

## Swimming Pool Policy and Practice For the Learner Pool at Lakeside School

The headteacher will ensure the pool is managed in accordance with the LA's guidance Safe Practice in Swimming Pools.

A risk assessment has been carried out and the Normal Operating Procedure and Emergency Action Plan are part of this document.

The school has three pool operators Joyce Dixon, Greg Jackson and Jenny Day. They hold certificates in:  
Swimming Pool and Plant Room Operator level 1 (part1) for Health and Safety and Chemical handling  
Swimming Pool and Plant Room Operator Level 1 for Basic Systems and Basic Water Chemistry  
Swimming Pool and Plant Room Operator Level 2 Advanced Water Chemistry

They ensure the pool water quality meets the Pool Water Treatment Advisory Body (PWTAG) standards. Barnet Pools are engaged to carry out bacterial testing and where necessary carry out remedial actions.

All swimming lessons are run by the school swimming teacher who holds appropriate qualifications and is RLSS trained. Staff throughout the school are also RLSS trained and all are trained in pool safety procedures.

The pool is used for structured school sessions, one after school club run by the school swimming teacher and for hydrotherapy sessions led by a qualified physiotherapist.

Lettings are arranged by Joyce Dixon who will ensure all safety procedures are in place.

### Contents:

- 1 Normal Operating Procedure for the school pool
  - 2 Emergency Action Plan for the school pool
  - 3 Safe Practice in Swimming for the school pool and Hartham Pool
- Appendix - Pool diagram

# NORMAL OPERATING PROCEDURE

## Objective and Scope

This procedure identifies the processes designed to control pool

- supervision
- safety
- teaching
- hiring to external users.

## Reference Documents

The following reference documents should be readily available to anyone using the pool

- Normal Operating Procedure
- Emergency Action Plan
- County Policy on Swimming
- Conditions of Swimming Pool Hire
- Staff Training Register for School Staff (teaching and plant maintenance).

School classes must follow the advice contained in "Safe Practice in School Swimming" issued by Hertfordshire County Council

## Details of the Pool

Pool Details	
Length	10.5
Width	5.5
Maximum depth	1.1
Minimum depth	1.0
Total surface area	57.75
Maximum capacity ( people )	21

*Maximum bather load calculation:*

*Shallow water (under 1m) = 1 bather per 2.2m<sup>2</sup>*

*Standing water (1 -1.5m) = 1 bather per 2.7m<sup>2</sup>*

The pool is used for school swimming lessons and one after school club run by school staff. It is only hired to hydrotherapists for individual patient treatment.

## Plans of the Building and Layout

See appendix A

## Potential Areas of Risk

### Risk Assessment

A separate documented assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety

This assessment covers

- pool environment
- pool supervision
- pool plant
- sessions users

All leaders of groups using the pool must have had sight of or access to the Risk Assessments and must be aware of the risks identified at this pool and the actions necessary to control them.

### Known Hazards

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- d) Prior health problems
- e) Absence of, or inadequate response, from pool staff in an emergency

### Standard Procedures for school lessons

- To ensure unauthorised access the pool must be locked when not in use
- Before a lesson commences all emergency equipment will be in place
- The person in charge of swimming will keep a register of all those participating in swimming lessons.
- A headcount will be taken of those entering the pool and this will be recorded.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, epilepsy. Ventilators should be within easy access to swimmers who may need them. Where epilepsy is totally controlled by medication no special precautions are necessary
- All supervisors should carry a whistle
- Swimmers must practice a simple whistle drill at the beginning of a new swimming programme - one blast stop means stay still, continuous blasts mean go to the side of the pool and wait for instructions
- Diving is prohibited and swimmers must not be allowed to enter from the pool sides -all entry and exit must be from the pool steps or by being hoisted.
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop. This may be caused by the condition of the water or wind or heavy rain creating surface distortion
- Swimmers must not be allowed to go back into the pool area unattended
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms
- All swimmers should be counted out of the pool at the end of the session, and a supervisor should be the last to leave locking the door behind them

### Pool Rules

- no running on the pool side
- no diving or jumping from the side into the pool
- enter and exit the water by the steps for ambulant pupils and by hoist for wheelchair users.
- no entry until instructed to do so
- no shouting
- no pushing or ducking other swimmers
- no outdoor shoes permitted on the poolside.

### Supervision of Swimming Activities

- There must be a minimum of two qualified pool supervisors present at all times; one person must be nominated as the lead supervisor. Supervisors must be on the pool side; staff in the water do not count in the pool supervision ratios.
- When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity and remain at the poolside until full supervision levels are resumed.
- Pool supervisors must carry a whistle with them at all times.
- Pool supervisors must be in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors must remain on the pool side at the end of a session until all swimmers have left the area and the pool is secured.
- Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.
- Supervisors must work together to ensure that they monitor all areas of the pool and all pool users. They should be located on poolside so that they can achieve this and know who is looking out for which area or group of children.

### Club Use/Private Hire

- Joyce Dixon will ensure that private organisations are aware of the requirements and rules when confirming the booking. A formal application and agreement must be issued to confirm the arrangements to be in place. The organisation shall be issued with a copy of this Procedure and given a copy of the Emergency Action Plan (EAP).
- Joyce Dixon will ensure that all qualified Lifeguards and supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. This training and their qualifications must be signed off on the hire agreement form.
- Joyce Dixon will monitor club/private hire use to ensure the requirements and rules are being adhered to.
- All clubs shall also provide evidence of CRB checks for their personnel.

### Safety Equipment

- Safety equipment, including the pool alarm system, must be checked daily prior to pool opening and records of these checks must be kept.
- Problems/shortfalls must be reported to the member of staff responsible for school swimming.
- Records of checks and problems raised are reported to and kept by the person in charge of swimming.
- Teaching equipment, e.g. floats, lane ropes etc: detail what, where they are kept, procedures for use, storage, frequency of checking and replacement.
- Other specialised equipment, e.g., inflatables: detail their uses in the pool.

## 10. Cleaning

- Cleaning procedures need to be detailed, specifying frequency, what is cleaned and how and by whom.
- All chemicals used for cleaning pool surrounds and changing rooms shall be listed and a risk assessment completed against the Data Material Sheets and kept with the chemicals to advise users of safe methods and dilutions rates, dealing with accidents, storage etc.
- Staff using cleaning material should be trained in their safe use.
- Personal Protective Equipment (PPE) will be provided.

## 11. Pool water treatment

Detail the work systems to be used to operate the pool:

- chemical treatment - disinfection, pH correction, flocculation (if appropriate) systems in use
- pool water testing, three times a day,
- automatic dosing with chemicals
- day tanks checked daily filled as required
- ordering, delivery and storage of chemicals - checked daily ordered as required
- backwashing - twice weekly, more if required
- strainer cleaning weekly
- Greg Jackson undertakes all the above. Jenny Day undertakes some daily water testing. Joyce Dixon and Jenny Day deputise in Greg Jackson's absence.

## 12. Reporting of accidents and incidents

Accidents and incidents will be reported using the standard school forms held in the staff room and handed in to the school office.

# EMERGENCY ACTION PLAN

## Objective and Scope

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- disorderly behaviour
- lack of water clarity
- outbreak of fire or building evacuation
- bomb threat
- lighting failure
- adverse weather, thunder and lightening in an outdoor pool
- structural failure
- emission of toxic gases
- serious injury to a swimmer
- discovery of a casualty in the water.

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

## Reference Documents

### INTERNAL

Pool Hirers Normal Operating Procedure  
Plans of the Building  
Lifeguard Training Schedule  
Conditions of Swimming Pool Hire  
Pool Training Log/Attendance Register  
Staffing Daily Rota  
Staff Signing-in Book

### EXTERNAL

Managing Health and Safety in Swimming Pools  
PAS65- Management of Swimming Pools -  
General Management - Code of Practice  
afPE Safe Practice in Physical Education and  
Sport

School classes must follow the advice contained in "Safe Practice in School Swimming

## Responsibility

The Teacher, or other person, in Charge of Swimming, should ensure that:

- a) all staff are adequately trained in the procedures detailed hereafter
- b) notices are displayed to advise the general public of the arrangements
- c) exit door, signs, alarms, fire-fighting equipment and break glass call points are regularly checked and kept free from obstruction
- d) all exit doors operate without the aid of a key whenever the premises are occupied

Jenny Day will be responsible to take charge in the event of an emergency.

Joyce Dixon will be responsible to summon the emergency services in the event of an emergency.

A direct telephone line in the pool allow the emergency services to be called directly at all times.

## Disorderly behaviour

Any behaviour which is likely to cause a nuisance or is dangerous to others should be stopped immediately.

## Lack of water clarity

If the water becomes cloudy alert the person responsible for pool maintenance - Greg Jackson or in his absence Joyce Dixon or Jenny Day.

The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality.

If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness. (See also 10.6 Adverse Weather).

## Outbreak of fire or building evacuation

The arrangements in place to raise the alarm are as follows:

- If the fire is discovered in the pool area the fire alarm will be activated by the teacher in charge
- break glasses are located as shown on the attached plan.
- the alarm sounds like a two tone siren
- on discovering the fire or hearing the alarm the teacher in charge will initiate an evacuation.

*A plan of the building is inserted and shows the location of fire exits, fire fighting equipment and the assembly point.*

Once the alarm has been raised *those on poolside* should blow their whistles loudly and clearly to clear the pool as quickly as possible.

The evacuation will take place through the external door - taking the emergency blankets kept by the door to wrap the children.

In the event of an evacuation the emergency services will be called by the office staff in line with the school fire procedures.

Once at the assembly point the teacher in charge of the lesson will ensure all pupils assemble with their class groups.

## **Bomb Threat**

Should a telephone message be received that a bomb is in the building the person taking the call should glean as much information as possible from the caller and find as much information as possible. Where possible this should include:

- location of the bomb
- time set to go off
- why it has been left
- any background noises on the telephone line
- accent of the caller

As soon as the call is over a member of staff will be sent to the pool to notify the teacher in charge of swimming.

The teacher in charge of swimming will inform all staff to avoid pressing the pool alarm transmitter - as these can inadvertently detonate a bomb. Whistles and hand signals should be used.

The headteacher - or in her absence the deputy head - will contact the police and make the decision to evacuate. If the decision is made to evacuate this will be in accordance with the fire procedure detailed in section 8.

Once the building is evacuated a thorough search will be made by the police.

No person will be allowed to enter the building until given the all clear to do so.

## **Lighting failure**

Should the lights fail; the emergency lighting will come on automatically.

Pool and teaching staff should ensure that the pool is cleared immediately and pupils will leave the pool - changing in the changing rooms if light is sufficient or in the adjacent toilets if not.

## **Structural failure**

Should a structural failure occur, or if danger is suspected from the building structure, activate the fire alarm by breaking the nearest "break glass" panel.

An evacuation is to be initiated.

Evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.

If the changing area lies within the structural failure area children should be taken to a place that is secure and warm.

## **Emission of toxic gas**

An emission of toxic gas would most likely come from the mixing of a bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process used in the pool water disinfection system.

If evacuation of the building is deemed necessary use the fire exits to take children directly onto the playground.

If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing doors if possible to prevent the gases escaping into other occupied areas. The teacher in charge of swimming should immediately be informed of the situation.

Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.



Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid as should be given.

The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the Headteacher to initiate reporting.

### **Serious injury to a bather**

Call for the assistance of the school nurse and additional school staff by operating the pool alarm system.

Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.

Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.

All cases of head injury should be treated as serious. An ambulance will be called by the school nurse and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

It is important that staff support casualties by speaking to them confidently and reassuringly.

All accidents to staff, pupils and hirers must be reported fully on the appropriate accident form kept in the staff room.

Accidents and dangerous occurrences reportable to the Health and Safety Executive will be reported to the *by following the laid down procedure.*

### **Discovery of a casualty in the water**

Before entering the water to recover a casualty attract the attention of activate the pool alarm system. Summon the school nurse.

As soon as the alarm is activated, support staff will remove the other children and the school nurse will take charge of the situation.

Enter the water in a safe manner and land the casualty at the most suitable landing point. Where the pool is an above ground construction the casualty will need to be handed from in the pool to someone standing on dry land; this procedure needs practice and should be conducted with due care to the casualty. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.

If breathing has ceased, summon the school nurse and commence expired air resuscitation in accordance with current guidelines whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The school nurse will arrange for an ambulance to be called.

If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.

Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues. If necessary to ensure safety the pool should be cleared.

One member of staff will be designated to meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the emergency exit doors adjacent to the location of the incident.

As soon as possible after the incident all staff involved will be required to make a written statement.

No statements shall be made to the press or other members of the public.

#### Removal of a casualty with a suspected spinal injury

Spinal injuries may be caused by diving into water of an insufficient depth, collisions, or misuse of other provided for swimmers' use, or where swimmers land on top of each other

#### Priorities

1. If the casualty is in a face-down position, they must be turned into a face-up position urgently.
2. If the casualty is not breathing, commence Expired Air Resuscitation even if the action risks further damage to the spinal cord.
3. Stabilise the casualty's head.
4. Maintain the casualty in a horizontal position.

**Staff will be trained in rescue procedures. The NOP should specify the minimum number of persons required to complete a rescue - normally a minimum of four using a spine board, more without a board and these people should be present in the building to urgently assist in the event of an accident of this nature.**

#### Dealing with blood, vomit, faeces etc

The following circumstances in which pool staff should take immediate action:

##### **Diarrhoea**

If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected, then the pool should be immediately closed to bathers.

The teacher in charge of swimming will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

A flocculent will be added to the pool water treatment system prior to the filters if a medium rate filter is in use.

The pool will remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, then the filters are backwashed and, having established that free chlorine levels are within the appropriate range, the pool will be reopened. For a small pool with minimum water content it may be quicker to drain and refill the pool.

##### **Solid stools**

If the presence of these is spotted by pool or teaching staff pupils will be evacuated for the pool and the stools should be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet.

After their retrieval the *caretaker - or in his absence a pool operator* should be informed and will immediately carry out a water test to establish that free chlorine level and other plant operation aspects are within the recommended ranges

##### **Blood and vomit**

If substantial amounts of blood and vomit enter into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant of 10ppm should be washed over the area.

The cloths used for this purpose should immediately be safely disposed of.

## SAFE PRACTICE IN SCHOOL SWIMMING

### Contents

- 1 INTRODUCTION
2. RESPONSIBILITIES
3. TEACHER TO PUPIL RATIOS
4. SUPERVISION OF CHANGING ROOMS
5. LIFEGUARD PROVISION
6. QUALIFICATIONS
7. POOL PLANT OPERATION AND POOL MANAGEMENT
8. RECORDS
9. RISK ASSESSMENT
10. NORMAL OPERATING PROCEDURE (NOP)
11. EMERGENCY ACTION PLANS
12. POOL RULES
- 13 DIVING
14. CONDITIONS OF HIRE
15. CHILD PROTECTION

## 1 INTRODUCTION

Swimming is an important life skill. In addition it is a highly beneficial activity for acquiring an increased movement vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible.

Nonetheless, it is one of the few recreational or teaching activities which also carries with it the evident hazards which can result in infections, injury and in some cases serious injury or death through drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned. It is important that there is effective supervision of swimmers and that the general pool environment is safe and free from physical, chemical and biological hazards which can result in injury or ill health.

The purpose of this document is to provide guidance on safe practice in school swimming, both at the school pool, and the public pool.

Each school whose pupils take part in swimming has a responsibility to ensure that it takes action to safeguard staff and pupils. It should be aware of:

- the Risk Assessment for the pool and session used
- the Normal Operating Procedure (NOP)
- the Emergency Action Plan (EAP)
- conditions of hire - if relevant
- pool rules
- any special needs or medical conditions of pupils.

This document is based on the policies and procedures of Hertfordshire County Council in relation to swimming pool safety.

### References:

HSG 179 Managing Health & Safety in Swimming Pools 3<sup>rd</sup> Edition 2003,  
Safe Practice in Physical Education and Sport afPE, 8th Edition 2012,

## 2 RESPONSIBILITIES

### **Overall County Council responsibility**

Hertfordshire County Council has responsibility for ensuring safety in swimming in schools where it is the employer. As part of this responsibility the County Council provides the safety policy, guidance and procedures for swimming, and ensures that its employees receive any necessary training to carry out their delegated tasks.

### **School responsibility**

The Head Teacher has delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school to the Deputy Head Lynnette Johnson. This will include the proper operation of the school's own swimming facility or use of a third party pool. It also includes monitoring and recording, for the pool and sessions used, of the

- appropriate risks assessments
- pool safety operation procedures (NOP & EAP)
- qualifications and training of staff and maintaining records
- any instructions issued to staff
- conditions of hire or arrangements for use of the pool.

### Teaching staff

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. The law has often described this responsibility as equivalent to the standard expected of a reasonable and careful parent. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming this means that:

- children are appropriately supervised when changing
- pupils are under control at all times
- a headcount is taken before, during and after sessions
- normal and emergency procedures are enforced
- teachers have an overview of the teaching of their children and the conduct of the class.

### Adults other than teachers

Adults other than teachers (AOTTs) can be extremely helpful and may be absolutely essential, to support the delivery of swimming in school and in the extended curriculum, whether on or off site. They can:

- support and work beside teachers
- supervise changing
- administer first aid
- look after any unwell children or children who are not swimming.

Teachers cannot transfer their duty of care to AOTTs but where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming.

Higher Level Teaching Assistants who have the required specific competencies may replace a teacher who does not, so long as there is always another teacher present on poolside teaching with the group. The pool environment is more isolated than a classroom where they can more easily call upon qualified teacher support if required.

AOTTs should hold a clear DBS certificate to work with children.

### Specialist swimming teachers and swimming instructors

Specialist swimming teachers are teachers with Qualified Teacher Status who also hold an Amateur Swimming Association (ASA) swimming teaching qualification.

Swimming instructors will hold a relevant ASA teaching qualification and may be employed by a public pool or employed by a school to teach in their own pool.

Both have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training which includes:

- planning, developing and monitoring the swimming programme
- preparing schemes of work appropriate to pupils' ages & abilities
- co-operating with the class teacher to check numbers of pupils before, during and after each session
- identifying specific groups for each swimming session
- being familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool

- being familiar with the emergency equipment provided
- running emergency drills every term with each class taught
- working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others
- entering the water and effecting a rescue if necessary.

They must hold a clear DBS certificate

They will organise non-specialist class teaching staff who maintain their duty of care for the children. Ideally a specialist or fully qualified teacher should always be present when children are being taught swimming.

In the Lakeside small shallow water (1.1m) learner pool, in the absence of the swimming teacher, if the headteacher is satisfied that the class teacher has been trained to teach swimming, they may be the only teacher present and will take on the responsibilities of the specialist teacher. They must not work alone.

### **Rescue Provision / Lifeguards**

Pool operators have a responsibility for the safety of all who use their pools. Whenever children swim, there must be someone present with appropriate life guarding, rescue and first aid skills.

**School pool** this must be a teacher, the swimming teacher or an AOTT

**Public pool** this must be a qualified pool lifeguard

**Hydrotherapy pool** this must be specialist staff, a teacher, the swimming teacher or an AOTT

Whoever it is, the person responsible for life guarding, rescue and first aid will:

- be familiar with the pool NOP & EAP
- maintain constant observation of the pool and pool users
- carry out rescues and initiate any other emergency action required
- be able to effect a rescue from the bottom of the deepest part of the pool
- administer first aid
- prevent unsafe activities
- ensure that the pool is never left unsupervised whilst in use
- assist in the running of emergency drills
- secure the pool against unauthorised access when not in use
- communicate with teaching staff to achieve the above.

When at the public pool, Lifeguards must work with class teachers and teachers of swimming. Lifeguard instructions for safe conduct in the pool should be followed at all times.

N.B. A teacher of swimming who is also responsible for life guarding should not work alone. Another person should assist with teaching a group of children or assist the teacher with a rescue and first aid, as well as looking after the rest of the children in the event of the teacher having to effect a rescue.

### 3 TEACHER TO PUPIL RATIOS FOR SWIMMING LESSONS

Each pool will have a designated maximum bather capacity appropriate to the size of the pool which should be specified in the Normal Operating Procedure.

Irrespective of the ratio there must always be at least 2 supervisors present on the poolside.

Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations in swimming pool based swimming lessons rather than teaching requirements:

#### **Non-swimmers and beginners 12:1**

Young children, normally primary school age being introduced to swimming who are unable to swim 10 metres unaided on back and front.

#### **Children under the age of seven 12:1**

Irrespective of their swimming ability, group size should be restricted.

#### **Improving swimmers 20:1**

Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front.

#### **Mixed ability groups 20:1**

Pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered.

#### **Competent swimmers 20:1**

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.

#### **Swimmers with disabilities 8:1 (with an appropriate number of helpers)**

Each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group. There are national organisations for specific disabilities from which further guidance may be obtained. Individual risk assessments must be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child.

The Equality Act 2010 ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment may need to be put in place for children with disabilities to swim.

## 4 SUPERVISION OF CHANGING ROOMS

All Lakeside pupils will be supervised in school and public changing rooms

### In public pools

Ideally children will change in separate “school changing areas” as it is not desirable for members of the public to share changing provision with school pupils.

Pool operators should be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved appropriate supervision arrangements need to be agreed between the pool and school.

Where changing takes place in open plan public single sex changing rooms and the school is unable to provide staff of each gender, a specific arrangement must be made with the pool management to provide a suitable member of staff to patrol the changing area whilst children are present. This member of staff must have child protection training. To ensure that the allocated member of staff is not left alone with a single child all children must wait until everyone is together before moving off. All staff used to supervise changing rooms should hold a clear DBS certificate.

### In school pool

Pupils will change in the school changing rooms which are single sex and not open to the public,

## 5 LIFEGUARD PROVISION

In both public and school pools someone must always have the responsibility for life guarding / rescue and resuscitation, and must be suitably trained and qualified in accordance with the circumstances applying:

### Programmed session

In programmed sessions (such as teaching, coaching and other tuition) the degree of control inherently in place is likely to reduce the risks. The necessary safety cover may be provided by a teacher, provided they have the appropriate qualifications to teach and life-save, teaching ratios are appropriate and another competent adult is present.

## 6 QUALIFICATIONS

### MINIMUM QUALIFICATION: ROYAL LIFE SAVING SOCIETY (RLSS) NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS AND COACHES

This is a 12-hour RLSS / ASA training course which includes theory and practical work, and covers the competencies and skill that enable teachers / supervisors to deal with an emergency in a pool. This includes rescue breathing in the water, stabilisation of a suspected spinal injury in the water and recovery of submerged casualty from a maximum depth of water where the teaching is likely to take place. There is a need to verify the maximum depth that swimming teachers and coaches can perform a rescue.

The qualification is valid for two years.

Where lifeguards are present and responsible for supervising the safety of the children being taught, teaching staff and AOTTs will not be required to have rescue skills but should understand the basics of teaching swimming.

In public swimming pools the life guarding arrangements need to be agreed with the pool management within their conditions of hire.



**Un-programmed session**

In un-programmed sessions (recreational swimming - such as an end-of-term fun session) children's behaviour will be less predictable. These sessions must be under the control of a qualified lifeguard, in line with normal public swimming supervision.

**MINIMUM QUALIFICATION: RLSS NATIONAL POOL LIFEGUARD QUALIFICATION (NPLQ)**

This is a 38-hour RLSS qualification designed to equip lifeguards to supervise public recreational swimming, to implement safe practice, to operate the EAP and perform first aid if required. To maintain their qualification the NPLQ qualified lifeguard must also undertake regular monthly ongoing training and skills practice.

Teachers should support the lifeguard on poolside in monitoring and managing behaviour and if necessary drawing the attention of the lifeguard to any problems which may escalate. In school pools where the life guarding duty is given to an appropriately qualified student, the teacher will retain overall responsibility to guarantee appropriate levels of behaviour and adherence to pool rules

If the swimming pool is larger than 25m x 10m (250m<sup>2</sup>) then the HSE recommend a minimum of 2 NPLQ lifeguards for unstructured sessions.

**Mixed programmed and un-programmed sessions**

Mixed programmed and unprogrammed sessions should not occur in a school pool. In a public pool where the pool is in shared use lifeguard cover should be provided by the pool - the standard of lifeguarding provision should be as for an un-programmed session.

**MINIMUM QUALIFICATION: RLSS NATIONAL POOL LIFEGUARD QUALIFICATION (NPLQ) see 5.3 for details of course**

A drill should be run with every class (pupils and teachers) at every pool on the first lesson of each term to practice an emergency evacuation of the pool and ensure familiarity with the pool alarm and emergency procedures.

Whilst the above referenced qualifications would generally be considered the minimum competencies for rescue provision, there could be circumstances in very shallow pools (less than 1m) where lesser qualifications may be considered. This would have to involve consultation with a Health & Safety Officer and would require the introduction of additional controls; e.g. structured sessions where access / egress to pool strictly controlled, higher levels of supervision on poolside, etc.

## SWIMMING TEACHING QUALIFICATIONS

Teachers, Teaching Assistants (TAs), Higher Level Teaching Assistants (HLTAs) and AOTTs who cannot swim should not teach swimming but can have a pastoral role on poolside.

It is essential that for all school swimming sessions, provision is made for lifesaving, first aid and resuscitation cover. If the pool provides a lifeguard, that lifeguard should hold a valid National Pool Lifeguard Qualification. This covers lifesaving, life guarding and first aid (including resuscitation) skills. If no lifeguard is provided alternative and satisfactory arrangements, in line with this policy document, must be made.

Ideally the best qualified swimming teacher/instructor should teach the least able pupils. However this will need to take into account the ability of all staff in the team to effect a rescue (if necessary) at the depth of water at which they are working.

It is recognised that all qualified school teachers have a range of skills and experiences which enable them to deliver a variety of curriculum areas. However, there are obvious health and safety issues inherent in the teaching of swimming and its associated disciplines, therefore, it is recommended that where the school teacher has specific responsibility for a group or groups of swimmers the teacher should also hold the appropriate specialist qualification.

## Summary of Qualifications

ROLE	TEACHING QUALIFICATION	LIFEGUARD QUALIFICATION
Swimming Teacher/Instructor	Minimum level: TOP Swimming (Shallow water only) ASA NCTP (Module 1 or Level 1 in teaching aquatics) with Level 2 present.  Best Practice: ASA NCTP Teacher (Module or Level 2)	RLSS National Rescue Award for Swimming Teachers & Coaches (appropriate to depth of pool)  Not required if an NPLQ lifeguard is provided by the pool
Swimming Teacher/Instructor for swimmers with disabilities	As above and ASA Teacher (Disabilities)	RLSS National Rescue Test for Supervisors of Swimmers with Disabilities (appropriate to depth of pool)  Not required if an NPLQ lifeguard is provided by the pool
Class teacher / AOTT directly supervising a group of swimmers independently of specialist teacher	Minimum level TOP Swimming (Shallow water only)  ASA NCTP (Module 1 or Level 1 in teaching aquatics)	RLSS National Rescue Award for Swimming Teachers and Coaches & Coaches (appropriate to depth of pool)  Not required if an NPLQ lifeguard is provided by the pool
Class teacher / AOTT working in a shallow water learner pool (no specialist teacher or lifeguard present)	Minimum level : Specialist swimming teacher training as part of ITE or ASA NCTP (Module 1 or Level 1 in teaching aquatics) or TOP Swimming (shallow water only)  Best Practice: Working towards Module or Level 2 within 2 years.	Contact H&S Team regarding HCC specific rescue training for shallow pool.  Best practice: RLSS National Rescue Award for Swimming Teachers and Coaches & Coaches (appropriate to depth of pool)
AOTTS, TAs and HLTAs assisting a specialist teacher with the supervision of the swimming lesson (pastoral role)	Minimum level clear guidance provided on roles and responsibilities  Best Practice: TOP swimming (shallow water only) or ASA NCTP (Module 1 or Level 1 in teaching aquatics) or ASA Helper's Certificate	RLSS Emergency response  Not required if an NPLQ lifeguard is provided by the pool
<p>Specialist swimming teachers should keep their qualifications updated by attending a CPD course every 2 years.</p> <p><b>There must always be a minimum of 2 adults present when swimming teaching or coaching is taking place.</b></p>		

*NB. The Rescue Test for Swimming Teachers and Coaches was replaced by the National Rescue Award for Swimming Teachers and Coaches.*

## **FURTHER INFORMATION ON SWIMMING TEACHING QUALIFICATIONS**

ASA qualifications and courses are available at an introductory level for teachers wishing to gain a swimming teachers' award.

### **TOP Swimming (6 hours)**

*Designed to complement the teaching of swimming and water safety in shallow water by offering introductory activities for children who are learning basic swimming strokes. Includes health and safety information in the aquatic environment*

### **ASA Certificate for Teaching School Swimming (Key Stages 1 and 2)**

**ASA National Curriculum Training Programme (NCTP) Module 1 (7 hours)** *Designed to equip anyone working in a primary school setting to work under a specialist swimming instructor or holder of the Primary School Teachers Certificate to teach swimming. This module includes all aspects of health and safety in the aquatic environment*

**ASA National Curriculum Training Programme (NCTP) Module 2 (10 hours)** *Tops up the Module 1 course and equips the attendee to teach swimming within the context of a school swimming programme - it does not cover any rescue or lifesaving.*

**ASA/UKCC Level 1 Certificate in Teaching Aquatics (32 hours)** *Designed to assist an adult who is not a qualified teacher to teach swimming within the limitations of the training.*

### **ASA/UKCC Level 2 Certificate in Teaching Aquatics (60 hours)**

*Competent to organise a programme and organise others.*

FULL DETAILS AVAILABLE ONLINE

<http://www.swimming.org/asa/teaching-and-coaching/asa-qualifications/>

#### **a. In public pools**

It is expected that there would be a specialist teacher or instructor of swimming and that the role of the class teacher and other accompanying school staff will be to work under the direction of that person.

All accompanying staff should have undergone an induction / received an information pack, provided by the Pool Manager, on the NOP and EAP of the pool they are using and ensure that they are clear about the role they will be expected to play during normal operation and in an emergency.

## 7 POOL PLANT OPERATION AND POOL MANAGEMENT

### For school pools

The person setting up the safe systems of work in the pool should be trained and aware of both pool plant safety and pool operational safety. These functions and body of knowledge may be split between two persons. It is recommended that schools combine the role of Pool Manager and Pool Plant Operator.

### Pool plant operators

Indoor Year Round and Hydrotherapy Pools

Pool plant operators should hold a current the CIMSPA accredited National Pool Plant Operators Certificate, a three-day course covering what the plant operator needs to know to keep the pool water reasonably free from the risk of infection spreading, to keep the water clear so that pool users can be seen under the water and to operate pool plant safely and effectively

These qualifications have a three year life and can be re-validated by a one day course refresher course.

A one day foundation or introductory course is available and is sufficient for people undertaking pool water testing or for managers of caretakers undertaking a pool plant operator role. It is important that persons responsible for pool plant operators are aware of what is required of pool plant operators and can monitor their work.

### Swimming Pool Co-ordinator

Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool and should be authorised to control the use of the pool.

CIMSPA offer a range of operational and supervisory short courses and other management courses which can be tailored to school needs. Where the public use school pools for recreational swimming, operational management skills will be essential.

The monitoring of pool plant operation is a management responsibility of the school.

*Advice on pool plant operation is available from the County Council (see "Contacts" page 30).*

### In public pools

Standards should be to the CIMSPA National Pool Plant Operators certificate. Schools are not required to satisfy themselves as to the qualifications of those managing the pool and plant at pools where they swim, but if there is any concern with regard to pool safety (including the clarity and quality of the pool water) this should be reported to the manager of the pool.

Public pools are normally checked by the local environmental health officers. Pools in private houses are not generally checked and are only suitable for domestic use by family and friends and should not be used by schools.

However, if the school can demonstrate that they can comply with all aspects of this document, the use of a residential swimming pool for limited numbers of pupils could be considered.

### Swimming pool treatment

The procedures outlined in the Swimming Pool Water Treatment guidance accompanying the training detailed in 7.3 covers the essential standards for water quality and chemical disinfection regimes. This should be read alongside relevant guidance from bodies such as Pool Water Treatment Advisory Group (PWTAG) and CIMSPA . The standards set out in these guidelines must be followed by pool plant operators and will form the basis of the schools management control system..

## Microbiological Testing

Microbiological activity in swimming pools should be regularly monitored as a way of verifying that the disinfection regime are effective. The frequency of testing will depend on the type of swimming pool or if there is a need to carry out further investigation following an infection outbreak or adverse bacterial results;

Indoor Pool Monthly

Hydrotherapy pool Monthly unless results indicate more frequent testing is required or weekly if used by groups vulnerable to infection.

The limits for satisfactory bacterial levels are;

- i. Aerobic colony count up to 10<sup>1</sup> cfu per ml;
- ii. Coliforms absent in 100ml
- iii. E coli should be absent in 100ml
- iv. Pseudomonas aeruginosa up to 10 per 100ml.

If unsatisfactory bacterial results are identified then the following actions are recommended.

(<sup>1</sup>Colony forming units (cfu) per ml of pool water)

- If bacterial result is unsatisfactory (*aerobic colony count between 10-100cfu/ml or Pseudomonas aeruginosa between 10 and 50 per ml*) the test should be repeated and residual chlorine and pH should be checked to ensure that they are within recommended ranges.
- If the second result is also unsatisfactory, the pool's management and operation should be investigated and the test repeated.
- If the third result is still unsatisfactory, immediate remedial action is required, which may mean closing the pool.
- The pool should be closed if there is chemical or physical evidence of unsatisfactory disinfection.
- The pool should be closed if microbiological testing discloses one of two measures of gross contamination:
- E coli over 10 per 100ml PLUS either colony count over 10cfu per ml or P aeruginosa over 10 per 100ml (or, of course, both)
- P aeruginosa over 50 per 100ml and colony count over 100 per ml.

## Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations cover the majority of swimming pool chemicals and require duty holders to assess the risks associated with hazardous substances and take steps to eliminate and control risks. Guidance on the implementation of COSHH is given in detail in the County Councils Corporate COSHH policy which should be read in conjunction with HSE guidance 'Managing Health and Safety in Swimming Pools' HSG 179.

There are specific hazards associated with the delivery, storage and handling of swimming pool chemicals e.g. mixing of chlorine disinfectants with acid will release (toxic) chlorine gas. For this reason only competent people should handle swimming pool chemicals.

Staff carrying out the COSHH risk assessment using the safety data sheets supplied with the

chemicals must ensure that the assessment identifies any issues relating to the individuals using the substance, the environment in which the substances is being used and how it is being used as part of the assessment. The general hazards associated with swimming pool chemicals are covered on the two day CIMSPA Small Pool Carers certificate and in addition specialist COSHH training will be provided by the Herts County Council.

Dry powdered fire extinguishers can react with some swimming pool disinfectants and are not recommended for swimming pool plant rooms.

**Calcium hypochlorite reacts explosively with any isocyanurate based swimming pool disinfectant.**

Further advice on specific hazards in relation to the delivery, storage and handling of swimming pool chemicals is identified in the PWTAG Guidance, "Swimming Pool Water Treatment and Quality Standards."

### Summary of Pool Plant Qualifications

Swimming Pool Plant Operation	CIMSPA Foundation Pool Plant Operators Course.(7 hours) CIMSPA Small Pool Carers Certificate. (14 hours) or HCC equivalent CIMSPA National Pool Plant Operators Certificate.(21 hours)
<i>NB Pool Plant Operators qualifications are valid for 3 years and a 1 day HCC requalification course is available through the H&amp;S team.</i>	
Supervisor / Manager of Pool Plant Operators	CIMSPA Foundation Pool Plant Operators Course

#### FURTHER INFORMATION ON POOL PLANT OPERATION

HSG 179 '[Managing Health & Safety in Swimming Pools](#)' 3<sup>rd</sup> Edition 2003 and Swimming Pool Water Treatment and Quality Standards by the Pool Water Treatment Advisory Group contains guidance on pool plant operation

## 8 RECORDS

Records of all qualifications of those involved in the teaching of swimming must be maintained, kept up to date and available for inspection if required. The person responsible for this is the designated person in charge of school swimming.

Records of incidents, accidents and near misses (for example slips) that occur in the swimming pool or pool area should also be maintained and should be available for inspection. An annual review of these will assist with the review of the risks associated with school swimming.

Records should also be kept of pool water tests taken in school pools. These should be tested manually before anyone uses the swimming pool, at least twice a day and four times if used by the public as well. Records should be available for inspection if required. They should be signed by the person taking the test.

If there is an automatic dosing system it is recommended that the readings from this are recorded and compared to the manual testing results to ensure that the correct disinfectant residual and pH. Automatic dosing systems will gradually drift out of calibration as the probes become increasingly dirty. The dosing system can normally be readjusted by following the manufacturers instructions. By monitoring these readings it will be possible to identify when the probes require cleaning.

## 9 RISK ASSESSMENT

Each pool and each session, the children and the staff participating will all have unique features that make particular demands upon safety. Each pool and each session must therefore be dealt with individually.

### School pools

Where a pool is on a school site, the host school has a responsibility to undertake a risk assessment:

- to identify the hazards that might be present at the pool
- to quantify the risks
- to take steps to eliminate and control risks by:
  - drawing up a Normal (safe) Operating Procedure (NOP)
  - drawing up an Emergency Action Plan (EAP)
- to ensure that hirers or other users are aware of the risks identified and the steps required to control them and to do a practical induction of relevant aspects of the NOP & EAP

Teachers will be expected to undertake a dynamic risk assessment, each time they attend the pool, of the situation at that time and to take action to control any identified risks. These will take into account:

- the age and ability of the children in each class
- the activities they will be undertaking
- the qualifications of the people leading and supporting the session.
- any specific risks will be covered in Individual Education Plans (IEPs) or contained within the teacher's lesson plans.

### Public pools

Where public pools are used regularly for swimming lessons the Pool Manager should arrange an induction / information pack on the NOP and EAP to ensure that all staff are clear about how the pool operates and the role they will have to play in an emergency.

The school swimming co-ordinator will:

- obtain a copy of the NOP & EAP for the pool - this should be made available with the Conditions for Hire or hiring arrangements by the pool management
- make this available to all staff and AOTTs who are involved in school swimming sessions at the pool. This should be re-issued periodically when reviewed but the school may wish to check, annually, with the pool management that it has not changed.
- ensure the risk assessments for each session have been carried out by the teacher in charge of the session.
- record staff training in the implementation of the NOP and EAP. It is important that arrangements are made for a practical induction whenever new staff attend at the pool. It is the responsibility of the school to inform the pool of any new staff attending.



## Hydrotherapy pools

Water-based activity in hydrotherapy pools requires higher levels of supervision, often on a one-to-one basis in the water. These are not deep water pools and so, for teachers and physiotherapists, the RLSS National Rescue Award for Swimming Teachers and Coaches Test is an appropriate qualification for life guarding the pool. Adults in the water are only able to supervise the swimmer they are assisting and should not be counted in the supervising ratios. The life guarding duties must be carried out by qualified people on the side of the pool.

Physiotherapists should have completed a course in managing hydrotherapy activities.

There are no national qualifications for teaching swimming activities to children who have severe learning difficulties. A variety of skills are required stemming from an assessment of each child's individual requirements.

Schools with hydrotherapy pools should establish an apprenticeship programme for new teachers to work with experienced staff before they take full responsibility for swimming sessions. This induction can take place within or between schools.

There have been some concerns identified by PWTAG regarding the risks to vulnerable groups, such as very young children, using hydrotherapy pools as there can be an increased risk of catching cryptosporidium. The advice from PWTAG states that hydrotherapy pools in special schools, may be considered for baby and toddler swimming classes. But pool providers and operators, as well as those hiring the pools, should first do a formal risk assessment. This should take into account the potential infectious risk from - and the susceptibility of - all the people who use and work in the pool. The characteristics of the pool itself should be included in that risk assessment.

That means considering what the pool was designed for, as well as its hydraulics, bather load, filtration, primary and secondary disinfection etc.

Hydrotherapy pools should be routinely tested microbiologically once a week where any people using the pool would be considered vulnerable to infection.

## Using pools on Educational Visits

Where school parties use swimming pools as part of an educational visit the above conditions should still be applied.

Use is likely to be of a recreational nature. A qualified lifeguard must be on duty and teachers must work with the lifeguard to supervise the session.

They should not stand together, or sit talking on poolside but should actively work together as part of a team safeguarding all the children.

If the pool has no lifeguard cover and the school is providing its own lifeguard, arrangements should be made to ensure sole use of the pool, so that other guests do not increase the numbers in the water.

Where the life guarding duty is given to an appropriately qualified student, the teacher will retain overall supervision responsibilities to guarantee appropriate levels of behaviour and adherence to pool rules.

## Open water

Open inland water such as rivers, lakes, reservoirs or canals present a high and significant level of risk. These include vegetation and other underwater obstructions, sudden changes in depth and pollution. Swimming may only take place in these environments subject to the conditions identified in Appendix I or where swimming takes place as part of a watersports activity such as canoeing, windsurfing or rafting, supervised in accordance with the County Council's Educational Visits Policy.

If the open water is a recognised bathing place, then the safety rules relevant to sea bathing must apply. Swimming in open water should not be considered safe for children under the age of 8 years.

### Swimming and paddling in the sea

Swimming in the sea is considerably less safe than in a swimming pool. Safety can be further reduced when adverse conditions apply - bad weather, low temperatures and any undertow, and in these conditions should be avoided.

The risk assessment should take into account the need for:

- i. a minimum of two staff and ratio of 8:1 children to staff, which should reduce to a minimum of 4:1 for under 8's
- ii. Under 8's should undertake paddling only. Staff should position themselves in the water at no more than knee depth, facing the shore and should keep the children in their charge within easy grabbing distance.

*NB. Supervision ratios are for guidance only. The risk assessment may determine that additional staff are required.*

- iii. a qualified beach lifeguard watching the group from the edge
- iv. an additional person able to do resuscitation
- v. thorough knowledge of conditions on the beach
- vi. an agreed and restricted swimming/paddling area and depth within the permitted swimming zone. Dependant upon: age / swimming ability / conditions / safety provision
- vii. emergency signals, both visual and audible, to be given to the group and the need for other controls e.g. whistle / first aid equipment / lifesaving items
- viii. The ability to account for all pupils at all time

### Swimming attire

Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that water logged clothing can create.

Sensitivity is required to ensure:

- the correct balance when cultural demands require looser fitting garments
- the need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning

Pupils should not be excluded from swimming because of verrucae or similar foot infections. Swimming can continue provided a verruca sock covers the infected area.

Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion. The following paragraph would be a suitable insert in a letter to parents:

'Please ensure that goggles are of a good quality. Please read the manufacturer's instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities'

## **10 NORMAL OPERATING PROCEDURE (NOP)**

Schools with their own pools will need to draw up or review their own risk assessment as a basis for writing down the safe operating procedures for their pool. This will include the Normal Operating Procedure (NOP) to maintain safety and an Emergency Action Plan (EAP), detailing exactly what everyone does if an emergency occurs.

Schools using pools other than their own will need to be aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the EAP to know what to do in an emergency.

Staff will need to be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term with the children in their classes.

A signed record of the training in the NOP and EAP should be kept on file by the school. A template induction grid is available in Appendix H

NOP and EAP attached

## **11 EMERGENCY ACTION PLAN**

An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

The procedure should explain how to clear the pool and/or evacuate the building / site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency.

Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

All school classes should run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.

Exit doors and signs, fire fighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible

All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day

## 12 POOL RULES

The pool rules should be explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils.

- 9.2.2 never go onto poolside until a member of staff is present
- 9.2.3 do not enter the water until instructed to do so
- 9.2.4 no running on poolside
- 9.2.5 no chewing gum or eating sweets or other food on poolside
- 9.2.6 no shouting or whistling
- 9.2.7 no jumping in or diving in, except under instruction
- 9.2.8 no pushing others in
- 9.2.9 no holding others under the water or deliberately splashing them
- 9.2.10 no jewellery to be worn
- 9.2.11 no outdoor shoes on poolside
- 9.2.12 swim caps to be worn if requested
- 9.2.13 to leave the pool on one long blast of the whistle
- 9.2.14 all instructions from staff to be obeyed promptly

Pool rules may vary from pool to pool and a copy should be provided to schools using public pools, together with the NOP, in advance of pool hire.

### 13 DIVING

Additional hazards are created when swimmers are allowed to dive into the pool. These need to be carefully managed.

- i. teaching diving should only be undertaken by a specialist teacher
- ii. no diving shall be permitted in less than 1.5 metres of water depth or with less than 7.6m forward clearance
- iii. only very flat horizontal dives should be permitted
- iv. diving blocks and stages must conform to Federation International de Nation (FINA) /ASA regulations

### 14 CONDITIONS OF HIRE

Pool operators cannot delegate responsibility for what happens in their pools, therefore if a school pool is hired to an outside organisation the school will need to ensure that the outside organisation will use the pool in a safe manner.

Equally if a school hires a pool from someone else that organisation will need to make sure that the school is supported in the safe use of the pool.

The mechanism for this is initially the agreement to hire and any conditions of hire imposed by the organisation. The conditions will be re-enforced in the NOP and EAP.

The agreement to hire should be reviewed at regular intervals - whenever dates and times are confirmed these should be recorded in a signed agreement between the two parties - a simple form, but the hirers should also be given an up to date copy of the relevant NOP and EAP for the facility and any special conditions of hire which might apply to their session.

Conditions of hire should include:

- the name and address of the organisation hiring the pool
- the name and address of the pool being hired
- the name of the hirer's representative (*the responsible person - first point of contact*) and contact details
- the activity for which the pool is to be hired (*to assess the level of risk and safety rules required by session type*)
- the numbers participating and their age and swimming ability (*where a school hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment/area of the pool used may need to be different for different groups*)
- specific agreement on the respective responsibilities of the hirer and the pool operator (*for instance who will provide the lifeguarding and the level of life guarding provision to be made, child protection issues, staffing levels*)
- details of who is to be responsible for what in the event of an emergency
- any safety advice to be given to swimmers and any specific rules that should be enforced
- a signature from the hirer that they have received and read copies of the NOP & EAP
- appropriate third party liability insurance.

Schools operating a free letting procedure to enable children from the school to access extra pool

time (for instance PTA summer holiday use) are still bound by the same letting procedures. For unstructured swimming sessions a qualified lifeguard must be present regardless of pool depth. In addition young children require close supervision in the water by an adult over the age of 16:

- i. 4 years and under in a ratio of 1 adult to 1 child
- ii. 8 years and under in a ratio no more than 1 adult to 2 children

Schools may find it more expedient to arrange structured swimming sessions with a suitably qualified teacher in charge when the usual curriculum arrangements will apply.

Where schools do not hire pools but use them on a pay for pupil per head basis, schools are recommended to put in place a reverse procedure confirming their use to the Pool Manager in writing and asking the pool for details of the NOP & EAP, conditions of hire and respective responsibilities.

## 15 CHILD PROTECTION

The LA and the school will have their own child protection procedures and so too should the pool. It is important that the pool procedures relates to those of the LA. Each school and pool being used by the school should establish a protocol identifying the relationship between their respective procedures. Ideally this should be within the conditions of hire.

Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them.

All persons working with children should have a CRB Disclosure.

Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise children and that children are safeguarded from members of the public.

When supervising children changing or assisting them with their swimming, pool and school staff and AOTTs should avoid physical contact with children unless it is:

- i. essential to develop a swimming skill or technique
- ii. to treat an injury
- iii. to prevent an injury
- iv. to meet the requirement of the activity (e.g. Lifesaving)
- v. to lift or manually support a child with disabilities

In these circumstances the adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission. If children have disabilities they and their carers need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

Where children sustain an injury and any first aid is administered the parents/carers should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents which occur at a public pool should also be recorded by pool staff on their forms for their records.

In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the child should be informed as soon as possible.

Staff and AOTTs should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view

CONTACTS		
H&S team	General queries (Including training courses)	01992 556478 <a href="mailto:healthandsafety@hertfordshire.gov.uk">healthandsafety@hertfordshire.gov.uk</a>
James Conway (Hertfordshire Business Services)	Biological Monitoring	01707 292357
Kingfisher Environmental Services Ltd	Biological Monitoring	01920 871700

WEBSITES		
Amateur Swimming Association	Guidance on swimming teaching in schools	<a href="#">British Swimming &amp; the asa : Homepage</a>
Royal Life Saving Society	Rescue qualifications	<a href="#">Welcome to Lifesavers - Lifesaving Awards</a>
Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)	Swimming Pool Management including pool plant training and general guidance	<a href="tel:01509226474">01509 226474</a> <a href="http://www.cimspa.co.uk/">http://www.cimspa.co.uk/</a>