



The Colleton Pool

General rules

'Stay at Home' National Guidance should be followed by anyone with symptoms of Coronavirus (Covid-19) as listed by the NHS. All pool users and spectators must use the hand gel provided on entry to and exit from the poolside area.

All swimmers should arrive ready to swim and having used the toilet where possible. At the end of the swimming session, swimmers should dry off poolside and return home to change. Toilets and changing rooms will be open but their use should be minimised as these are areas of increased transmission. Time inside should be minimised and those over the age of 11 should consider wearing a mask in the toilets or changing rooms.

Whilst social distancing requirements have been removed by the government, pool users should respect other users and their space.

Anyone who tests positive for Covid-19 and had been experiencing symptoms within 48 hours of using the pool should email thecolletonpool@gmail.com.

There is a limit of 30 swimmers per session.

Information for Spotters

Please ensure you use hand gel before unlocking the key box.

Hand-operated whistles have been provided in place of standard blown whistles.

Gloves, a mask and apron should be worn whilst performing any First Aid (located in the lockable spotters box).

In addition to the opening procedures, the following should be performed:

- Ensure that the hand gel dispenser and printed Covid-19 procedures from the Spotters box are on the table by the gate
- Ensure that the sign reminding people to use hand gel is attached to the gate
- Toilet and changing room windows should be opened at the beginning of the session

In addition to the closing procedures, the following should be performed:

- Toilet and changing room windows should be closed at the end of the session



The Colleton Pool

Normal Operating Procedures 2022

Pool Dimensions

Length: 12 metres, Breadth: 7 metres, Depth: 0.9 metres constant

Definition of a 'Lead Spotter'

A 'Lead Spotter' is defined as an adult holding a valid resuscitation qualification. The qualification must have been gained at a Colleton PTA (CPTA) run resuscitation course or an alternative First Aid course which includes resuscitation. If a non CPTA gained First Aid qualification is to be used a valid certificate must be produced and a copy kept by the CPTA.

Definition of an 'Assistant Spotter'

An 'Assistant Spotter' is defined as an Adult who is a competent swimmer (in the context of the size and depth of the pool).

Any reference to a 'Spotter' in this document includes both Lead and Assistant Spotters unless otherwise stated.

Anyone acting as a Spotter cannot be responsible for any child under the age of 8. Anyone wishing to act as a Spotter who has a child under the age of 8 present, must pass the responsibility of their child to another adult at that session. The Spotter must gain the agreement from that adult and document it on the swimming register. The Spotters' child/children must be made aware that they should approach their temporary guardian for help and assistance and not their parent/carer/s.

The Spotter's Role

Supervision

The Spotters have responsibility for the safety of all swimmers. This involves not only keeping a careful eye on pool users to make sure that they are not in any difficulty, but also ensuring that their behaviour does not cause injury to themselves or other users. Should an incident occur, they must be able to make a rescue, and the Lead Spotter must be able to give appropriate first aid and effect the emergency procedure. Spotters must be prepared to enter the water immediately if necessary.

Pool users must not enter the pool until Spotters are in position beside the pool. Spotters are not allowed to swim whilst supervising. The role of the Spotters is very much in supporting and not replacing parents or carers. Parents should supervise their child in the same way they would if they were at a beach or at an unsupervised swimming site.

The Spotters chairs should be positioned with a clear, unobstructed view down the pool. An umbrella should be used to reduce glare if necessary. It is good practice for Spotters to patrol the pool area periodically to ensure that no hazards have arisen since the session opened.



Duties of a Spotter

The key functions of the Spotters are to:

- keep a close watch over the pool and the pool users, exercising the appropriate level of control;
- communicate effectively with pool users, and colleagues;
- anticipate problems and prevent accidents;
- intervene to prevent behaviour which is unsafe;
- identify emergencies quickly and take appropriate action;
- carry out a rescue from the water;
- give immediate first aid to any casualty (Lead Spotter).

Maximum bathing loads

The maximum number of persons allowed in the pool at any one time is **30** for both public and private hire sessions.

Bather Supervision Requirements

Two adults are required for the supervision of bathers at both public and private hires sessions. One of the adults must hold a valid resuscitation qualification and the other should be a competent swimmer. Neither are allowed to swim whilst supervising.

All non-swimmers and spectators should stay away from the pool edge and should not obstruct the view of the Spotters or distract them.

Decision making

It is the responsibility of the Spotters to act as decision makers; any instruction issued by a Spotter must be followed.

Vomiting and Diarrhoea

Swimmers should not enter the pool if they have experienced vomiting or diarrhoea within the last 48 hours.

Spectators Seating

Spectators should sit away from the edge of the pool and must not obstruct the view of the Spotters. Spotters must ensure that chairs are not positioned in such a way as to cause obstruction in or out of the changing rooms or to pool users.

General rules

- All swimmers must be recorded on the Swimmers Register.
- Only families who have paid for curriculum swimming may use the pool. Colleton children who have not paid may not use the pool as a guest.



- Guests may use the pool, if accompanying a Colleton family who have paid. All guests must complete the Visitor Indemnity Form and this must be signed by their Parent/Guardian if they are under 18.
- Maximum bathing loads must be observed.

Pool users & Parental Supervision

- Pre-school aged children must be accompanied in the water by an adult at all times. Both names must be entered on the Swimmers Register and both count towards the bathing load.
- Any children attending the Colleton School are allowed in the pool without an adult present in the water (this includes any children in the Foundation class who are not yet 5).
- One adult may be responsible for up to 3 school age children.

Children must be accompanied by an adult at all times, with the exception of any Year 5 and 6 children whose parents have given their prior consent and who have provided an emergency contact number. Details of these children will be held in the lockable file at the pool and will be available for each session.

Rules for pool users

- No pushing or throwing in
- No running around pool surroundings
- No diving, jumping in or bombing
- No excessive splashing
- No ducking
- No bullying or fighting
- No food or drink to be consumed poolside
- No jewellery to be worn
- No throwing
- No smoking in the pool area or on the school site
- Pool users should be encouraged to use the steps when entering & exiting the pool
- No use of mobile phones or cameras during sessions



COLLETON POOL

OPENING UP PROCEDURE 2022

Access to School

Access to the school will be via the Colleton Drive entrance only. These gates will be for the designated sessions as shown on the pool calendar outside of the school term and at weekends.

Access to Pool

The secure pool key store is located to the right of the main pool building on the brick wall of the boiler room. Lift the black cover, rotate the wheels to the code, push down the black switch, and the box will open. Please close the box after use to prevent it getting damaged when the gate opens. There is one key each for the main door, both changing room doors and the lockable file box. All the doors must be unlocked prior to the swimming session starting. There is a padlock on the fire exit gate which must also be unlocked prior to the swimming session starting.

BEFORE OPENING ANY SWIMMING SESSION COLLECT THE FOLLOWING (FROM THE GIRLS CHANGING ROOM) AND POSITION NEXT TO THE SPOTTERS CHAIR:

1. **Lockable File Box Containing:**
 - 2 horns – one per Spotter to have at all times
 - Normal Operating Procedures
 - Emergency Action Plan
 - Swimmers Register Forms
 - Visitors Disclaimer Forms
 - First Aid Guidance
 - A list of families who have registered and are therefore eligible to swim at out-of-school-hours sessions - **note this includes the list of Year 5 & 6 children permitted to swim without adult supervision, emergency contact details & medical information.**
2. **First Aid Box**
3. **Red rucksack containing emergency silver foil blankets/ice packs**



Additional Information:

Defibrillator

The defibrillator is stored in a locked container on the outside of the Colleton Drive gates. Call 999 to gain access and follow the instructions given.

Pool Telephone

A landline telephone for emergency use only is located inside the girls' changing room, to the right of the door that leads to the swimming pool.

If the phone has to be used during a swimming session please ensure that one Spotter continues to watch the pool whilst the other Spotter takes the call. All conversations should be kept to a minimum.

Swimmers Register

This must be completed before letting a swimmer into the water and must be maintained throughout the session.

Visitors Disclaimer Form

Any visitor wishing to use the pool must first sign a Visitors Disclaimer Form before entering the pool.

BEFORE ALLOWING SWIMMERS TO ENTER THE WATER CHECK FOR:

1. Lack of water clarity

The water will be tested at least twice per day. The date and time of the last check will be written on the white board located on the wall of the plant room.

DO NOT ALLOW SWIMMERS INTO THE WATER if the pool water is unclear or you cannot see the bottom of the pool. Contact the school office during school hours 8am-4pm or a member of the swimming pool committee if out of school hours.

2. Boiler Room

Ensure that the boiler room door is locked shut before admitting swimmers to the pool enclosure.

3. Structural Damage

If you see any structural damage to the pool area **do not allow swimmers into the pool enclosure**. Inform the school office during school hours 8am-4pm or a member of the swimming pool committee if out of school hours.

4. Pool Cover

Remove the pool cover, this should be done by two adults. Located on the wall is a long handled net, which should be used to remove any light debris (leaves, insects etc) from the



pool. This should be done prior to the start of each swimming session.

5. Inclement Weather

A decision should be made by the Spotters whether it is safe to open the pool. Where the weather is sufficiently poor to effect the Spotters visibility the pool MUST be closed. In the event of a thunderstorm the pool must be evacuated immediately.

ONCE ALL THESE PROCEDURES HAVE TAKEN PLACE YOU CAN ALLOW THE SESSION TO OPEN



The Colleton Pool

Emergency Action Plan 2022

Supervision

The Spotters have responsibility for the safety of all swimmers. This involves not only keeping a careful eye on people to make sure that they are not in any difficulty, but also ensuring that their behaviour does not cause injury to themselves or other users. Should an incident occur, they must be able to make a rescue and the Lead Spotter must be able to give appropriate first aid and effect the emergency procedure. Spotters must be prepared to enter the water immediately if necessary.

Pool users are not to be on the pool side until the two Spotters are in position, on the pool side. Spotters are not allowed to swim whilst supervising.

Rescue Equipment

1 reach pole

2 horns - 1 per Spotter

First Aid Kit – The First Aid Box can be found in the girls changing room. This must be taken out and placed next to the Spotters chair

Defibrillator – The defibrillator is stored in a locked container on the outside of the Colleton Drive gates. Call 999 to gain access and follow the instructions given.

Normal Operating Procedures (NOP), Emergency Action Plan (EAP) & Pool Rules must be seen around pool area by all bathers/spectators

Accident Reporting

All accidents must be reported in the accident book. Please ensure that one copy is given to the patient and one copy in the lockable file. Please alert a member of the pool committee to the accident report by emailing: thecolletonpool@gmail.com

All accident reports must contain the following information:

- Name and address of injured party
- Contact telephone number
- Age
- Cause of accident

Any incident or serious injury requiring hospital treatment MUST be reported to a member of the pool committee or the Head Teacher of The Colleton School within 48 hours, with the above information plus a brief description of events leading to the accident, any action taken and by whom.

WHAT TO DO IN THE EVENT OF AN INCIDENT



A COPY OF THE FIRST AID TRAINING BOOKLET IS INCLUDED IN THE SPOTTERS BAG FOR REFERENCE

Potential drowning

- Act calmly and positively
- Do not over-dramatise incidents and cause unnecessary embarrassment
- Clear the pool by giving 3 sharp blasts on the horn and proceed to deal with incident
- All pool users should be instructed to get dressed, ideally under the supervision of their guardians
- Remove the casualty from the water, taking care to support their head/neck
- Dial 112/999 on the telephone located in the girls changing room stating you are at:

The Colleton School Swimming Pool, Colleton Drive, Twyford, RG10 0AX

- If the child is on their own, notify the parent utilising the contact forms.
- Remember to keep casualty warm

Serious Injury

On discovering a seriously injured casualty the Spotter should:

- Clear the pool by giving 3 sharp blasts on the horn
- Administer essential first aid, course of action will then be decided.
- The emergency services can be contacted via the telephone located within the girls changing room.

If a spinal injury is suspected the Spotter should immobilise the casualty, maintaining the head in the same position relative to the body as when discovered. Utilising as much help as possible, support in the water until an ambulance arrives. If the child is on their own, notify the parent utilising the contact forms.

Water Contamination

The water is checked at least twice per day. The date and time of the last check is written on the white board.

DO NOT ALLOW SWIMMERS INTO THE WATER if the pool water is unclear or you cannot see the bottom of the pool. Contact the school office during school hours 8am-4pm or a member of the Swimming Pool Committee if out of school hours.

Blood, vomit and faeces in the pool

If any of the above are in the water, the pool should be vacated and the pool caretaker should be notified. The pool should be closed until chemicals are checked and the 'all clear' is given by the site



controller. Contact the school office during school hours 8am-4pm or a member of the Swimming Pool Committee out of school hours.

Toxic gases

Evacuate the pool and surrounding area immediately. Do not allow swimmers into the pool enclosure. If casualties occur from exposure to toxic gases, call the emergency services immediately. Inform the school office during school hours 8am-4pm or the swimming pool committee out of school hours.

Fire Alarm

There is no fire alarm fitted in the pool enclosure. In the event of fire or on hearing the schools fire alarm clear the pool immediately. Gather all pool users and calmly leave the pool area. Remember to pick up the swimmers register, the first aid kit and the rucksack containing the emergency blankets. Proceed to the school field and notify the fire service.

Structural Damage

If you see any structural damage to the pool area **do not allow swimmers into the pool enclosure.** Inform the school office during school hours 8am-4pm or a member of the swimming pool committee out of school hours.

Security

The pool gate must be LOCKED shut when not in use.

The Colleton Parent Teacher Association (CPTA) and The Colleton Primary School CANNOT be held responsible for any unauthorised usage of The Colleton Swimming Pool, i.e. out of designated opening times.



COLLETON POOL
CLOSING UP PROCEDURE 2022

In addition to the below, please refer to the COVID guidelines document for the latest protocol

- The pool should be cleared of all swimming toys and the toys put away in the storage box.
- The cover should be put back in place.
- Return the following back to the girls changing room:
 - First Aid Kit
 - Lockable file locked (containing swimmers register & any other documents from the session)
 - Rucksack containing silver foil blankets & ice packs
- Check and clear the Pool area/ toilets/ changing rooms.
- All rubbish and debris to be cleaned up, all chairs stacked and umbrellas folded.
- Rubbish should be taken home or deposited in the bins near the Colleton Drive gates.
- The green Fire Exit gates must be LOCKED shut.
- The changing rooms must be LOCKED shut.
- The main door must be LOCKED shut.
- Return the key to the security box.

If you have any concerns with the pool or wish to report an incident please contact a member of the pool committee immediately.

The Colleton PTA and The Colleton Primary School CANNOT be held responsible for any unauthorised usage of The Colleton Swimming Pool, i.e. out of designated opening times.



POOL CALENDAR INSTRUCTIONS

Computer version: Modifier Link (modify all calendars) - <https://teamup.com/ks0d0f795a7205304c>

Phone version: Download Teamup App. To be able to view our pool calendar you will be prompted for the calendar key, which is **ks0d0f795a7205304c**.



Signing up for a session:

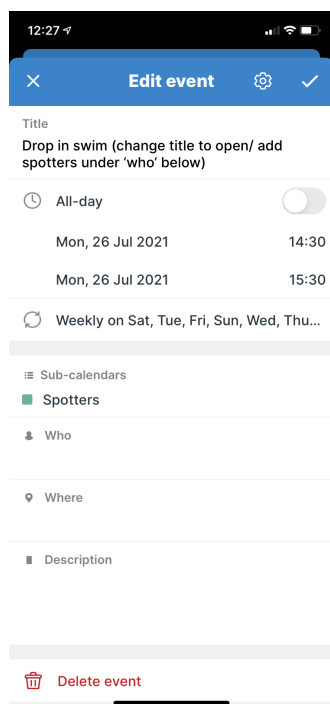
As you are aware, for the pool to open outside of school hours, two spotters are required. At least one spotter must be resuscitation trained (Lead Spotter) and the second one can be a responsible adult who is a competent swimmer (Assistant Spotter).

As Lead Spotter it is up to you to find an Assistant to spot with you. This could be a partner, or friend or another parent from your year group perhaps. If you have explored all options and don't have someone to spot with then you could also try the Spotters register or whatsapp group.. Don't forget to sign up your own children if you want them to swim whilst you are spotting!

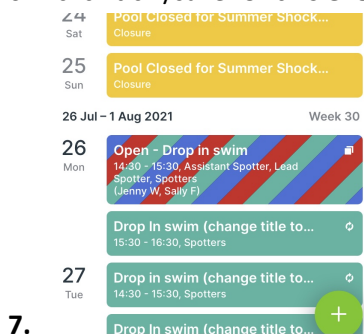
Any questions or problems regarding Spotters please email thecolletonpool@gmail.com or speak to one of the pool committee contacts (Sally Finnie, Yvonne Burke and Tina Potter).

The calendar is colour coded with open swimming sessions being purple. The available sessions are shown on each day next to the available time slot. The lead spotter is responsible for updating the Team Up calendar to show when the pool is open.

To add the names of the spotters in the calendar and show when the pool is open, do the following depending on your phone.



1. for a particular time slot, click on that time slot
2. click the pencil (android) /edit (apple) to edit
3. enter the names of the spotters in the 'Who' section
4. Change the Title to say "OPEN - Drop in Swim"
5. Enable the Lead & Assistant in the sub calendar section
6. click tick /save **for this event only**



7.

