duty that staff:

DO NOT

Lean against walls or fittings

Sit around the poolside (except for designated lifeguard high chair)

Put their hands in pockets

Stand together and talk

Engage in conversation with a member of the public

Undertake any other such action that reduces their vigilance of the pool

DO

Stand upright at all times (except when seated in lifeguard high chair)

Keep alert to all behaviour in the pool hall.

Maintain a high level of vigilance.

Be aware of the bathers to the staffing ratios and the levels of acceptable behaviour within the pool.
Carry/Wear a torpedo buoy and whistle at all times.

3.12 Training

- In house training programmes are established to maintain a high level of automatic response to any situation to develop and expand the working experience and capability of staff. Training sessions take place on a regular basis to maintain the individuals' level of fitness. ESS and SHV recognise the R.L.S.S National Pool Lifeguard Qualification (NPLQ) as the minimum acceptable standard a lifeguard must attain before employment. Maintaining the standard of water fitness and keeping lifeguard qualifications valid by regular training is a joint responsibility of the employer and the employee.
- Pool Lifeguard Training. It is the employer's responsibility to hold 'in house' training sessions for all lifeguards/swimming teacher at regular intervals throughout the year to ensure that their qualification remains valid and that all staff are competent at lifesaving and first aid techniques. A fully qualified Trainer/Assessor of NPLQ should take this training. All staff will be paid at normal rate for attending sessions. It is in the best interest of both parties that employees attend training sessions. Failure of a lifeguard to attend training regularly and keep their qualification valid will result in formal disciplinary action being taken against them and possible suspension until their training log is up to date. As SHV school does not supply in house training swimming teachers and staff must be allowed to attend alternative "staff training" during normal working hours
- Renewal of lifeguard qualifications will be arranged and paid for by SHV School for all its employees provided the employee has maintained a regular training programme and attained the required 20 hours training needed to re-sit.

4 SAFETY

4.1 Emergency Equipment

Equipment provided for emergency use should be kept in its proper place and maintained in good working order.

The equipment listed below will be tested at the following frequency.

EQUIPMENT	RESPONSIBILITY	FREQUENCY	MANNER
Fire Alarm	Manager/Supervisor	Weekly	Activation
Reaching Poles	Manager/Supervisor	Daily	Visual
Throw Ropes	Manager/Supervisor	Daily	Visual
Pool Bouy	Manager/Supervisor	Daily	Visual
Fire Drill	Contract Manager/	½ yearly	Activation
	Supervisor	Weekly	Inspection
Protective Clothing	Supervisor	Weekly	Inspection
Gas Masks	Caretaker/Contact	Weekly	Inspection
Fire Extinguishers	Manager/External	Annual	Inspection
First Aid Boxes	Supervisor	Weekly	Inspection
Steps/Ladders	Supervisor	Weekly	Inspection
Panic Alarm	Supervisor	Weekly	Activation
Disabled hoist	Supervisor	Weekly	Inspection
Pool Cover	Supervisor	Weekly	Inspection

All emergency equipment is supplied by ESS

4.2 Poolside Vigilance Alarm System

In the event of an **emergency** occurring during the school day, needing more staff on poolside, the following instructions must be adhered to:

- Press the lanyard emergency button which must be worn by swimming teacher whilst on poolside.
- If necessary, blow your whistle three times to notify other staff you are entering the pool.
- The siren will sound in swimming pool and emergency light will activate
- A message will automatically be sent to all members of staff carrying a pager: J Dodd, J Castling, School Office.
- ESS staff will only assist if on shift
- SHV staff will use a two way radio. Help must be radioed for if there is only one member of SHV staff on poolside
- SHV P.E to assist if on poolside or when called upon

After the situation has been resolved the alert system will be re-set.

4.3 Signage

It is essential that swimmers are educated as to how they should behave. To facilitate this signs are located within the building as follows:

Main Foyer:

- Swimming Pool and Childcare and Safety Policy
- Swimming Pool Session Information
- First Aid
- Fire Action
- No Smoking
- Conditions of Hire

Changing Rooms:

- Swimming Pool and Childcare and Safety Policy
- Swimming Pool Session Information
- First Aid
- Fire Action
- Code of Conduct
- Customer Information
- All property left at owners risk
- No Outdoor Footwear
- Shower before entering pool
- All non-swimmers must be accompanied by a competent adult swimmer.

Pool Hall:

- Swimming Pool and Childcare and Safety Policy
- Swimming Pool Session Information
- First Aid
- Fire Action
- Fire Exits
- No Diving
- No Outdoor Footwear
- Pool depth - 0.9m
- Pool Depth – 1.5m
- Deep End
- Shallow End
- No non swimmers beyond this point

- No armbands beyond this point
- No flippers and snorkels
- No splashing
- No running
- No shouting
- No throwing
- No bombing
- No pushing in

5 First Aid

5.1 First Aid Equipment

First Aid will be provided by the swimming teacher or a member of SHV staff that holds a valid first aid certificate

It is the first aid staff's responsibility to ensure the first aid boxes are stocked as follows:

ITEM	AMOUNT
Guidance Card	1
Individually wrapped sterile adhesive dressings	20
Sterile eye pads with attachments	2
Individually wrapped triangular bandages	6
Medium sized individually wrapped sterile un-medicated wound dressings (10cm x 8cm)	6
Large sized individually wrapped sterile un-medicated wound dressings (13cm x 9cm)	4
Extra-large sized individually wrapped sterile un-medicated wound dressings (28cm x 17.5cm)	3
Individually wrapped moist cleaning wipes	10

5.2 First Aid Procedure

- In the case of an accident/injury to a pupil, the following procedure must be adopted:
- All accidents/injuries to a pupil are to be dealt with sympathetically, no matter how slight.

- In the case of a serious accident, which involves wounds requiring stitches, or broken limbs, the pupil's parent/guardian should be contacted by a member of staff.
- If an ambulance is required urgently a SHV member of staff will be responsible for ensuring 999 callout. If in any doubt, treat as an emergency. The ambulance station may also be called as a backup. The ambulance should be directed to the main entrance of the P.E department or the nearest and easiest point of access to the accident/first aid room and someone should be waiting to conduct the ambulance crew to the scene and advise whether stretcher, chair, etc. is needed. The first aid member of SHV staff must go to the hospital with the pupil and parent/guardian contacted
- A manner should be adopted such as would avoid causing unnecessary concern.
- The First aid member of staff should complete all relevant paperwork. Accident form and logged with the school and ESS Health and Safety Advisor.
- Ensure that the procedures for the safe supervision of the pool are adhered to when dealing with a first aid situation. This involves **not** leaving the pool unsupervised.

5.3 Risk Factors

The Management of Health and Safety at Work Regulations require employers and self employed persons to undertake a risk assessment of Health and Safety risks arising from normal working conditions and practices.

The 5 steps to Risk Management issued by the Institute of Sport & Recreation Management (ISRM) are:

- Identify any hazards
- Decide who might be harmed, and how
- Evaluate the risks arising from hazards and decide whether existing procedures are adequate
- Record the findings
- Review the assessment and revise the procedures if necessary

List of Risk Assessments at Sandhill Sports Centre (Reviewed Jan 2019)

Generic Assessment

- Slips and trips
- Lacerations to bare feet and injuries from physical hazards
- Electrocution
- Transmission of disease due to poor water quality
- Chemical burns or irritation due to incorrect water treatment monitoring
- Entrapment in water outlets o Liquid hypochlorite dosing solutions – risks of burns and eye or skin irritation.
- Manual handling risks from dry chemicals.

Working in and the security of plant rooms

Electrocution
Contract with moving parts
Slips and trips
Head Impact
Falls from height Burns

Poolside

Size shape and depth of pool

Equipment Fixtures & Fittings

Rescue equipment (deterioration)
Use of Inflatable
Poolside chair
Panic Alarms
Lane ropes
Pool Cover
Floor (slips/trips)
Lighting Failure

A full description of all ESSs Risk Assessments can be found in the Contract Manager's Office. SHV school risk assessment will be found in the P.E handbook.

5.4 EAP

In the event of a major, minor or any other event during the school day where emergency action is required procedure should be followed in accordance with SHV emergency action plan (EAP).

6 POOL POLICIES

6.1 Pool Safety

- All pool attendants are fully qualified lifeguards and are there for your enjoyment and safety. Please listen to their advice.
- Never swim under the influence of alcohol.
- You should always swim within your own ability and take account of any illness or disability that may affect you. Please inform staff of any specialist assistance you require or any medical condition you have.
- All non-swimmers, adults and children, will be restricted to the designated safe areas of the pool. A non-swimmer or poor swimmer may be defined as someone who is not able to swim one length (25m) of the pool unaided and tread water for 30 seconds to the satisfaction of the staff on duty.
- Non-swimmers and poor swimmers must not go out of their depth, with the exception of very young children supervised on a one-to-one basis who by virtue of their age and size are out of their depth even in the shallowest areas of the pool. The wearing of approved swimming aids under supervision is highly recommended.

6.2 Swimming Pool Safety and Childcare Policy (Staff Guidance on Pool Safety)

The information given below is for all members of Sandhill View staff in order to assist with the interpretation and implementation of the Pool Safety and Childcare Policy.

- All Pool Attendants are fully qualified lifeguards and are there for your enjoyment and safety – please listen to their advice.
- Never swim under the influence of alcohol.
Should you consider a swimmer to be under the influence of alcohol or swimming straight after a meal, leisure staff must approach the swimmer, highlight the dangers and ask them to leave the pool. If they refuse to leave the pool, Management staff must be contacted to assist with the situation
- You should always swim within your own ability and take account of any illness or disability that may affect you. Please inform staff of any specialist assistance you require or any medical condition you have. *On request, staff will be expected to give assistance, as appropriate, to any customers who advise them of a special need.*
- All non-swimmers, adults and children, will be restricted to the designated safe areas of the pool. A nonswimmer or poor swimmer may be defined as someone who is not able to swim one length (25m) of the pool and tread water for 30 seconds to the satisfaction of the staff on duty.
Should non-swimmers not remain within the designated safe areas of the pool, leisure staff must approach the swimmer and highlight the dangers of their actions. If they persist, Management staff must be contacted to assist in the situation. Should staff have any doubts about a person's ability to swim, both methods of test should be carried out.
- Non-swimmers and poor swimmers must not go out of their depth, with the exception of very young children supervised on a one-to-one basis who by virtue of their age and size are out of their depth even in the shallowest areas of the pool. The wearing of approved swimming aids under supervision is highly recommended.
Should non-swimmers or poor swimmers be seen to be out of their depth leisure staff must immediately highlight the dangers they are taking. If they persist to ignore this advice, Management staff must be called to assist in the situation.

6.3 Diving Policy

It is the policy of PPP Infrastructure Management Ltd that diving should not take place in water where depth is less than 1.5m in accordance with national guidelines. Ref: Diving in Swimming Pools document – Institute of Baths and Recreation Management. Please refer to diagram 9.4.

7 PUPIL CARE

7.1 Water Clarity/Temperature

A number of measures are taken to ensure good water clarity. Water tests are taken every morning before the public or school enters the facility and every two to three hours thereafter.

7.2 Pool Water Tests

The Facilities Management Team carry out all pool tests, SHV staff have no access to plant room but will report any noticeable changes immediately .

The test procedures are to be carried out before the first bather enters the pool water and every two hours thereafter. The results are to be logged on the record sheets in the plant. Occasional checks of the results will be made by management on a purely random basis, to ensure that regular checks have been carried out correctly.

The following parameters are acceptable:

POOL	Ideal Parameters	Acceptable parameter
Free Chlorine	1.0 – 3.5 ppm	0.5 – 5.0ppm
Combined Chlorine	Ratio of 2:1 free:combined	Combined less than 1ppm
Total Chlorine	Less than 4ppm	
Ph	7.2 – 7.4	6.8 - 8.0
Temperature	28°C – 30°C	26.5°C – 32°C
Alkalinity	120 – 150ppm	70 - 250ppm
Calcium Hardness	75 – 150ppm	75 – 300ppm
TDS	Less than 1000 above source water	Less than 1500 above source water

The following chemicals are used:

Sanitiser/Disinfectant: Sodium Hypochlorite

PH Stabiliser: Sodium Bisulphate

Other Chemicals used for water treatment:

Sodium Bicarbonate Aluminium Sulphate

Calcium Carbonate

7.3 Water Temperature

Facilities Management Team control the temperature of the pool. SHV staff have no control over temperature but will report any changes.

7.4 Changing Facilities

The changing facilities at the Sandhill Sports Centre consist of a separate male and female changing with a central group change area located at the shallow end of the main swimming pool.

The male/female changing areas are cleaned on a regular basis as follows: -

Floors	Hosed and scrubbed daily
Corridor	Hosed and scrubbed daily
Tiled Walls	Wiped daily, scrubbed weekly
Changing Cubicles	Cleaned and wiped daily
Showers	Hosed daily, walls scrubbed weekly
Toilets	All toilets throughout centre cleaned daily
Steps to & from Pool	Checked for sharp edges, secure to pool walls daily

Facilities Management Team clean all changing rooms, SHV staff to report any faults or damages.

7.5 Programmed Activities

SHV School day =

Monday, Tuesday, Thursday, Friday - 8.30am–3.30pm

Wednesday - 8.30am–2.45pm

Extra-curricular activities Wednesday - 2.45pm – 4.00pm

7.6 Hire of pool to Outside Organisations

As part of the formal agreement between a club, group or school who book the pool facilities, it is the responsibility of that club, group or school to provide lifeguard cover to a standard required by the Academy. It is equally the responsibility of staff to bring to the notice of the senior member of staff any shortfall on the requirements of the department in respect of lifeguard provision. Should a booking be confirmed, the prospective hirer should be issued with a copy of the sites Emergency Evacuation procedures and a copy of the Swimming Pools Safety.

EMERGENCY ACTION PLAN

1 Introduction

A major emergency is one where an incident occurs resulting in a serious injury or lifethreatening situation. In most cases it will involve more than one member of the team and in extreme circumstances involve all members of the team.

It is important to recognise that the emergencies/incidents are not restricted to the swimming pool and may arise in any part of the facility.

The purpose of the Emergency Action Plan (EAP) is to provide guidance for dealing with emergencies in the pool area. It links with the Normal Operating Procedure (NOP).

2 Role of Staff

2.1 Poolside Staff

There are usually only one or two members of staff on duty on poolside. Therefore it is essential that assistance be summoned before attempting any sort of rescue or dealing with any other emergency situation.

2.2 Staff off Poolside

The function of staff off poolside is to provide back up to the staff member initially dealing with the emergency. It is essential that staff respond quickly as poolside staff will require assistance promptly.

2.3 Chain of Command in an Emergency - Dry Side

The person who first discovers the incident, must take immediate control. They should therefore direct members of staff who are providing back up.

When the senior member of staff/Manager arrives they will take control of the situation. The senior member of staff has overall responsibility for the building, and therefore is ultimately responsible for overseeing the incident.

The person taking immediate control of the incident is responsible for ensuring that the emergency services are summoned, if deemed necessary. This duty can be delegated to another member of staff. It is the responsibility of the senior member of staff to check that the emergency services have been summoned. The following procedure should be followed then calling the emergency services:

- Dial 9-999
- Ask for the emergency service required
- State the address and telephone number of the site, and the access point to be used.
- Ensure the operator is clear on the location
- State the nature of the emergency e.g. unconscious casualty
- One member of staff is to wait by the entrance to guide the emergency services to the incident.

2.4 Chain of Command in an Emergency – Wet Side

The Pool Lifeguard/swimming teacher must take immediate control of the incident. They should therefore direct members of staff who are providing back up. Or activate the alert system by pressing emergency button on their lanyard.

Only a senior member of staff/Manager with a valid Pool Lifeguard qualification can take control of the situation once they arrive. Senior members of staff may participate in the rescue under the leadership of the Pool Lifeguard in control of the situation.

The person taking immediate control of the incident is responsible for ensuring that the emergency services are summoned, if deemed necessary. This duty can be delegated to another member of staff. It is the responsibility of the senior member of staff to check that the emergency services have been summoned. The following procedure should be followed then calling the emergency services:

- Dial 9-999
- Ask for the emergency service required
- State the address and telephone number of the site, and the access point to be used.
- Ensure the operator is clear on the location
- State the nature of the emergency e.g. unconscious casualty
- One member of staff is to wait by the entrance to guide the emergency services to the incident.

3 Emergency Situations

3.1 Overcrowding

Overcrowding must not occur; pool staff will be the first to realise that the pool is approaching maximum bather loads. Swimming teacher will control the amount of pupils allowed in the pool. Although senior staff in charge of the timetable will be in charge of class numbers

3.2 Disorderly Behaviour

In all cases it is important that the attention of the pool attendant during this type of incident is not drawn away from primary duties of pool supervision.

Should an individual act in a manner that is unacceptable, the staff should apply the following procedure whilst maintaining supervision of the pool at all times.

- Any behaviour that is likely to cause nuisance or is dangerous to other bathers must be stopped immediately.
- Attempt to defuse the situation tactfully □ Inform other staff about the problem.
- Warn the individual that they will have to leave the pool if their behaviour does not improve.
- Use the schools behaviour system to hand out consequences
- If necessary, contact the senior member of staff via the nearest telecommunication system on the poolside.
- The senior member of staff should attempt to resolve the problem.

3.3 Lack of Water Clarity

- Inform ESS

3.4 Outbreak of Fire (sounding of alarm to evacuate the building)

If the facility is to be evacuated for any reason the schools fire evacuation procedure should be followed.

3.5 Bomb Threat

- Clear pool and follow schools evacuation procedure

3.6 Lighting Failure

- Clear pool and inform Facilities Management Team

3.7 Structural Failure

- Clear pool and inform Facilities Management Team

3.8 Emission of Toxic Gasses

- Clear pool and inform Facilities Management Team

Should there be a release of chlorine gas the following procedure must be adopted:

FOLLOW THE EVACUATION PROCEDURE AS IN THE EVENT OF A FIRE.

- The immediate area must be evacuated with haste, closing doors if possible to prevent the gasses escaping to occupied areas.
- Remove any casualty to fresh air and render first aid.
- Shut off the main ventilation system.
Ventilate by opening windows, doors, etc.

- Evacuate the area.
- **Contact the emergency services** Do not investigate the source.
- Evacuated persons must be kept above and upwind of the source.

3.9 Procedure for Dealing with Blood, Vomit, Faeces

Blood and Vomit

- If substantial amounts of blood or vomit are spilled into the water it should be temporarily cleared of people to allow the pollution to disperse and any particles within it to be neutralised by the disinfectant in the water.
- Spillages on poolside should be contained and wiped up with mops or spill kits (ensure PPE rubber gloves, and goggles are worn). A cleaning solution containing a disinfectant of 10ppm should be washed over the area. Rinse the area thoroughly and repeat the process. Check to ensure the surface has dried before permitting access to the area.
- Any clothes, mops etc must be immediately disposed of. Facilities Management Team to be contacted for cleaning

Solid Stools

- Give consideration to the bathers and temporarily evacuate the pool/immediate area.
- Inform Facilities Management Team to come and clean pool

Diahorrea

- If a substantial amount of loose runny stool (diahorrea) is introduced into the pool water, especially if illness is admitted or strongly suspected, then the pool **must be immediately evacuated and closed to bathers.**
- Contact to clean pool Facilities Management Team

4 In Water Emergencies

4.1 General Procedures

When dealing with an emergency in the water, it is vital to remember that because there is only one member of staff on the poolside, assistance must be summoned before attempting a rescue.

The general procedure is:

- Discovery of emergency
- Press emergency button on alert system lanyard following NOP procedure

- Request other pool users to clear the pool
- Proceed to deal with the emergency
- Direct other members of staff to deal with other pool users and assist in the rescue.
- When the rescue is complete, ensure reports are filled in, witness statements taken, First Aid stocks replenished and rescue equipment replaced.

4.2 Bather in Difficulty

The type of emergency that may be faced where a bather is in difficulty will include:

- Bather out of depth
- Injured Bather
- Unconscious casualty

The procedure to follow in this situation is as follows:

- Discovery of emergency
- Identification of type of emergency
- Press emergency button on lanyard
- Request other bathers to clear the pool
- Use Rescue equipment to rescue the casualty
- Enter the water only as a last resort to rescue the casualty
- Move the casualty to a firm point of support on poolside
- Assist the casualty from the water
- First Aider to assess consciousness
- If unconscious check ABC and take appropriate action
- Ensure First Aider deals with any further injuries
- Replace rescue equipment, clean blood spills, etc
- Complete reporting procedures

4.3 Injury to a Bather

- A **Minor Injury** is one, which poses little danger. The swimming teacher should contact school reception and ask for a qualified first aider to come to poolside and treat the injured person in accordance with the school's first aid procedure.
- At no point should the member of staff on poolside attempt to treat the injured person until another member of staff has come on to poolside to cover their position and take control of the supervision of the bathers still in the pool.
- A **Major Injury** is classed as a serious or life threatening injury. The lifeguard on duty should sound the panic alarm/radio for help and clear the pool of other bathers.

- On hearing the alert system siren or receiving a pager alert all available staff will go to poolside to assist with the incident.
- First Aid and Emergency Services will be administered and contacted in accordance with our first aid procedures.
Swimmers will be supervised on poolside until at such time it is safe to return to the building.

4.4 Discovery of a Casualty in the Water

- If a bather is in serious difficulty in the water the nearest attendant must decide how the rescue is to be carried out.
- Before entering the water the swimming teacher will radio for help/alert the other staff that they are performing a rescue.
- Depending on the nature of the injury it may be necessary to keep the person in the water and wait for further assistance from other staff.
- All other staff must ensure that the pool is cleared and that all bathers are marshalled from the area to the changing rooms.
- When possible the casualty should be removed to the first aid room and treated by the first aid member of staff.
- If necessary the senior member of staff will request ambulance/medical assistance.
- It is essential that full details of the nature of the injury and exact location of the victim be conveyed to the ambulance crew.
- All relevant information must be recorded by completing the schools Accident/Incident report form HS13 and an incident report completed by the senior member of staff.
- The pool member of staff will then allow the pupils to re-enter the pool.