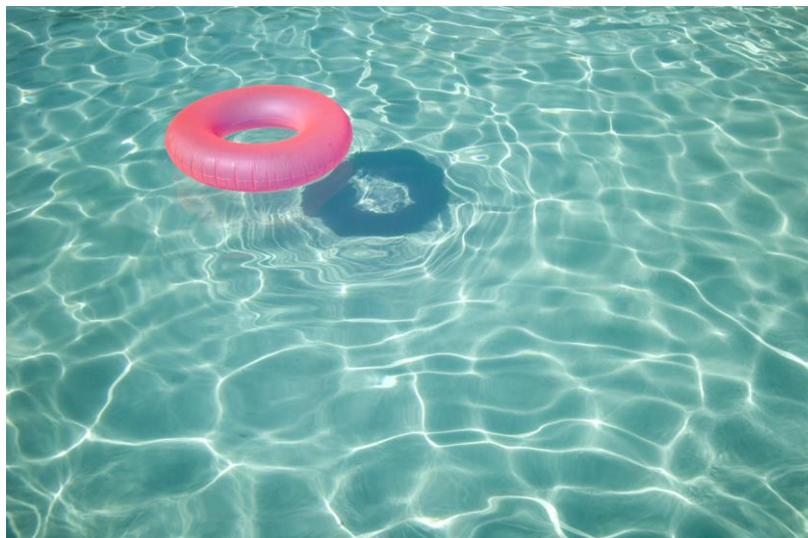




**Preston**  
Primary School

# **Swimming Pool Policy & Procedures 2016**



**COAST**  
ACADEMIES

# CONTENTS

<b>SECTION 1</b>	<b>Swimming Policy</b>
<b>SECTION 2</b>	<b>Pool Information</b>
<b>SECTION 3</b>	<b>Pool Operating Procedures</b>
<b>SECTION 4</b>	<b>Pool Emergency Action Plan</b>
<b>SECTION 5</b>	<b>Plan of the facility</b>



# **SECTION 1**

## **SWIMMING POOL POLICY**

### **Rationale**

The philosophy of swimming instruction for the pupils at this school is one of encouragement without undue pressure, the ultimate objective being able to enter and swim through water with confidence, safety and with an efficiency of style. This is to ensure that children can remain safe around water.

### **Guidelines**

At the beginning of any swimming session it is the duty of the swimming teacher-in-charge to ensure that the pool area is safe and the water quality and temperature are suitable. The teacher must be aware of the Pool's Safety Operating Procedures, know the emergency procedures to evacuate the water and summon assistance, be able to use any of the pool's rescue aids and equipment and know the location and contents of the first aid box. Throughout the lesson the control of children's entry and exit from the water is the responsibility of the teacher-in-charge of the group.

Teachers in charge must carry a walkie-talkie so that they can be in immediate contact with the school office and a mobile phone in case the Emergency Services need to be called. They must also carry a whistle to be used in the event of an emergency in accordance with the Pool Emergency Action Plan (Section 4 (E.05)).

The adult in charge should hold a current National Pool Lifeguard Qualification or a current ASA/RLSS UK National Rescue Award for Swimming Teachers and Coaches which is recognised for programmed swimming activities.

The factors to be considered for pupils and their ability include:

- The age of the pupils
- The range of their swimming ability
- The ability of the pupils to comprehend instructions
- How any difficulties will be overcome
- Any physical disabilities or learning difficulties

### **Pupil to Teacher Ratios:**

	<b>Ratio</b>
<u>For FS and KS1 years 1 and 2</u> At the discretion of class teachers, volunteers can be used to support swimming sessions provided they are DBS checked.	12:1
<u>For Years 3, 4, 5 and 6 (KS2)</u> <ul style="list-style-type: none"><li>• Non-swimmers and beginners</li><li>• Those able to swim</li></ul>	12:1 20:1
<u>For swimmers with disabilities</u> A relevant Risk Assessment will be completed to identify need.	

## **Hygiene and safety**

- Children are not allowed to swim if they have certain illnesses or conditions. Please see Section 2 (no 4).
- Teachers should be alert for any skin ailments or open sores which children may have.
- Any swimmer with shoulder length hair or longer should wear a swimming cap.
- The toilet should be used before pupils enter the water.
- All swimmers to shower before and after swimming.
- No jewellery is allowed to be worn in the water. (Stud earrings are permitted).

## **Lesson Forms**

Each swimming lesson is designed to provide a comprehensive education in swimming. The lesson consists of a variety of purposeful activities presented in an interesting and stimulating fashion. The lesson length for younger children will be about 15 – 20 minutes, and for older children about 30 minutes.

A teaching session will normally consist of:-

- A. An explanation of the lesson aim.
- B. An entry and warm up or introductory activity.
- C. The main section, covering a revision of previous work, followed by an extension and development of the same activity; alternatively an entirely new activity may be taught.
- D. A contrasting activity.
- E. Supervised free practice.

**Diving:** The maximum and uniform depth of the water is approximately 1.1m, therefore diving is prohibited and care should be taken when entering the water.

**Guidelines:** The swimming lessons follow the guidelines laid down in the Amateur Swimming Association National Swim Plan levels 1 to 7.

### **Recommended Reference Guides for the teaching of swimming:**

Swimming Games and Activities:	Cregeen & Noble	1988
Swimming:	Anne Eakin	August 1992
Physical Education: Swimming & Survival:	DCC Education	1993
The Competent Swimmer:	Anne Eakin	August 1994
The Teaching of Swimming: Parts 1 & 2 ASA		1993 & 1995

**Reference:** In formulating this Policy Document the following publications have been consulted:

Safe Practice in swimming activities

- Devon County Council

Physical Education: Swimming and survival

- Devon County Council: Education

Child Protection Procedures in Swimming

- NCF/NSPCC/Sports Council

Safe Supervision for Teachers and Coaches of Swimming

- Inst. Of Sports and Recreation Management

Managing Health and Safety in Swimming Pools

- Sports England: HSE 3<sup>rd</sup> Edition

## **SECTION 2**

### **SWIMMING POOL INFORMATION**

#### **1 : DETAILS OF THE POOL**

Preston Primary School swimming pool is mainly used by the school for the pupils to have class swimming lessons.

Pool dimensions:-

Length = 12m

Width = 6m

Depth = 1.1m

#### **2 : POTENTIAL RISK FACTORS**

1. Access – Access to the pool is gained by the main gate. The gate should remain locked when the pool is not in use to avoid unauthorised entry.
2. Changing Areas – cubicles for changing are located poolside.
3. The floor is slippery when wet and pooling may occur in the changing areas and the swimming pool area. Session teachers must ensure that any excess water is mopped up.
4. The pool surround can be hazardous if users are running.
5. Swimmers – children and non-swimmers must be supervised at all times.
6. Lone bathing – no lone bathing in the pool at any time.
7. Any child, member of staff or other pool user, with a medical condition, should seek advice before entering the pool.

#### **3 : SAFETY EQUIPMENT**

Emergency equipment is placed strategically around the pool area.

- Reach pole
- Rescue rope
- First aid box

The session teacher must ensure that the Emergency Equipment is checked prior to the pool being used. If any defects are found then this should be reported to the Headteacher.

#### **4 : HYGIENE**

1. No outdoor shoes to be left on the pool side but stored under the benches in the viewing areas.
2. All bodily fluid spillages must be cleaned up with bodily fluid cleaner.
3. Anyone who has recently had sickness and diarrhoea should not go swimming.
4. The following procedures should be followed in the event of a stool, diarrhoea or vomit getting in to the pool:-
  - a. Stool – if the release is solid it should be retrieved quickly by using the net and the net disinfected after use. As long as the pool in other respects is operating properly (disinfecting residuals etc) no further action is necessary.
  - b. Diarrhoea – the pool must be cleared immediately:
    - i. Disinfectant levels are to be maintained at the top of the recommended range (any action to be taken by pool plant operators only).
    - ii. The pool is swept and vacuumed.
    - iii. The filter is backwashed.
    - iv. Using a coagulant the water is filtered for 24 hours.
    - v. If further advice is needed, the Environmental Health Department, Town Hall, Torquay is to be contacted.
  - c. Sickness – if someone has been sick on the pool side, the area has to be cleaned using the bodily fluids cleaner.
  - d. Sick in the pool – the pool must be cleared immediately.
    - i. Remove the vomit with the net and disinfect the net after use.
    - ii. Check disinfectant levels are at the recommended level.
    - iii. Allow filtering for one hour then backwash.
    - iv. If it is found the person involved has sickness and diarrhoea or has had it recently, then the same procedure for diarrhoea must be carried out.

The school office needs to be notified immediately if the pool requires clearing – contact via radio.

#### **5. POOL ATTIRE**

Please ensure that the following clothing is worn in the pool:

One piece swimsuits for girls

Sensible shorts or trunks for boys (not knee length)

Wetsuits are not permitted unless medical advice is given by letter or a concern is raised by a parent specific to a child.

Goggles are permitted

Hats must be worn by any child with hair that is collar length or longer to keep hair out of eyes.

Flip-flops, crocs, jelly shoes or plimsolls are advised.

Advice will be given by members of staff as to suitable attire for adults.

## **6. SYSTEMS OF WORK**

### **Sessions Teachers**

The session teacher is responsible for all persons using the pool.

#### **Duties:-**

- To ensure the safety of persons in the pool and changing areas by following pool safety procedures.
- To carry out first response first aid (if appropriately trained) and contact the school first aider.
- To be fully conversant with the written operating procedures.
- To maintain a clean and safe environment.
- To attend all pool related training sessions when designated to do so.
- To maintain the security of the pool and its users.

### **Pool Plant Operators**

#### **Duties**

- To be fully conversant with the pool Plant Operating procedures.
- To carry out water treatment tests and action results consistent with the Operating Procedures.
- To order any consumables for the pool – chemicals etc.
- To maintain the security of the pool.

## **7 : OUTSIDE HIRE**

If a group or organisation wishes to hire the pool, this is at their own risk and with their own insurance. The school will not accept responsibility for any injury or loss or damage to property.

All groups and organisations will sign to agree to abide by the conditions of hire.

## **SECTION 3**

### **POOL OPERATING PROCEDURES**

#### N.01 Pool complex:

The outdoor fenced area

The paved pool area

Plant room

Changing facilities consisting of 6 saloon door cubicles

Toilet

Storage cupboard

#### N.02 Pool Area:

- The pool is contained in an enclosed structure.
- Emergency exits are through the entry door or through the door adjacent to the plant room.
- The surrounds of the pool are paved.
- The length of the pool is approximately 12 metres (approximately 40 feet)
- The width of the pool is approximately 6 metres (approximately 19.7 feet)
- The water depth is approximately 1.1 metres (approximately 3.7 feet)  
(NB. The lengths and depths stated are meant as a guide and should not be considered accurate measurements. Pool water depths are stated as normal minimum depths which may increase or decrease as part of the normal maintenance programme.
- There are two sets of steps for water entry.

N.03 Preston School operates a total no smoking policy, therefore no smoking is allowed on the premises at any time.

#### N.04 Potential Risk Factors: In relation to the swimming pool:

- Diving – diving is not allowed in the pool
- Slipping on pool surrounds
- Unattended small children
- Items of personal equipment e.g. arm bands, rubber rings, goggles and plastic lens masks (flippers, snorkels and such equipment are only allowed in special tailored sessions).
- Any item which may be left, or is located on, in or around the pool should be considered as a potential hazard.
- The wearing of jewellery into the pool may be viewed as a risk factor. Teachers and Lifeguards have the right to ask anyone using the facilities to remove such articles that could be considered a risk to others or which may become damaged.

#### N.05 Emergency Equipment:

In the pool area this comprises of:

- One lifesaving pole
- A life ring
- First Aid Box in the toilet cubicle
- Life saving rope

The location of these items is shown on facilities plan in Section 5.

N.06 First Aid: The First Aid Box located in the toilet cubicle is maintained by the school's named First Aiders (Lindsey Barr/Sharon Elder/Karen Sowerby and Susanne Kass). Please notify the School Office or Named First Aider if materials are used so they can be replenished.

N.07 Supervision and maintenance of Pool facility  
Oversight by Headteacher/Business Manager

Maintenance Building and Environmental Control:  
Oversight by Caretaker

Pool and building inspected daily. Water temperatures and chemicals checked 2 or 3 times daily. The Environment & Safety Committee conducts a buildings inspection annually. Risk Assessment conducted and reviewed at least yearly, more often if necessary. Cleaning is carried out daily using appropriate chemicals – more frequently if required.

N.08 Letting of School Premises: A letting contract is the basis for all lettings of school premises or use of facilities. Hirers must have lifeguard cover, whose in-date qualifications must be produced, which must be in accordance with the written requirement contained in this document. The recommendations laid down in the Institute of Sports and Recreation Management (ISRM) guidelines in relations to under 8 year olds and non swimmers must be observed. Notices displayed on pool walls and all rules must also be rigorously observed.

N.09 Use of Pool by Staff (Own use):

- Notices must be rigorously observed
- Any staff wishing to use the Pool in their own time must sign a disclaimer, which is available from the School Office
- ISRM guidelines must be followed
- Members of staff may invite friends but must always accompany, and be responsible for their visitors.
- Personal use of the Pool must be at times outside the School's daytime, evenings and weekends timetable.
- The Pool is closed for cleaning between 8.00am and 9.00am.
- The Pool must be cleared by 10.00pm.
- Arrangements for staff access must be made with Director of Finance. Keys loaned are for the organiser's use and should not be given to a third party.
- Any queries concerning staff use of the Pool facilities should be referred to the Director of Finance.

N.10 Bathing loads: The bather loads for this pool has been calculated on the figure of 3m<sup>2</sup> per bather as a guide and **must NEVER exceed 20**. This is NOT an inflexible figure as certain activities and types of user groups will require these figures to be reduced.

N.11 Supervision qualifications: When in use, an in-date National Rescue Award for Swimming Teachers and Coaches is acceptable.

N.12 Code of conduct for teaching staff supervising bathers  
SAFETY

- All staff teaching a group of bathers must hold at least the National Rescue Award for Swimming Teachers and Coaches. Where helpers assist staff, the helpers must be supervised at all times.

- Bathers to change in the school or changing rooms only. Children should be accompanied, as appropriate to their age and gender, whilst using the changing rooms and showers, with due regard for safety and privacy.
- Bathers are NOT allowed in the pool or on pool-side until the teacher-in-charge is present.
- NO DIVING. Diving is NOT ALLOWED into the pool.
- JUMPING IN. Jumping into the pool is not permitted unless part of a taught lesson.
- ACROBATICS. Acrobatic entries into the pool are NOT PERMITTED.
- Running and pushing are NOT PERMITTED.
- The pool must not be used unless the water is sufficiently clear to enable the bottom to be visible. Care must be exercised with glare and light reflection.
- The last person to leave the pool area must switch out all lights, cover the pool, put the swimming aids away, poles in the plant room and secure the area.

#### HYGIENE AND MAINTENANCE

- Bathers using the pool and surrounds must be bare-footed. Outdoor shoes must not be worn on pool-side.
- On leaving, the pool-side and changing rooms must be tidy and all rubbish should be removed.
- No food or drink is allowed poolside.
- Any damage or problems observed to be reported to the office as soon as possible.
- When not in use, the pool cover should be on.

N.13 Standard Safety Signs: These are displayed around the pool area and conform with British Standard 5378.

N.14 Chemical Handling: The use of any chemical is always potentially dangerous and only personnel trained in their use should handle such items. Information on chemicals and other substances hazardous to health stored on the premises can be found in the COSHH folder which is kept in the plant room.

N.15 Cleaning and Cleaning Procedures: The objective in cleaning is not only to maintain a clean environment but also to promote an attractive and tidy surrounding for users.

N.16 Plant Room Procedures: Due to the nature of the equipment and plant in the plant room it must be considered a dangerous place. Only trained personnel or personnel under instruction or qualified pool engineers are allowed to carry out procedures concerning plant equipment.

N.17 Personal Protective Equipment: Suitable protective equipment is provided for staff who clean the facilities and handle chemicals.

N.18 Reviews: The Policy and Procedures are reviewed annually or as appropriate. They are additionally reviewed by the Headteacher, the Health and Safety Officer taking into consideration information from the Local Authority, the Environmental Health Office, the School Insurers, the Amateur Swimming Association, The Royal Lifesaving Society UK and the institute of Qualified Lifeguards.

## **SECTION 4**

### **POOL EMERGENCY ACTION PLAN**

- E.01 Water Clarity: If the pool bottom cannot be clearly seen then the pool must be cleared of bathers immediately and reported to the Headteacher/Business Manager. The pool will remain closed to all bathers until the water clarity is of an acceptable quality.
- E.02 Fire: On discovering a fire call the emergency services immediately on 999 or 112. The Teacher-in-charge will usher everyone to the emergency exit and to the identified assembly point.
- E.03 Structural Damage: If structural damage is observed or reported, staff should take any immediate safety action they consider necessary. A report should be made to the School Business Manager and Headteacher immediately. All damage, structural, vandalism or breakage must be recorded in the appropriate log book.
- E.04 Emergencies: the Teacher or Lifeguard's priority is to attend to an emergency immediately whilst delegating responsibility to other members of staff present to support them, supervising bathers exiting the pool, summoning additional help and, if necessary, calling emergency services.
- E.05 Signals: In the case of an accident or an incident, the teacher/lifeguard must give blasts on the whistle according to the following code:
- ONE SHORT BLAST - to draw the attention of the bather.
  - TWO SHARP BLASTS - to alert members of staff on poolside, that the teacher/lifeguard is attending an incident.
  - THREE SHRILL BLASTS - indicates an emergency situation which may require the emergency services.
  - ONE LONG LOUD BLAST - to attract the attention of all bathers and signals that they should leave the water immediately.
- E.06 First Aid: A First Aid Box is located in the toilet area. The First Aider must be notified if first aid items are used, so that they may be quickly replenished.
- E.07 Accident/Incident Reports: All accidents/incidents to be recorded on the Accident Recording slips located next to the First Aid box in the toilet area. The top copy is to go home with the child. The school office and class teacher must also be notified.
- E.08 Serious Accidents: The Headteacher must be notified as soon as possible of any accident which is considered to be of a serious nature. A full accident report form must be completed in the event of a person requiring hospital treatment, either by going by ambulance or making their own way there. In the case of certain injuries and dangerous occurrences, as listed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Environmental Health have to be notified by phoning the Central Reporting Office (Tel: 0845 3009923).
- E.09 Other Issues: If there is poor water clarity or if there are suspicious gas smells, these must be reported immediately to the School Office. The pool should not be used.
- E.10 To report gas escapes telephone 0800 111 999.  
To report water leaks in the vicinity of the buildings telephone 0345 77 66 77

- E.11 Evacuation: If the need to evacuate the pool arises, children should be taken to the School Hall or other secure warm area and the senior staff and School Office informed.
- E.12 Reviews: The Pool Emergency Action Plan is reviewed annually or as appropriate. It is reviewed by the Board of Directors taking in to consideration information from the Local Education Authority, Environmental Health Office, the school's insurers, the Amateur Swimming Association, Royal Lifesaving Society UK and the Institute of Qualified Lifeguards.

**Plan of Pool Facility** (Approximately to scale)

**Section 5**

