



COLLETON POOL

OPENING UP PROCEDURE 2018

Access to School

Access to the school will be via Colleton Drive and the Verey Close entrance (past the Childrens Centre). These gates will be opened each morning and evening during the summer term time and for the designated sessions as shown on the pool calendar outside of the school term and at weekends.

There is no longer a requirement for the padlock codes as there is no access via the Broad Hinton field (main hall playground) outside of school hours.

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 code 2654, push down the black switch, and the box will open. There is one key each for the main door, both changing room doors and the green fire exit gates. All must be unlocked prior to the swimming session starting.

BEFORE OPENING ANY SWIMMING SESSION YOU MUST LOCATE THE FOLLOWING AND POSITION IT NEXT TO THE SPOTTERS CHAIR:

Swimming Bag (Cream & Red Nylon Shopping Bag) – Located in the girls changing room

Contained within this bag will be:

- ✓ 4 Whistles – one per Spotter to be worn at all times
- ✓ Normal Operating Procedures
- ✓ Emergency Action Plan
- ✓ Swimmers Register Forms
- ✓ Visitors Disclaimer Forms
- ✓ First Aid Guidance
- ✓ List of Year 5 and 6 children permitted to swim without an adult present
- ✓ A list of families who have paid for curriculum swimming and are therefore eligible to swim at out-of-school-hours sessions (includes emergency contact details)

This bag should be located and placed by the Spotters chair before the session is open and returned to the changing room when closing the pool.

First Aid Box – Located in the girls changing room

The first aid box can be found in the girls' changing room. This must be taken out and placed next to the Spotters chair before the session is open and returned to the girls' changing room when closing the pool.

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.

Emergency Silver Foil Blankets

The rucksack containing the blankets can be found in the **girls' changing room**. This must be taken out and placed next to the Spotters chair before the session is open and returned when closing the pool.

Pool Tuckshop

An icebox can be found in the girls' changing rooms and it should be brought out and positioned with the Spotters during the session. Drinks and crisps are available to purchase, and may only be consumed after a child has swum. Please email the pool team if you notice stocks are running low.

BEFORE ALLOWING SWIMMERS TO ENTER THE WATER CHECK FOR:

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 in the pool 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.

Boiler Room

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

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.

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.

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