



Lakeside
School
Learning for life

Swimming Policy

Pool Safety Operating Procedures

Safe Practice in School Swimming

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, and regardless of disability, whether just for fun or competitively. It is important that our pupils have access to regular swimming as it enables the development of physical skills and independent movement.

Nonetheless, it is one of the few recreational or teaching activities that also carry with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

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

The school has a responsibility to ensure that all pupils and staff who take part in swimming are safe. All staff are aware of:

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

This document sets out the policies and procedures of Lakeside School in relation to swimming pool safety. The Appendices contain relevant procedures specific to Lakeside School pool.

REFERENCES:

This policy has been written in line with the Hertfordshire County Council policy for Safe Practice in School Swimming (Jan 2021)

Reference has been made to the following documents:

HSG 179 "Managing Health and Safety in Swimming Pools" 4th Edition 2018 and (Revision 2024)

'Safe Supervision' Programmed Swimming Lessons and Training Sessions in Swimming Pools 2014

"Safe Practice in Physical Education and School Sport" BAALPE 2004 Edition QCA website
www.nc.uk.net/safeswimming

DfES & DCMS "Swimming Charter" - support for swimming as a strand of National PE, School Sport and Club Links Strategy (PESSCL)

Lakeside School PE policy and Scheme of Work

Hertfordshire County Council Schools' Health and Safety Handbook Safe Practice in School Swimming

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 Governing Body ensures that a nominated member of staff is delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school. 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.

School staff (Teachers, Nursery Nurses, Teaching Assistants and Swimming Instructor):

ALL school staff have a duty of care that operates for any activity in which children are involved; staff 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.

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
- ✓ staff have an overview of the teaching of their pupils and the conduct of the class.

An appropriately trained adult, that is a class teacher or a Level 2 swimming instructor, employed by the school, will be in charge of a class or group of pupils during swimming lessons. A member of staff who is RLSS trained will also be in the pool area during swimming lessons (this may or may not be the swimming instructor or teacher). Groups will also be accompanied by sufficient support staff, who know the pupils well, to meet the needs of the group and to ensure safe swimming.

Adults other than teachers (Volunteers, students on placements)

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 alongside school staff
- ✓ supervise changing
- ✓ Look after any unwell children or children who are not swimming.

Staff cannot transfer their duty of care to AOTTs. All AOTTs are vetted by the Criminal Records Bureau to work with children before working in school.

Swimming instructor

The school employs a swimming instructor specifically to plan and run the swimming sessions in school. The Swimming instructor holds a relevant ASA Level 2 teaching qualification and an ASA level I Disabilities qualification.

The school swimming instructor is responsible 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 and interests in Liaison with the PE subject leader working with the class staff 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
- ✓ providing Lifesaving and First Aid skills on their own or with others • entering the water and effecting a rescue if necessary.

The swimming instructor is responsible for organising class teaching staff, support staff and AOTT's who attend the swimming sessions with the pupils. There is always, as a minimum, 2 staff present in any swimming session.

Pool Rescue

Pool operators have a responsibility for the safety of all who use their pools. Whenever children swim, there must be someone present in the pool area with the appropriate rescue skills qualification. As all our swimming sessions are structured swimming Lessons the appropriate qualification required is the RLSS National Rescue Award for Swimming Teachers and Coaches. Several staff are RLSS qualified and one of these staff will always be present when swimming takes place. This will either be the swimming instructor, a teacher, a Nursery Nurse, or a Teaching Assistant. All staff who work in the pool are updated annually in basic water rescue skills, and also have the opportunity for CPR training - updated annually. First aiders at work and/or paediatric first aiders are present on the school site when swimming is taking place.

Staff never work alone in the pool. In the event of having to affect a rescue other staff present will assist with the evacuation of the pool, supervision of pupils, the rescue, and any First Aid necessary.

The member of staff identified as the Safety Coordinator must remain on the poolside and be responsible for organising a rescue in the event of an emergency. They must:

- ✓ be familiar with the pool NOP and EAP
- ✓ maintain constant observation of the pool and POOL users
- ✓ organise rescues and initiate any other emergency action required • organise the administration of First Aid
- ✓ prevent unsafe activities
- ✓ ensure that the pool is never left unsupervised whilst in use • assist in the running of emergency drills
- ✓ communicate with children and/or teaching staff to achieve the above • attend an annual water rescue skills update session
- ✓ be appropriately dressed i.e., shorts and tee shirt

Governors

Governors are responsible for the following in relation to the school pool

- approving and monitoring the implementation of the policy
- overseeing the monitoring of pool plant operation
- ensuring that risk assessments are undertaken and reviewed
- ensuring compliance with COSHH regulations

COSHH

The school will comply with COSHH regulations, identifying risks associated with hazardous substances used in the operation of the school pool and take steps to eliminate and control risks, taking due note of the County Councils Corporate COSHH policy and HSE guidance 'Managing Health and Safety in Swimming Pools' HSG 179.

3 TEACHER TO PUPIL RATIOS FOR SWIMMING LESSONS

Lakeside School hydrotherapy pool has a designated maximum bather capacity.

Ideal Bather Load is 17 bathers per hour.

Maximum Bather Load is 21 bathers per hour.

Irrespective of the ratio there must always be at least 1 member of staff present on the poolside (Poolside Safety Supervisor). A ratio of 1-8 :1 (with an appropriate number of support staff/helpers) will be followed. Pupil: staff ratio is in line with the LA policy and determined by risk assessment.

Water-based activity in hydrotherapy pools requires higher Levels of supervision, often on a one-to-one basis in the water. Adults in the water are only able to supervise the swimmer they are assisting and should not be counted in the supervising ratios.

The Poolside Safety Supervisor role must be carried out by a nominated person on the Poolside.

Each swimming lesson must be considered individually as every group will be different. 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. Risk assessments must be undertaken for each group that swims so that the adult in charge of the lesson can be aware of the particular needs of each child. Individual risk assessments will be written as necessary for any pupils who display significant problems e.g., challenging behaviour. All staff will be aware of and read the relevant risk assessments.

4 SUPERVISION OF CHANGING ROOMS

Children should be supervised whilst changing.

In school pool: Our changing rooms are open-plan single-sex changing areas; however, the needs of the pupils and the gender imbalance of the staff necessitate that female staff need to supervise male pupils during changing for swimming.

In public pool: A mixed group of older pupils, swim once a week at Hartham Pool in Hertford. The changing area at this pool is a mixed sex changing area consisting of individual and family changing cubicles. Pupils are allocated to a specific changing cubicle/area. One family cubicle is allocated to males and once to females, for use by those pupils who need more assistance with changing. The remainder of the group change in individual cubicles. Pupils are taught the importance of privacy and of keeping their door shut when changing. Staff supervise the areas as appropriate - male and female staff accompany the group who swim at the public pool. Members of the public do not share changing provision with the school although it is shared with other schools (who use separate areas to the 2 being used by Lakeside)

5 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 waterlogged 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 use goggles for swimming. Goggles should be of a good quality. On occasions pupils will be asked to remove their goggles in order to safely perform certain aquatic activities. Pupils will be taught how to safely put on and take off their goggles.

6 LIFESAVING / LIFEGUARD PROVISION

Someone must always have the responsibility for Lifesaving / Lifeguarding / Rescue, Resuscitation & First Aid and must be suitably trained and qualified.

In public pool: Lifeguards are present during our swimming lessons at Hartham Pool. They are responsible for supervising the safety of the pupils being taught and the staff supporting them. The lifeguards are made aware of any pupils/staff with epilepsy or other particular issues which may cause a potential problem

In school pool (shallow water 1.1 metre at deepest end):

All lessons are programmed sessions. The pool is not used for un-programmed sessions. However, it is understood that if the pool were to be used for an un-programmed session that a qualified Lifeguard (with National Pool Lifeguard Qualification) needs to be present.

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 and the safety cover may be provided by the Swimming Instructor or appropriate adult, provided they have the appropriate qualifications to teach, apply first aid and effect a rescue and have appropriate support for the number of pupils being taught. A member of staff will not be working on her/his own in the pool.

Training courses/competencies

Lakeside School run yearly courses in CPR and poolside rescue and emergency procedure. Records of staff training in water rescue skills, RLSS, First Aid and CPR are kept and updated regularly by the Professional Development Manager.

RLSS courses are available to all staff.

Additionally, a drill will be run with every class (pupils and teachers) on the first Lesson of each term to practice an emergency evacuation of the pool and to ensure familiarity with the pool alarm and emergency procedures.

7 QUALIFICATIONS

In school pool:

It is essential that for all school swimming lessons an appropriately trained adult, that is a class teacher or a Level 2 swimming instructor, employed by the school, will be in charge of a class or group of pupils during swimming lessons.

A member of staff who is RLSS trained will be in the pool area during swimming lessons (this may or may not be the swimming instructor or teacher). Hydrotherapy pools are not deep-water pools and so, for staff and physiotherapists, the County Rescue Test is an appropriate qualification for life saving at the pool.

Any member of staff or AOTTs who cannot swim and lacks confidence in the water should not teach swimming but have a pastoral role on poolside.

Groups will also be accompanied by sufficient support staff, who know the pupils well, to meet the needs of the group and to ensure safe swimming.

The school nurse or one of the nominated First Aiders at Work can be called to assist if an emergency occurs

Where an adult, other than a member of staff, assists with swimming they will be given a clear understanding of what is expected of them.

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. Staff new to the school will work with experienced staff before they take full responsibility for swimming sessions.

In public pool:

It is expected that there is 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.

Lifeguards are on duty and are briefed regarding any potential difficulties which may occur e.g., those with epilepsy, pupils with challenging behaviour

All accompanying staff/AOTT's are aware of the risk assessment for the swimming lesson and are provided with relevant information. The Pool Manager provides the school with a copy of the NOP and EAP. Staff are clear about the role they will be expected to play during normal operation and in an emergency.

8 POOL PLANT OPERATION AND POOL MANAGEMENT

Pool Manager

The Deputy Head is designated with responsibility for the management of the operation of the pool. The Deputy Head is responsible for setting up the safe systems of work in the pool and is trained and aware of both pool plant safety and pool operational safety.

Pool plant operators

The school has 3 qualified pool plant operators (Swimming Instructor, Caretaker and Deputy Head) who are responsible for the day to day running of the pool. Of the 3 pool plant operators it is delegated to the caretaker to be the main pool plant operator. The plant operators know how 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 a simple school pool plant safely and effectively.

In public/private pool

Any concern, at Hartham Pool, with regard to pool safety (including the clarity and quality of the pool water) is 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 will not be used by the school.

COVID-19 (Appendix 5)

Additional cleaning and disinfecting procedures due to the outbreak of Coronavirus (COVID-19)⁹

RECORDS

Records of all qualifications of those involved in the teaching of swimming are maintained and kept up to date. The person responsible for this is the Professional Development Manager.

Records of incidents, accidents and near misses (for example slips) that occur in the swimming pool or pool area are maintained in line with the school's Health and Safety policy.

Records are kept of pool water tests taken in the school pool. These tests are carried out at Least 3 times a day. Records are signed by the person doing the test.

10 RISK ASSESSMENT

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

School Pool: The school has a written generic Risk Assessment for swimming in the school pool. There is also a written risk assessment for each class or group using the pool. Individual pupil risk assessments are written if necessary.

Steps to eliminate and control risks are taken by:

- ✓ drawing up a Normal (safe) Operating Procedure (NOP)
- ✓ drawing up an Emergency Action Plan (EAP)

The adult in charge of the swimming lesson will be expected to undertake an unwritten risk assessment, each time they use 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 supporting the lesson.

Public pool: The school has a written Risk Assessment for swimming at Hartham pool. Individual pupil risk assessments are written if necessary. The Pool Manager should arrange an 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.
- ✓ make this available to all staff and AOTTs who are involved in school swimming sessions at the pool. This will be re-issued periodically when reviewed but the school will check, annually, with the pool management that it has not changed.
- ✓ ensure the risk assessments have been carried out.
- ✓ ensure staff are aware of the NOP and EAP and their role in an emergency. Ensure any new staff attending are briefed on the pool NOP and EAP.

Using pools on Educational Visits

If school groups 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.

Open water

Open inland water such as rivers, lakes, reservoirs, or canals present a high and significant level of risk. **Swimming will not take place in open water.**

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:

- ✓ a minimum of two staff and ratio of 1-8:1 children to staff, which should reduce to a minimum of 1-4:1 for under 8's.
- ✓ pupils 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.

- ✓ a qualified beach Lifeguard watching the group from the edge
- ✓ an additional person able to do resuscitation
- ✓ thorough knowledge of conditions on the beach
- ✓ an agreed and restricted swimming/ paddling area and depth within the permitted swimming zone. Dependent upon:
 - ✓ age / swimming ability / conditions / safety provision
 - ✓ emergency signals, both visual and audible, to be given to the group and the need for: whistle / first aid equipment / lifesaving items
 - ✓ The ability to account for all pupils at all times

11 NORMAL OPERATING PROCEDURE (NOP) (see Appendix 1) and EMERGENCY ACTION PLAN (see - Appendix 2)

The school has a written Normal Operating Procedure (NOP), detailing the normal operating of the school pool and an Emergency Action Plan (EAP), detailing exactly what everyone does if an emergency occurs.

When using Hartham pool staff should 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 are trained to follow the safety rules included in these procedures as part of their annual rescue skills update, and practice emergency procedures at the start of each term with the pupils in their class. Training is recorded by the PDM, signed by the person giving the training and records kept for a period of at least one year.

Teacher position

The adult in charge of the group will make the decision as to whether they teach from the side of the pool or in the water. This decision will be made following a careful risk assessment of all the potential factors at play (depth of water, pupil ability, use of flotation aids, size of pool, number and age of pupils, lifesaving / lifeguarding arrangements).

The Poolside Safety Supervisor must ensure that at all times they can see all the pupils and NEVER turn their back on a group or position themselves so that pupils are behind them.

Staff clothing and equipment

Staff should change into suitable footwear (flip-flops are provided) to be able to move easily around poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperature of the pool and appropriate to the possibility of having to go into the pool to rescue a child.

The Poolside Safety Supervisor on poolside should be equipped with a whistle and familiar with the standard signals used, to either use their whistle correctly or respond to a whistle communication from someone else:

- ✓ one short blast calls for attention of pool users
- ✓ three short blasts indicates a lifesaver / lifeguard taking emergency action

Safety Equipment

The school pool is equipped with an emergency pool alarm button as a means of raising an alarm and summoning support in the event of an accident or incident.

There is a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water.

Adequate buoyancy aids and first aid equipment, including a blanket are immediately to hand. Pool depth is clearly marked.

The school pool is kept locked to prevent unauthorised access when not being used.

First Aid Arrangements

In school pool

There will be a qualified First Aider (First Aid at Work/School Nurse) available at all times that the pool is in use. This can be a member of school staff or, when hired out to an outside group, the group must be required to provide a first aider.

In public pool

It is the responsibility of the pool operator to ensure that there is a first aider on site. In the event of an accident occurring which requires first aid, this must be recorded on the accident form of Hartham pool, and a copy given to school. In addition, the school will need to ensure that it complies with Hertfordshire County Councils accident reporting procedure.

Accidents where a pupil is hospitalised should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

12 EMERGENCY ACTION PLANS (EAP) (see Appendix 4)

The school has a written Emergency Action Plan (EAP), detailing exactly what everyone does in the event of a reasonably foreseeable emergency. The EAP is displayed on the wall in the pool hall.

All classes 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.

13 POOL RULES (School pool)

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.

- ✓ never go onto poolside until a member of staff is present
- ✓ do not enter the water until instructed to do so
- ✓ no running on poolside
- ✓ no chewing gum or eating sweets or other food on poolside
- ✓ no shouting or whistling
- ✓ no jumping in or diving in • no pushing others in
- ✓ no holding others under the water or deliberately splashing them
- ✓ no jewellery to be worn
- ✓ no outdoor shoes on poolside
- ✓ to leave the pool on one long blast of the whistle
- ✓ all instructions from staff to be obeyed promptly
- ✓ **Rules for Poolside Safety Supervisor / member of staff in charge of group:**
- ✓ never leave the poolside unattended
- ✓ always secure poolside against unauthorised access when it is not staffed
- ✓ never turn their backs on the pool or engage in any behaviour which results in not watching the pool
- ✓ constantly scan the area, counting heads, watching out for vulnerable or weaker swimmers
- ✓ keep alert, move position every five minutes or so - stand and patrol

DIVING

• Diving is not allowed in the school pool. At Hartham pool pupils are allowed to jump into the deep end and into the diving pool but only when instructed to do so and under the guidance of the swimming instructor.

14 CONDITIONS OF HIRE

Pool operators cannot delegate responsibility for what happens in the pool, therefore if the 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.

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
- ✓ specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifesaving / lifeguarding and the level of lifesaving/lifeguarding provision to be made, child protection issues, staffing levels)
- ✓ details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)
- ✓ 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.

If operating a free letting procedure to enable children from the school to access extra pool time (for instance PTA summer holiday use) the school 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:

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

Hartham pool is used on a pay for pupil per head basis. A reverse procedure is put in place 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 have their own child protection procedures and so too should the pool. It is important that the pool procedures encompass those of the LA. Each school and pool being used by the school should establish a protocol identifying the relationship between their respective procedures.

The school has designated persons with responsibility for child protection who liaise with staff in the event of a concern about a child.

All persons working with children should have a clear DBS Disclosure.

Care is taken in changing rooms (particularly at Hartham pool) 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:

- ✓ essential to develop a swimming skill or technique • to treat an injury
- ✓ to prevent an injury
- ✓ to meet the requirement of the activity (e.g., Lifesaving)
- ✓ to lift or manually support a child

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 Hartham 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.

APPENDIX 1

NORMAL OPERATING PROCEDURE

- Member of staff in charge of lesson, or nominated member of staff, must check with the pool operators prior to their swimming lesson whether the pool is open for use. If open, the key can then be collected from the office. At the end of the lesson the key must either be passed onto the next user or returned to the office. The school door to the pool must be locked when the pool is not in use.
- An 'appropriately trained adult', that is a class teacher, or a Level 2 swimming instructor employed by the school, will be in charge of a class or group of pupils during swimming lessons. A member of staff who is RLSS trained will also be in the pool area during swimming lessons (this may or may not be the swimming instructor or teacher)
- The 'appropriately trained adult' is ultimately responsible for the safety of the class. They must identify the 'POOLSIDE SAFETY SUPERVISOR' and those staff who are CPR, first aid and water skills trained.
- At least one member of staff must be on the poolside. This person must be designated as the 'Poolside Safety Supervisor' and must be an employee of Herts County Council. The safety coordinator MUST:
 - ✓ Have a whistle
 - ✓ Be aware of the numbers of pupils/adults in the water (count at start and end of lesson and complete 'pool numbers' sheet)
 - ✓ Be aware of who is trained in rescue skills, CPR and first aid.
 - ✓ Be able to see the bottom of the pool at all times (including when sensory lights/blinds are being used)
- If the Poolside Safety Supervisor' has to leave the poolside then another member of staff must be designated as Poolside Safety Supervisor', or swimming must cease.
- At least one member of staff must be in the water. No person should remain in the water for longer than 2 hours without a break of at least 30 mins.
- All staff should be aware of the location of:

Whistle	First aid kit	Blanket	Rescue poles
Alarm	Fire exit	Telephone	Buoyancy aids
Rope	Body pole	Blood Spillage Kit	
- Staff must be regularly trained in water rescue, CPR and first aid skills. This information must be recorded in the Qualifications/Training sections of the Swimming Pool file which is kept in the Deputy Headteachers office. The school will maintain a record of relevant qualifications of those people hiring the pool.
- When there are pupils who have epilepsy there must be a higher supervision ratio - this will be identified in the individual class risk assessment for swimming.
- Fire exits must be kept clear when pool is in use.
- All school swimming sessions are structured lessons

- All incontinent swimmers should wear tight fitting garments which remain in place during swimming and do not allow leakage, e.g., good fitting rubber pants
- Written risk assessments should exist for all sessions in the pool. All staff must be aware of the contents of these risk assessments and abide by them.

RULES

- ✓ No food or drink must be taken into or consumed within the pool area and the changing rooms.
- ✓ No outdoor shoes must be taken into the changing rooms or pool area. Those persons using the pool who do not wish to go bare foot should use the overshoes provided. Staff who have "pool shoes" can wear these from the classroom to the pool.
- ✓ Pupils must never go onto poolside until a member of staff is present
- ✓ Do not enter the water until instructed to do so by the person in charge of the lesson
- ✓ All persons must use the shower before entering the water. It is accepted that for some pupils it is not possible to shower them. In these circumstances the pupil should be 'Sponged down' before entering the pool.
- ✓ No running.
- ✓ No jumping or diving in.
- ✓ No pushing
- ✓ No holding others under the water or deliberately splashing them
- ✓ No jewellery
- ✓ One short blast of whistle to call for attention e.g., end of lesson - clear pool
- ✓ All persons with long hair must have it tied up, or a swim hat must be worn. It is preferable that all swimmers wear a swim hat.

TECHNICAL INFORMATION

- The Maximum Safe Bather Load (based on pool depth and surface area) is 21 bathers per hour. It must be noted that this figure is per hour and not per session. It must also be noted that one bather = one person (adult or child) regardless of size. The Maximum Safe Bather Load must NEVER be exceeded under ANY circumstances.
- The Maximum Design Bather Load (based on the number of bathers that the filtration, circulation, and disinfection systems can be expected to support) is 17 bathers per hour. Exceeding the Maximum Design Bather Load will cause deteriorating water quality
- Water temperature, pH level and chlorine levels must be checked at least 3 times a day by a trained pool operator (Greg Jackson, Rod Reeves, or Lynne Frewin) and results recorded on the appropriate sheet (in swimming pool operational file)
- Safety equipment e.g., alarm, first aid kit, telephone will be checked daily by the pool operator and recorded in the 'Daily' section of the operational file. Weekly and monthly checks will be carried out and recorded. Monthly pool maintenance is carried out by Barnet Pool Maintenance

Size of Pool - 10.5 metres x 5.5 metres Maximum depth 1.1 metres

Pool turnover rate - 30 cu metres per hour

Maximum safe bather load - 21

Maximum design bather load - 17

HIRING

- If the pool is hired a qualified lifesaver must be present at all times that persons are in the pool area whether or not they are in the water. A person is regarded as a qualified lifesaver only if they hold a current lifesaving qualification from the RLSS or ASA.
- If hired for an unstructured swimming session a qualified RLSS Lifeguard (NPLQ) **MUST** be present
- All hirers of the pool must agree and abide by the NOP and EAP.

APPENDIX 2

EMERGENCY OPERATING PROCEDURE

In an emergency keep calm and work together

- **Blow whistle to clear the pool (3 short blasts)**

Pupils to sit on seats at side of pool

Emergencies primarily fall under the following 3 categories:

People: Any incident involving pupils, staff, or other users of the pool

Building: Fire or similar emergency - bomb, lighting failure

Water: Lack of water clarity or fouling

- Activate **'Pool Emergency Alarm'** button

In the event of any incident involving persons using the pool where assistance is required.

- Activate **'Fire Alarm'**

In the event of break out of fire in the pool area -

- Activate **'Pump Stop'** button

In the event of a fouling or any other problem with the water

- **Poolside Safety Supervisor to organise:**

- The rescue: effecting the rescue themselves or identifying who to affect the rescue.
- Identify who to organise the rest of the group: class should be taken to a changing room, wrapped in towels and supervised. Numbers should be checked against pool attendance register. The group need to be kept calm.
- In the event of fire, or the sounding of the alarm to evacuate the building, class should be taken to fire assembly point. Use survival blankets, towels, foot sliders if required.
- In the event of a problem with the water, seek assistance from a trained pool operator (Greg Jackson, Rod Reeves, Lynne Frewin)

As a user of the pool, you must:

- Ensure that you know where the emergency equipment and alarms and exit points are.
- Ensure that you are appropriately trained and annually updated in rescue skills, resuscitation and first aid.
- Report all accidents, incidents and near misses.

APPENDIX 3

MAINTENANCE

1 INTRODUCTION

These guidelines should be read in conjunction with the school Physical Education Policy and Safe Practice in School Swimming policy, HSE Managing Health and Safety in Swimming Pools, BAALPE Safe Practice in PE - 2004 Edition and Norwegian Log 'Operating Instructions for Hydrotherapy Pool'.

All relevant staff have been made aware of these guidelines and a copy given to the Head Teacher, pool operators and swimming instructor.

These guidelines will be regularly reviewed and modified as necessary.

- These guidelines apply to the operation and maintenance of the swimming pool and apply to all "users" including lettings.
- These guidelines apply to the changing rooms, pool hall, pool surrounds and associated plant and store areas.

2 POOL OPERATION

The operation, maintenance and use of swimming pool plant and water treatment processes should only be carried out if the person in charge of the operation has been adequately trained and has the requisite knowledge and experience of such operations.

There should be at least two people trained in the operation and maintenance of swimming pool plant and water treatment processes, to ensure cover by a trained person at all times. If at any time (including pupil holidays/evenings/weekends) no trained persons are available on site, swimming should not be carried out. The school must ensure cover is provided at all times the pool is required for use.

The school has 3 members of staff trained as pool operators.

3 RISK ASSESSMENT

Under The Management of Health and Safety at Work Regulations 1992 it is necessary to carry out a suitable and sufficient Risk Assessment to identify the measures necessary to comply with appropriate health and safety standards.

These guidelines, along with the necessary risk assessments for use of the pool and associated chemicals and equipment have been written on the basis of an assessment of the risks of working with swimming pool equipment and chemicals. The hazards and the "protective and preventive" measures necessary have been identified. COSHH risk assessments have been completed as necessary.

4 SAFETY OF MAINTENANCE STAFF

The following safety procedures should be implemented.

Before commencing any work in the pool area, staff/contractors should notify an appointed person (usually someone in the main office) of the anticipated time the work will take. A log should be kept of the number of persons working in the pool area and their expected finishing times. No task should be undertaken if the required Personal Protective Equipment is not available.

5 FIRST AID FACILITIES

A first aid kit for the pool's users is located on the wall in the pool hall and in the plant room. An eyewash station is located in the plant room. Where fresh running water is not available the station should consist of at least 2 litres of sterile saline solution. The first aid kit and eye wash will be regularly checked by the school nurse and replenished/replaced as necessary.

6 WATER CONTAMINATION

The mains water used to fill the pool is generally free from harmful bacteria and other contamination, but bacteria is inevitably taken into the pool by bathers when entering the water. Bacteria can, however, be killed quickly with chlorine. Whilst ensuring that sufficient chlorine to kill the bacteria has been added to the pool water, care is needed to avoid an excess of the chemicals which could make swimming unpleasant and create a safety hazard.

Apart from bacteria, other pool water contaminants consist of floating and suspended matter such as leaves, plasters, air borne debris, etc which can be removed as follows:

- a) Manually with nets and/or sweepers.
- b) By surface water skimmers at the edge of the pool, and by strainer pots.
- c) By filtration.

All three methods (a), (b) and (c) may be used. (a) and (b) remove the coarse floating and sunken debris, whilst the filters remove the finer particles.

Should a breakdown of equipment prevent filtration, or should other water treatment systems become defective, swimming should be suspended until the necessary corrective action has been taken and the pool water returned to a normal condition.

7 WATER TREATMENT

Disinfection

Sodium Hypochlorite

Sodium Hypochlorite is a pale yellow or pink liquid, having a characteristic smell of bleach, and is provided in 25 litre containers. It is a corrosive alkaline solution which releases poisonous chlorine gas when mixed with an acid.

Sodium Hypochlorite should be introduced into the pool water preferably via the pool circulation system, by a small dosing pump. However, hand dosing is acceptable though not desirable, only in case of emergency, provided it is done carefully. No other method of adding this chemical to the pool water is acceptable

Where hand dosing is used, care should be taken to ensure adequate time has elapsed between dosing and occupation of the pool by bathers for the Sodium Hypochlorite to be thoroughly dispersed. 30 minutes is normally sufficient in these instances, provided that the liquid has been distributed as widely as possible over the pool surface.

Bromine

This chemical and its derivatives should not be used in the pool.

Chlorinated Isocyanurates

(e.g., Fi-clor etc.) Chlorinated Isocyanurates are supplied as a white granular material.

- Granules are normally introduced to the pool by hand, distributing them as broadly as possible over the pool surface. Tablet form should not be used as there is no appropriate 'feeder system in the pool. Tablets should never be placed directly into the pool.
- Care must be taken to ensure adequate time has elapsed between dosing with granules and occupation of the pool by bathers for the granules to be fully dissolved. 30 minutes is normally sufficient.
- Although these substances constitute a weak acid in solution, if used in accordance with the manufacturers written instructions, their corrosive effect is negligible.
- These substances are oxidising agents.

Algae control and "Super-chlorination"

Algae is usually the result of inadequate disinfection. It may form on the sides and floor of the pool as a green/brown deposit or appear as a green cast to the water when in suspension in the pool water. Once established, algae growths can be difficult to remove, particularly if ingrained into concrete surfaces.

Prevention of algae is of vital importance, but if growths do occur, super-chlorination should be carried out as soon as is reasonably practicable.

When super-chlorination is necessary, the pool should be taken out of use until normal levels of chlorine are re-established.

Super-chlorination requires the addition of about 3 times the normal chlorine dose to obtain a free chlorine level of between 5 and 10 ppm.

pH

The pH value has significant influence upon the effectiveness of the chlorine as a bactericide and indicates whether the water is acid or alkaline. The pH is controlled by automatic dosing of Blue Horizon pH Minus (dry acid) mixed with water. Should a problem occur adjustment of the pH value can be achieved by the addition of light sodium bicarbonate (soda ash) if it is too low, i.e., more acidic than the recommended value of 7.4, or sodium bisulphate (sodium hydrogen sulphate), if it is too high, i.e., more alkaline than the recommended value of 7.4.

- Sodium bisulphate is an acid and should be handled with care
- Sodium bisulphate and light sodium carbonate are both supplied as a white powder and can be introduced to the pool water by the following method:

Fully dissolving the necessary quantities in a container of extracted pool water which is then poured by hand over as large an area of the pool surface as possible.

- When hand dosing, care must be taken to ensure adequate time has elapsed between dosing and occupation of the pool by bathers for the chemicals to be thoroughly mixed with the body of the pool water, 30 minutes is normally sufficient.

Flocculating Agents

A flocculating agent assists the filtration process by causing the finest impurities in the pool water to clump together in groups large enough to be trapped in the filtering medium.

- Alum (Aluminium Sulphate) is used to perform this process in the swimming pool. It is supplied as a white/grey solid in kibbled (in the shape of large stones), granular or tablet form.
- The solid material is a skin irritant. It is soluble in water and produces an acidic solution which is corrosive.

8 WATER TESTING

Chlorine and pH

All methods of disinfection must be monitored by regular testing of the levels of free chlorine, and pH of the pool water in order that any necessary adjustments of the dosing rates of the relevant chemicals can be determined. Tests for free chlorine and pH are made before each morning and afternoon swimming sessions. These test results must be recorded in the swimming pool records file.

Tests are made using a photometer.

Samples for testing should be taken from the body of the pool water about half-way between the return and draw-off points of the water circulation system, and from about 150mm below the surface of the water.

Microbial Testing

The school has a contract with Barnet Pools who regularly carry out microbiological (microbial) testing. The results of these tests are given to the school and kept on file.

9 FILTRATION

Skimmers

The pool water flows over 3 weirs at the side of the pool and is then drawn by the pump through a strainer basket situated behind the weir. This means of surface water extraction is most important as it is in the upper layers of water that most of the infectious organisms are found.

The strainer baskets should be inspected daily and emptied as necessary.

Skimmers will only work properly if the pool water is at the correct level, which should be maintained at approximately halfway up the skimmer aperture.

Pump Strainer Baskets

These strainers are provided to prevent any large solids entering the pump and damaging the impeller.

They should be checked weekly and emptied if necessary. This must only be carried out when the pump has been electrically isolated and the flow of water through the pump shut off by operating the appropriate valves.

Filters

The purpose of the filter is to remove fine floating debris and suspended solids from the pool water. The filter for the pool is of the sand type.

The filter medium will become clogged, and provision is always made for cleaning the medium (backwashing).

10 POOL HEATING

Pool Water Temperature

- The pool water temperature should be maintained at approximately 35°C
- The thermometer used for determining the water temperature should be suitable for use in swimming pools. Lakeside use a digital probe which eliminates problems with mercury or glass in the event of any damage.

The temperature must be noted and recorded at least 3 times per day.

Heating and Ventilation of Pool Area

The three main functions of the installed apparatus are as follows:

- a Minimising pool water evaporation.
- b Protecting the building fabric from excessive condensation.
- c Providing for the comfort of the bathers.

It must, therefore, be ensured that the plant is operated at all relevant times to maintain a pool hall air temperature that is comfortable for all users.

11 POOL MAINTENANCE PROCEDURES

Defects

- Whenever a hazard becomes apparent appropriate action should be taken to prevent injury until such time as it can be remedied. Pool operators should be notified of any defects.

Pool Area and Plant Room

- Routine maintenance of the pool and plant is essential. Daily, weekly, bi-weekly, monthly, and yearly tasks need completing and results recorded. These tasks are identified on the recording sheets in the pool maintenance file. The school has a monthly maintenance contract with Barnet Pools who attend once a month to complete maintenance work, and who also provide support as and when needed during the month. The school also has a contract for the air conditioning unit, which is serviced annually.

Floating Heat Retention Covers

- Care should be taken when handling the cover on the pool. If someone falls onto or under the cover it can entangle them.
- The Heat retention cover can be pulled onto the pool or taken off by one person, providing that safe handling systems are employed to ensure the operator is kept well clear of the pool edge.

Ropes attached to the cover enable the operator to work away from the pool edge. The operator must never stand on the edge of the pool when operating the cover. Ropes should not be wrapped around the hands etc.

12 GENERAL HAZARDS

Fire Prevention and Means of Escape

Specific rules for the evacuation of the pool area may need to be drawn up to deal with certain issues e.g., partially clothed bathers if there is a need to evacuate during winter months.

Storage and Housekeeping

- Good housekeeping can make a large contribution to accident prevention. Untidiness may lead to accidents and can increase the risk of fire.
- Storage, other than of essential maintenance (excluding pool chemicals) and safety equipment, is not permitted in pool plant rooms, changing rooms and general pool areas.
- Access around the pool and routes of escape must be kept clear at all times. • It must be ensured that all exit doors are unlocked at all relevant times. Machinery and Electrical Equipment
- Defects should be reported immediately
- Much of the plant used is potentially dangerous if misused.
- Operating instructions should be available for all equipment.
- Equipment and plant must only be operated by trained and competent staff i.e., trained pool operators.
- Access to the stop button/plant isolator must be unimpeded and all such devices must be clearly labelled.

13 STORAGE AND HANDLING OF CHEMICALS

WARNING - Any disinfectant containing chlorine e.g., Sodium Hypochlorite, Fi-clor, mixed with any acid e.g., Sodium Bisulphate (dry acid) gives off chlorine gas which is very dangerous. All due care must be given to prevent these chemicals mixing.

Control of Substances Hazardous to Health Regulations

Relevant risk assessments exist under the Control of Substances Hazardous to Health Regulations 1994 and The Management of Health and Safety at Work Regulations 1992. They describe the control measures which must be adopted to ensure exposure to hazardous substances is properly controlled in the operation and maintenance of the swimming pool. Provided these control measures are adhered to, exposure will be adequately controlled. In addition to this, hazard data sheets for the chemicals used are available. It is essential, in order to comply with health and safety legislation, that staff operating swimming pool plant receive adequate and appropriate training.

General procedures and Precautions

- **DO NOT MIX CHEMICALS** unless this is a clear requisite of the manufacturers written instructions. Chemicals must always be stored so that they cannot mix.
- Appropriate protective clothing must be worn when handling chemicals
- Where possible chemicals must be stored in a cool, dry, and well-ventilated place. In particular, containers of Sodium hypochlorite should not be exposed to direct sunlight.
- Bagged chemicals should be stored off the ground.
- Chemicals should only be transported in such a way and at such times that other persons cannot be exposed to risk.

- All chemical stores must be kept locked and be inaccessible to unauthorised personnel.
 - Keep chemicals in suitably labelled containers.
 - Containers must be closed after use.
 - All spillages of chemicals must be cleared up immediately.
- a) Spillage of liquid chemicals should be diluted with copious quantities of water which should be flushed away or mopped up as appropriate.
- b) Spillage of dry chemicals should, if possible, be swept up and any residue should be diluted with copious quantities of water which should be flushed away or mopped up as appropriate. However, disposal of chlorinated isocyanurates or any other oxidising agent that has been spilled should be undertaken only by flushing away with water, since in their dry form they may react with other waste material in dustbins etc. and cause spontaneous combustion.
- When working in the plant room ensure there is adequate ventilation.

Personal Protective Equipment

Pool plant operators must wear the appropriate recommended protective clothing and use any special protective equipment provided where appropriate.

14 EMERGENCY PROCEDURES IN THE EVENT OF THE GENERATION OF CHLORINE GAS

General

Gaseous chlorine has a pungent and irritating smell. The Gas is dangerous, attacking the respiratory passages and lungs. Prolonged exposure or exposure to high concentrations can be fatal. As the Gas is heavier than air, concentrations tend to be found at lower levels.

Chlorine gas will be formed in copious quantities whenever a chemical containing chlorine i.e., Bleach (Sodium Hypochlorite) is mixed with an acid-based chemical. The reaction is very fast, and no time should be wasted in implementing emergency procedures.

What to Do When the Accidental Mixing of Chemicals Results in the Generation Chlorine Gas.

- If it is necessary to evacuate any areas, it should be done in such a manner that persons do not pass close to the affected area and that they remain, once evacuated, well away from any area towards which the wind may blow the gas.
- The normal evacuation signal i.e., fire alarm, should not be used. A phased evacuation by staff using word of mouth, starting with the areas nearest the release of gas is preferable.

15 FIRST AID INSTRUCTIONS FOR GASSING BY CHLORINE

- All persons who have been gassed with chlorine should be examined by a doctor, as serious symptoms may develop at a later stage. In case of incident on school premises the school nurse should be called to assist.
- Until professional medical assistance arrives the following treatment should be administered:
 - a) Immediately remove any clothing which has been contaminated with chlorine (cutting off if chemical is still on clothing)
 - b) Carry the patient into an uncontaminated, warm atmosphere free from draughts and loosen the clothing at the neck and the waist.
 - c) Keep the patient at rest, with head and chest raised.

d If suitable apparatus and a trained operator are available, oxygen should be given when difficulty in breathing or cyanosis is present.

16 REPORTABLE INCIDENTS

The uncontrolled escape of chlorine gas, or any incident in which any person is affected by the inhalation of chlorine gas to such an extent as to cause acute ill health requiring medical treatment are both reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In the event of a reportable incident, follow the notification procedure laid down by the County Council.

APPENDIX 4

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 lightning in an outdoor pool
- Structural failure
- Emission of toxic gasses
- Serious injury to a swimmer
- Discovery of a casualty in the water
- Fouling of the pool

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.

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 training in the procedure detailed hereafter

- b) Notices are displayed to advise the general public of the arrangements
- c) Exit door, signs, alarms, firefighting 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.

Rod Reeves will be responsible to take charge in the event of an emergency at the swimming pool.

Reception Staff will be responsible for summoning the emergency services in the event of an emergency.

A direct telephone line in the pool entrance allows 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 Rod Reeves or Lynne Frewin.

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 'diving 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.

Outbreak of fire or building evacuation

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

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

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 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 Emergency Alarm - as these can potentially 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 bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process using 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. Relocate Uphill and upwind of any chlorine gas contamination.

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 area. 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 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 application of direct 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 outside the office.

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

Discovery of a casualty in the water

Before entering the water to recover a casualty attract the attention of someone and 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. If the pool is an above ground construction (such as the school pool), the casualty will need to be handed from 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 paramedic's arrive unless they are not breathing.

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 CPR. The school nurse will arrange for an ambulance to be called.

Continue CPR until the casualty starts breathing normally 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. 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 accident 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 the water of an insufficient depth, collisions, or misuse of other equipment 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

Appropriate staff are trained in rescue procedures.

Fouling of the pool

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 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 are spotted by pool or teaching staff, pupils will be evacuated from the pool and the stools should be immediately removed from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet.

After their removal, a pool operator should be informed and will immediately carry out a water test to establish the 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.

APPENDIX 5

ADDITIONAL REQUIREMENTS DUE TO COVID-19

Additional procedures have been put in place during the COVID-19 pandemic:

- All staff and pupils will wash hands after entering the pool area
- Following the end of each session, all the toys and equipment that have been used, during the session, will be placed in a separate basket and disinfected after the pupils have left the pool area. This will be completed before the next session is started.
- At the end of the session, all surfaces, benches, beds, bags will be disinfected before the next session commences
- PPE is available at all times if required

APPENDIX 6

Swimming Pool Induction & Poolside Safety Supervisor

Swimming Pool Induction

In General

If it is swimming day you need your costume. Staff are expected to be able to go into the pool unless there is a good reason why not.

When bringing the children down to the pool ensure there are sufficient staff, this means you need to check with Rod regarding who is in etc. He will be able to tell you whether or not it is safe to go swimming.

Please make sure each child has their swimming costume, any toileting items such as pads and wipes etc. in a bag clearly marked with their name. There is not time to keep going backwards and forwards to collect items.

When you arrive at the pool Rod will be there and the door will be unlocked.

The children must come into the swimming pool lobby area (NOT THE CHANGING ROOMS) sit on the chairs and take off shoes and socks. These must then be placed into the boxes with the child's name on them.

Changing rooms

There must be allocated staff in the changing room area. You should know who you are responsible for in the swimming pool area.

Children who can, should go to the toilet.

Children should be encouraged to get undressed as independently as possible. Please use visual support for this. Pupils or you should place clothing into the individually named bags and hang them onto the pegs

Once pupils and staff are ready, let Rod know, he will tell you if it's OK to go onto the poolside and sit on the blue benches.

Poolside Safety Supervisor

The Poolside Safety Supervisor (You) will now ensure the pool door from the school into the lobby area is closed. (This will prevent children from other classes getting into the pool area).

Swimming Pool

All pupils who need swim aids must have them put on at this point before they have a shower.

Rod will allocate / agree staffing at this point.

Pupils and staff will proceed through the shower. Do not forget to use visual support to help pupils understand this as they are often very keen to get into the water without showering.

Children and staff enter the pool via the steps. Younger pupils will wait in the shallow end, older pupils wait in the deep end. We encourage them all to hold onto the bar with two hands.

Rod runs the lesson and uses symbols (which are held up by the Poolside Safety Supervisor (You) to tell pupils what he wants them to do, i.e., hold onto the bar, swim on back, front etc.

When the lesson has finished, there is a contrasting activity, and the pupils are able to choose items to use in the water and choose which adult they may want to work with.

When the lesson is finished, Rod will say *"have you all got your listening ears on?"* and the squizzle will be used once and the finish symbol will be shown, by the Poolside Safety Supervisor (You).

All pupils must come to the side with their chosen items and give them to Poolside Safety Supervisor (You) who will put them away.

Rod will ask you all to walk up the steps, have a shower and get dried and dressed. The same rules apply in the changing rooms for getting dressed re staff allocation. Staff do not get dressed themselves until pupils are mainly dressed and there are enough staff to keep the changing rooms safe.

The Poolside Safety Supervisor (You) are responsible for noticing anything unsafe such as children bobbing under the water, staff not paying attention or pupils or staff becoming unwell.

PMLD pupils

These pupils get ready in the changing rooms on the beds. All their clothes must be placed into their named bags. The bags should be left on the bed or hung on a hook in the changing room area.

There are specific moving and handling issues with each of these pupils. Some are hoisted back into their own wheelchair; others are hoisted into one of the school's hoist white chairs and wheeled into the pool area. Rod has the moving and handling plans for each child so that staff are aware of the child's needs.

Children in wheelchairs DO NOT routinely get put through the shower but should be 'sponged' down.

There is a specific induction process to safety use the hoist & pool chair. Rod or Mary-Anne will show you how this is done and watch you use it a couple of times to make sure you are safe in its operation.

The pupils in wheelchairs are hoisted into the pool using one of the two pool hoists. Rod or Mary-Anne will show you how to use it and watch you use it a couple of times to make sure you are safe in its operation.

If there is an incident in the pool.

Before you do any Poolside Safety Supervisor support, please make sure you know where the relevant Call Alarms and Fire Alarms are located. See schematic plan of the pool.

In the event of a fire, Rod will give you instructions. You need to remain calm and listen to him.

The pupils will be evacuated through the fire exit at the far end of the pool. You may need to with a manual lift onto poolside and then into the child's wheelchair. Rod knows how to do this and will instruct you.

By the fire exit door there is a box containing foil blankets, towels, slide on shoes etc. These will be given to children and staff before going outside into cold air, to keep them warm.

If the pool is fouled the person on the side will be asked to press the **Pump Stop Button** to prevent the fouling being distributed around the pool system. Rod will ask everyone to exit the pool quickly, quietly, and calmly. Everyone must then shower.

if anyone has a seizure or goes unconscious in the water the Pool Safety Supervisor **(You)** will press the **Emergency Pool Alarm**. Help will come. Rod is a first aider and will deal with the casualty. All other staff will get pupils out of the pool to get dressed calmly and quietly.

To note

If Rod not is not in school, then a class teacher must be in the pool area at all times and someone with a current Royal Life Saving Society (RLSS) NRASTC or NPLQ qualification must be in the pool area for swimming to take place. The teacher must follow the rules as above in the same way that Rod would. Teachers should check the staffing allocation with the SLT before going swimming in Rod's absence.

The Schools Pool Safety Operating Procedure (PSOP) requires that there is one Swimming Teacher to eight pupils to one Poolside Safety Supervisor (1:8:1).

If the number of pupils exceeds eight in the water, then an additional Poolside Safety Supervisor must be present.