



# Normal Operating Procedures & Emergency Action Plan



<b>Version Date:</b> Dec 17	<b>Reissue Date:</b> Dec 18
<b>Owner(s):</b>	<b>Health &amp; Safety Officer</b>
<b>Approved By:</b>	<b>Swimming &amp; Management Committees</b>
<b>Communication Method(s):</b>	<b>Personal Copy &amp; Club Website</b>
<b>Statement:</b>	Bath Dolphin SC's has always recognised its responsibility for safety standards to its members and hiring of swimming pool facilities. It formally introduced Normal Operating Procedures and an Emergency Action Plan (NOPEAP) in the late 1980s. All Club Volunteers should be aware of and comply with this current version.

## Supervision of Sessions

1. Identify Teacher/Coach swimmer to ratio (these should not normally exceed Swim England Guidance).
2. Identify Teacher/coach qualification levels required.
3. Identify the number of qualified first aiders available at each session.
4. Identify the deployment of telephone access and first aid equipment (at Kingswood school pool there should be access to at least one mobile telephone).
5. Identify the number of qualified life guards at each session.
6. Sessions should not commence until the lifeguard is at their post.
7. Session planning should take into account the nature of it, session aims and qualification and ability of the teacher/coach to provide a safe, effective learning and enjoyable environment.
8. **All** Teachers/Coaches **must** take an up to date register **before** their session commences and a head count should be taken at regular intervals during that session.
9. All registers are to be submitted to the Membership Secretary as and when directed.
10. Swimmers should not normally arrive unexpected at a session. In all such situations the Lead Teacher/Club Coach should be informed at the earliest opportunity.
11. Any swimmer that is persistently causing a disruption that reduces the effectiveness and safety of the session should be removed from the water. The parents/guardians of the swimmer (if under 18 years of age) and Lead Teacher/Club Coach should be informed.
12. All swimmers (and Teachers/Coaches) should be suitably attired.
13. All Teachers/Coaches must ensure that they have full knowledge of medical conditions and any special needs or requirements of the swimmers in their charge. All such information should be treated in confidence.
14. All Teachers/Coaches should be aware of the swimmers in their charge where approval has **not** been granted for them to have photographic/video images taken, e.g. technique analysis. Details can be obtained from the Club Welfare Officer.
15. Normally no Teacher/Coach/Poolside helper should assume any form of poolside assistance or instructing until their Club membership has been confirmed and the Club Welfare Officer has confirmed that all DBS procedures are complete.



# Normal Operating Procedures & Emergency Action Plan



16. **No** Teacher/Coach should be distracted from their poolside duties during a session by engaging in conversation with a parent/guardian. All conversations should be held outside of a session and if necessary at a mutually convenient time later. Any instances of persistent interruption during a session by a parent/guardian should be reported to the Lead Teacher/Club Coach.

17. No Teacher/Coach should use a mobile phone during a session unless it is an emergency.

18. Further guidance can be found at the following Swim England link:

<http://www.swimming.org/swimengland/managing-your-pool/>

## Risk Assessments

1. All Teacher/Coaches should ensure they have a copy of and understand the formal Club risk assessments (available from the Bath Dolphin SC Club website <http://bathdolphin.co.uk/useful-info/club-documents/>).

2. All Teacher/Coaches should conduct an informal risk assessment before the commencement of each session. Potential hazards that could result in harm or greater safety risk should be identified including (but not exhaustive):

- Water depth.
- Water quality.
- Surface conditions – slippery, rough, broken.
- Emergency exits.
- First aid equipment.
- Number of and ability range of swimmers.

3. Probability and severity of risk should be determined and appropriate mitigation action implemented.

4. Any pool hire establishment hazard should be reported to the Duty Manager for action and Club Health & Safety Officer.

## Prevention Of Accidents

1. Teaching group/squad sessions should **never** be left unsupervised.

2. Wherever possible there should be at least one supervisor on the poolside without teaching/coaching responsibilities.

3. All teachers/coaches should be familiar with the pool emergency procedures.

4. Teachers/Coaches should encourage high standards of safe behaviour and discipline amongst the participants at all times.

5. Whistles should be used sparingly, and only by teachers/coaches.

6. Teachers/Coaches should make every effort to raise swimmers awareness of safety issues, e.g. checking the whereabouts of others swimmers before moving off, abiding by squad lane discipline rules.

7. Teachers/Coaches must make swimmers aware of safety procedures and the use of the **long blast of the whistle as an emergency “STOP” signal.**



# Normal Operating Procedures & Emergency Action Plan



## Head First Entries

1. Only suitably qualified teachers/coaches should plan and conduct training sessions involving head first entries.
2. Teachers/Coaches should recognise that all head first entries from the poolside and starting block are potentially dangerous. It is therefore, imperative that these activities are carefully monitored and controlled, and that swimmers should be reminded of the dangers.
3. The minimum depth for any **training** in head first entries including surface diving techniques should be 1.8metres.
4. Head first entries from diving blocks should be the result of carefully planned sequential and progressive skill training practices including underwater awareness & correct streamlining technique, followed by entries from poolside culminating in racing starts from the blocks.
5. Teachers/Coaches should not encourage swimmers to perform racing start entries from a starting block until they are satisfied that the swimmers can proficiently and confidently perform the progressions from poolside into a depth of not less than 1.8metres.
6. A Teacher/Coach should be satisfied that the swimmer is able to consistently demonstrate his/her ability to perform the start from the starting block into a depth of 1.8metres before allowing that swimmer to perform such a racing start head first entry into a depth of less than 1.8metres, but, **in no circumstances into a depth of less than 0.9metres.**
7. Swimmers that have reached the ASA Competitive Start Award level should be monitored and competence assessed on a periodic basis.
8. Further guidance can be found at the following Swim England link:  
<http://www.swimming.org/learntoswim/asa-competitive-start-awards/>

## Erecting And Dismantling Equipment

1. All equipment should be erected and dismantled in accordance with best practice as defined in the hire contracts.
2. No Club member should erect or dismantle equipment for which they have had no previous training.



# Normal Operating Procedures & Emergency Action Plan



## Emergency Action Plan

1. At the Bath Sports & Leisure Centre, Monkton Combe, and University of Bath the pool staff are ultimately in charge during an emergency and their directions must be followed.
2. All Teachers/Coaches have a minimum level of responsibility during an emergency for their group/squad and should adhere to the following basic rules:
  - Long blast of the whistle – swimmers to stop and immediately move to the poolside.
  - Issue or follow instructions as necessary.
  - Press emergency button – if available/nearby (if not send another person for help/to do so).
  - Take appropriate action for the victim(s) safety.
  - Give appropriate first aid/resuscitation to the victim(s)
  - Ensure all other swimmers are safe from harm and in a designated spot.
  - Ensure a roll call against the session register is conducted.
  - All roll call variances to be resolved immediately.
3. It is a legal requirement to immediately report **all** accidents and dangerous occurrences. If in doubt report it.
4. Following procedures apply:
  - If an injury/accident/incident occurs during any session or activity held at Bath Sports & Leisure Centre, Monkton Combe, and University of Bath it must be immediately reported to the life guard/establishment staff. If appropriate first aid should be administered by the qualified staff of these pools/establishments.
  - If an injury/accident/incident occurs during any session or activity held at Kingswood School then first aid should be administered by any person qualified to do so.
  - Parents/Guardians should be informed if the Dolphin member is under 18 years of age and/or emergency contact if necessary.
5. It is a statutory requirement to keep records of incidents for a period of 3 years. Consequently:
  - **All** injuries/incidents must be recorded in the relevant Sports Centre/Pool establishment Injury/Accident book.
  - **All** injuries/incidents must be recorded on a Club Injury/Incident Report form (see Annex A). Details must then be transferred to the Club's injury/incident book at the earliest opportunity.
  - The Bath Dolphin SC Management Committee/Suitably empowered body will decide if the Health & safety Executive (HSE) should be informed (if the Sports Centre/Pool establishment has not already done so) on an injury/incident.