

Swimming Pool Policy

2017-2018



The swimming pool is maintained by the swimming pool operator, Mr Gerald Hicks, and supported by the Headteacher, Miss Liesl Ganney in accordance with Local Authority (LA) and Health & Safety Executive (HSE) guidelines and requirements. The pool operator has received full training on pool maintenance and work. Pool use and procedures are monitored by the LA and HSE as required.

If there is any doubt about the safe condition of the water, the pool is closed immediately awaiting further checks. The swimming pool operator and Headteacher both have the power to close the pool as do members of the LA and HSE.

Central Bedfordshire Council's guidance (including Safe Practice in School Swimming, Spring 2011) on swimming pool maintenance and practice is followed.

The swimming pool is used for lessons during the summer term. Only Robert Peel Primary School pupils from Nursery to Year 5 are to use the pool.

RESPONSIBILITIES

Headteacher

The Headteacher should ensure that a nominated member of staff is delegated the responsibility of swimming co-ordinator and applying the swimming pool safety policy and procedures in the school. This will comprise of the correct operation of the school's own swimming facility or the use of a third party pool. This should include:

- risk assessments
- pool safety operation procedures (NOP Normal - Operating Procedures & EAP – Emergency Operating Procedures)
- monitoring of staff training and maintaining records of qualifications
- all swimming related communications to staff

School Staff

School employees have a duty of care that operates for any activity in which children are involved; they cannot transfer that duty of care to anyone else. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school, whether on or off the school site. In relation to swimming this means:

- appropriate supervision of children when changing, and control of young people at all times
- head counts are taken prior to, regularly during and after every session
- normal and emergency procedures are enforced
- overall observation of the teaching of their children and the conduct of the class
- ensuring the delivery of the National Curriculum.

Because of the special knowledge and understanding they have of their young people, teachers accompany their own class to swimming whenever possible. Wherever this guidance is not followed, the Headteacher must have assessed and evidenced the competence of the member of school staff who do accompany the group.

Adults other than teachers (AOTTs)

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

- support and work alongside teachers
- support the supervision of changing (DBS clearance required)
- administer first aid (if qualified)



- look after any unwell children or children who are not swimming (DBS required).

School staff cannot transfer duty of care to AOTTs not employed by the school, but where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming. AOTTs must have an enhanced DBS.

Class teachers, Specialist Teachers and Swimming Instructors

Class teachers and specialist teachers have the responsibility for the delivery of the swimming programme. They should hold a relevant ASA Qualification if teaching in a deep water pool. In on-site shallow water school pools the class teacher may be the only teacher present and will take on the responsibilities of the delivery of the lesson. They should not, however, work alone. Ideally they will hold a swimming qualification such as an ASA National Curriculum accreditation, in some cases staff who do not hold this qualification will have completed in school training to ensure they are able to deliver the curriculum. There will always have appropriate cover for affecting a rescue and administering first aid.

Swimming instructors will hold a relevant ASA teaching qualification and may be employed by a school to teach on or off the site. They 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:

- co-operating with the member of school staff to check numbers of young people 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
- enforcing emergency drills every term
- working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others.

All swimming teachers must have an enhanced DBS to work with children. They will organise non-specialist class teaching staff or AOTTs and maintain their duty of care for the children.

Lifeguards

Pool operators have a responsibility for the safety of all who use their pools, including shallow water pools on school sites.

Whenever children swim, there must be someone present with appropriate lifeguarding, rescue and first aid skills.

In a school pool this will be a teacher, the swimming teacher or an AOTT

The person responsible for lifeguarding, rescue and first aid will:

- be familiar with the NOP & EAP
- be observant of the pool and pool users at all times
- initiate any rescues or other emergency action required
- be able to affect a rescue from the bottom of the deepest part of the pool
- administer first aid
- prevent unsafe activities
- assist in the running of emergency drills
- secure the pool against unauthorised access when not in use
- communicate clearly at all times with all users / teachers in the pool.



Lifeguards must work with school staff and teachers of swimming to ensure safe practices are adhered to. 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 lifeguarding must 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 affect a rescue.

Duty of Care

The delivery of a school swimming programme may involve a number of partners including school teachers, swimming teachers provided by the Local Authority (LA) and private swimming teachers specifically bought in by the school. Whilst issues related to delivery are transferable, duty of care must remain the responsibility of the designated member of school staff.

Where the school swimming programme is delivered by an external partner, the school has a responsibility to ensure that the swimming teacher is appropriately qualified in the aspects being taught. They must ensure that the programme is appropriate to the needs of the young people and the school. An ongoing dialogue between both parties will help to ensure that this requirement is met.

Some school teachers may also hold recognised national swimming teaching qualifications and can, therefore, assume responsibility for all aspects of the programme.

TEACHER TO PUPIL RATIOS

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. There are no written regulations but Headteachers and teachers must take into account the educational value and safety of allowing too many young people to swim at any one time.

Ultimately they are determined by the risk assessment when the following are taken into consideration:

- the age and stage of learning of the young people
- the behavioural, medical and special needs of the young people – for example, additional adults could be needed for 1:1 in-water support to enable the swimming teacher / instructor to remain on poolside to keep an overview of the whole group
- the size of the pool
- the experience and qualifications of the teachers and other supervisors
- the nature of the swimming lesson e.g. lane swimming, synchronised swimming, fun activities, galas, etc.
- the nature of the lifeguard cover

TEACHER TO PUPIL RATIOS

Who?	Ratio	Description
MAIN PUPIL / TEACHER RATIOS	1:20	You must not exceed this ratio. The majority of cases in primary school swimming should be less than this.
Children under the age of seven	1:12	Irrespective of their swimming ability, group size should be restricted.
Non-Swimmers and beginners	1:12	Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back and front.



Who?	Ratio	Description
Improving swimmers	1:20	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. It is recommended that the lesson be confined to an area in which the children are not out of their depth.
Mixed ability groups	1:20	Young people 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 deep water experience should be considered.
Competent swimmers	1:20	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	1:8 (with an appropriate number of helpers)	Each situation must be considered individually as people with disabilities are not a homogenous 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.

SUPERVISION OF CHANGING ROOMS

Young people should always be supervised whilst changing. Additional supervisory guidance as follows:

- if young people are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise
- if using open-plan single-sex changing areas then it is highly desirable that staff of the appropriate gender should enter the changing room, this may not always be possible for primary schools
- for primary schools, a mixed gender group may use an open-plan changing room.
- Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the young people are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through doorways, or entering changing areas in an emergency.

In school pools

The arrangements for the supervision of young people should be as above. Greater care must be exercised when using parent helpers to ensure that neither they nor the children are placed in a vulnerable position.

Teaching and Supervision

- For all school swimming lessons the class teacher accompanies their class to the pool and ideally is the adult leading the session.
- Class teachers will, ideally, hold a swimming qualification such as an ASA National Curriculum accreditation and will have appropriate training for affecting a rescue and administering first aid. If they do not hold a qualification onsite training will have taken place to ensure that the member of staff is confident and capable of taking the session.
- Teachers or TLPs leading lessons who cannot swim must always be accompanied on poolside by a swimmer.
- Teachers will be expected to develop their skills with supplementary training, as available.



- Although there is no requirement for a qualified lifeguard, there must be a person on poolside who can conduct a shallow water rescue and carry out CPR. The list of current qualified staff will be included in the information given to staff and volunteers at the start of each swimming season.
- The maximum bather capacity (appropriate to the size of the pool) is 20 pupils. Exceptions of 1 or 2 children can be made by the Headteacher if an additional school adult is present.
- In addition to the adult teaching the session, there should be at least one (and ideally two) other adults supervising the children in the pool. This is in addition to any adults who may be supervising children in the changing rooms or waiting on the poolside.

Health and Safety

- A Risk Assessment will be undertaken and recorded annually before swimming lessons start. All Teachers, Support Staff and volunteers will be asked to read and sign the document.
- At least one supervisor in each session must be able to affect a rescue and be trained to carry out resuscitation.
- There must always be at least one supervisor on the poolside at all times (ie not all supervisors can be in the water) who should not enter the water under any circumstances.
- A mobile phone must be taken to the pool with the school office number programmed in.
- There must be a clear training session during the first lesson where children experience the evacuation signal and procedures.
- The attention signal is one long loud whistle blow, with clear, appropriate hand signals. The emergency signal is 3 short blasts followed by instructions.
- Children should always walk through the footbath before entering the pool. Water in the foot bath should be changed by the supervisor at the beginning of each session. Dirty water should never be returned to the pool.
- Children may not sit on the side of the pool.
- Diving is not allowed.
- Goggles, masks, flippers, rafts and other accoutrements are not allowed in the pool.
- Jewellery should not be worn.
- Children should wear a bathing cap.
- Children should not chew anything when in the water.

OPERATING PROCEDURES

Risk Assessment

At each pool and in each session, the young people and the staff participating will all have unique features that make particular demands upon safety. Therefore, risks must be assessed for each pool and each session. A hazard is something with the potential to cause harm to an individual such as an activity, object or substance. A risk is determined as a likelihood that harm from the hazard is realised and can be categorised as low, medium and high.

Risk management includes a five-step process

Step 1

Identify the hazards

First you need to work out how people could be harmed.

Step 2

Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name but rather identifying groups of people i.e. non swimmers.

Step 3

Evaluate the risks and decide on precautions

Having spotted the hazards and identified the risks, you then have to decide what to do about them. (Put a control measure in place.) The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare with good practice.

Step 4

Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after children and staff.

Step 5

Review your risk assessment and update if necessary

It is essential you review what you are doing on an ongoing basis. Every year or so, review where you are, to make sure you are still improving, or at least not sliding back.

Remember the written RA is the process – what you do (Risk Management) is the vital part.

Standard Operating Procedures

(a) Details of the Pool

The swimming pool is an outdoor swimming pool approximately 14 metres long by 9.5 metres wide. The pool edge is raised up on all sides with entry down two steps which run along a whole length of the pool. The water is heated and the pool is use through June and July.

- There is 'no diving or jumping' in any part of the pool.
- Notices remind and instruct users regarding the depths and diving.
- Pool users should be instructed and/or reminded about these precautions and about the underwater step.
- The swimming pool has no lane markings.
- There are no access ladders to the pool and access is gained by the swimmer using sitting on the edge of the pool swinging their legs into the water and stepping onto the top step.
- There is no pool hoist for the disabled but access can be gained due to the steps being accessible and with support children can enter who have a disability.
- Access to the pool surround is via the gate.
- The changing facilities are classrooms or for Yr 3 / 4 the changing rooms.
- Children will make the short walk from their classrooms or the changing rooms to the pool – they will all wear sandals.
- Both access and egress is through the gate.
- Telephones for emergency is by mobile phone
- There are rescue aids (i.e. poles) and first aid kits
- Resuscitation posters are present at the pool.



(b) Potential Hazards and their Risk

- The shallow depth of the pool renders it extremely dangerous for anyone diving and jumping into the pool, adults in particular, and is prohibited.
- Poor and non-swimmers passing the barrier in the pool or down the steps into the deeper part of the pool.
- Poor and non-swimmers not wearing a tummy band.
- The underwater steps are a trip and slip/fall hazard.
- Slips and trips on entrance to pool area especially when wet.
- Concrete edges to pool, swimmers to access pool from non-edged side.
- The bottom of the pool must be clearly visible at all times to ensure total visibility of swimmers at all times by staff.

(c) Usage of the pool and dealing with swimmers

- The maximum number of bathers in the pool at any one time is 20. This can be exceeded after consultation with the Headteacher with an additional adult supervising and children being more competent swimmers.
- There are no un-programmed sessions in this pool.
- The school adheres to the guidelines on programmed swimming lesson session as outlined in the ASA/RLSS/IMSPA Safe Supervision of Swimming Teaching and Coaching booklet.
- The ratios for teaching lessons are as stated above in the policy.
- Rules of use are clearly shown on posters around the pool, there should be:
 - NO DIVING
 - NO BOMBING
 - NO RUNNING
 - NO EATING IN POOL
- The house rules above should be enforced. Other dangerous behaviour in the pool and on the pool surrounds should be stopped.
- All portable electrical appliances brought on to the poolside whilst the pool is in use shall be battery operated.

(d) Pool Supervision

- The pool must not be used unless a suitably qualified member of staff or swimming teacher supervises the group. The whole area of the pool is a moderate risk but with adequate, active supervision these risks are reduced to a minimum.
- School pupils and swimming lesson pupils are not allowed onto the poolside without permission of a staff member. When on the poolside outside shoes should not be worn.
- School pupils and swimming lesson pupils may not enter the water without direct instructions to do so from a member of staff or swimming teacher.
- Before a pupil's first lesson in the swimming pool and at regular intervals (termly) thereafter, the emergency evacuation procedures should be explained and practiced. The attention of pupils should be drawn to depth markings.
- The majority of swimmers are school pupils in swimming classes and in a programmed environment. The swimming instructor or school teachers give all instructions.
- Staff should ensure that children are not exposed to child abuse in the swimming pool area and particularly the changing rooms in the school, which should be checked regularly.
- The swimmers must be constantly observed by adults supervising.



- 1 long blow of the whistle, with appropriate hand signals, means there is a problem and they must stop immediately and look at you ready to evacuate the pool.

(e) Systems of work

- The swimming lessons are of an insufficient duration to require work rotation and/or significant staff breaks.
- The swimming teacher/school teacher should undertake routine head counts as part of the class safety protocol.
- No swimmers must be left unsupervised in the pool hall or on the pool surround.
- Adults supervising in the swimming pool have mobile phone for emergencies at all times and all adults are allocated a role in case of an emergency.

(f) Operational Systems

- The swimming pool water shall be kept within the operating parameters as detailed in PAS:69 Pool temperatures.
- The Daily Safety Check should be carried out by a member of staff every morning before school –the pool is checked 3 times a day.
- The swimming pool covers must be placed on the pool every night
- No glass should be brought into the swimming pool area.
- Swimmers should wear appropriate swimwear i.e. traditional costumes - shorts that are not too long
- Swimmers are to remove all jewellery that may be a hazard to other swimmers. Rings, earrings, bracelets and necklaces that cannot be removed either through tight fit or for religious reasons should be taped down to minimise injury to other swimmers.
- Swimmers are to wear sandals and a towel wrapped around them to and from the changing rooms or classrooms and these to be left in the covered seat area.
- The use of goggles is not allowed unless there is a medical reason as to why the child has to wear them.
- Use of over nose goggles is prohibited.
- Safety signs to be maintained in good order.
- Communication with non-English speaking swimmers to be considered where appropriate

(g) Detailed work instructions

- The bottom of the swimming pool should be swept of debris daily.
- The scum accumulating on the pool walls at the water surface should be cleaned off as appropriate but at least weekly.
- The pool surround should be sluiced down with pool water to avoid contamination daily.
- The filters to be checked weekly for degradation and are backwashed twice a week.

(h) Personal Protective Equipment

- All staff working on the poolside must have appropriate footwear for pool areas.

(i) Faeces contamination procedures:

- In the event of a well-formed stool being found in the pool it is to be netted out. The water is to be tested and if an acceptable level of free chlorine is present swimming can continue.



- In the event of a loose stool (Diarrhoea) being found in the pool, the pool should be evacuated for the period of one complete water filtration cycle 4 to 6 hours.

(j) Asthma, Diabetic & Epilepsy procedure:

Epileptics can swim and take part in normal activities providing that they have been seizure free for one year and on appropriate medication, or accompanied by an adult one to one helper. A 'buddy' system can be operated.

Asthma and diabetic procedures are set out in the schools policy for supporting children with medical conditions.

(k) Disabilities

The swimming pool is disability compliant.

(l) First-Aid Supplies and training

- There is a fully stocked first aid box accessible on the pool side and plant room.
- A member of staff who has undertaken a poolside resuscitation course should be available in the facility whenever the swimming pool is in use.
- The first aid boxes are housed on the poolside.
- Incident/Accident Report Book available in the school administration office. All incidents/accidents must be entered in this book.
- Serious accidents that must be reported to the HSE because of RIDDOR must be completed on the RIDDOR report form at the school office.
- The first aid box on the pool side and eye wash and first aid box in the plant room to be checked regularly to ensure its integrity.

(m) Details of alarm systems and any emergency equipment, maintenance arrangements

- There is no fire alarm system throughout the facility.
- Alarm must be raised by mobile phone or from the nearest call point in an adjacent classroom.
- There is a general use fire extinguisher next to the entrance door in the pool.

(n) Programmed sessions

- All programmed sessions must abide by the Normal Operating Procedures of the swimming pool
- All damaged equipment should be reported to the Site Agent for replacement.

NORMAL OPERATING PROCEDURES

Plant and Maintenance

Chemical Dosing of Swimming Pool

- All chemicals are to be stored in a dry and secure place above ground
- Alkaline and Acids to be stored in separate rooms adequately ventilated and signed.
- Containers and buckets for alkaline and acids are to be clearly marked and kept separate.
- The Pool Plant Operator must wear full Personal Protective Equipment when mixing and dosing water with chemicals: Goggles, rubber gloves, Wellington boots, rubber apron.
- There should be an eye wash station in the plant room.



- The eye wash station in the plant room to be checked daily to ensure it is usable in an emergency.
- The Site Agent is the COSHH assessor and should keep a record of all chemicals stored and used.

Pool Water Chemical Readings

- The chemical readings should be taken manually at least three times per day. One of which should be before bather use. The readings should always include:
 - Free Chlorine (to be within a recommended range of 1.50 p.p.m. to 2.00 p.p.m.)
 - Combined Chlorine (to be within a recommended range of 0.25 p.p.m. to 0.50 p.p.m.)
 - Total Chlorine (to be within a recommended range of 0.75p.p.m. to 1.50 p.p.m.)
 - PH (to be within a recommended range of 7.2 to 7.6)
- Pool Testing Log Sheet must be kept up to date, together with any action taken to rectify problems.
- Tests for water balance are taken 2/3 times a day.
- The Pool Plant Operator should follow the manufacturer's guidelines for the maintenance of this equipment.

Water Quality

- The pool water should be clear and pristine. The bottom of the pool should be visible at all times.
- If clarity is lost the pool must be closed until clarity is restored.
- If the pool Combined Chlorine level exceed 5ppm the pool should be closed until the water disinfectant is re-balanced.
- If the pH of the water exceeds 7.9 or is below 7.00 the pool must be closed until the recommended pH level is restored.
- The pool should be backwashed as per the manufacturer's instructions. The strainer basket to be cleaned daily. Backwashing not to be undertaken when the pool is in use.
- The filter to be internally examined annually.

Boiler Management

- The pool boiler is checked by the site agent daily. At the start and end of the swimming season the pool systems are serviced by an external contractor.

Temperature

- The desirable minimum temperature for outdoor shallow Learner pools is 20°C (68°F) for those young people learning to swim and 19°C (66°F) for those young people who can swim well. At this minimum temperature, the air temperature should be higher than the water temperature. We set our water temperature at approximately 83 °C.
- The following should also be taken into consideration when deciding whether it is safe and suitable for young people to swim:
 - the air temperature in relation to the pool temperature (common sense must prevail)
 - the nature of the activity
 - the age, ability and experience of the young people
 - the type of weather conditions e.g., it may be warm but raining (never swim however if thunder or lightening threatens), the wind chill factor when young people are wet etc.

Safety Equipment

- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. This is by mobile phone.



- There is a long pole at the deeper end 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 is immediately to hand.
- Pool depths are clearly marked on the walls of the pool and teachers should explain their significance to young people, especially beginners.
- A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.
- The pool is able to be locked off and isolated to prevent unauthorised access when not manned.

Electricity

- A contract for the electrical supply and fittings must be maintained.
- All portable electrical appliances to be tested annually, this to include any electrical personal appliances brought onto site. Electrical equipment should be battery operated as possible.

Water supply

- All temperature control settings to be checked weekly.
- All water tanks to be checked for infestation, scale build-up and contamination quarterly.

General

- The plant room is to be kept clean and tidy with inflammable material kept to a minimum.
- Contractors on site working on maintenance issues to report to the school administration office and log in/log out. To be supplied with a copy of the Emergency Action Plan and dos and don'ts of site.
- The pool plant operator(s) to be have experience and training
- The pool to be serviced by external specialised contractor.
- All plant and equipment to be visually checked daily.
- All plant and machinery to be operated according to manufacturers and suppliers instructions.
- Communication between the plant room and the rest of the school is by mobile phone.
- The plant room is prohibited to unauthorised staff and must be kept locked and secure.

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) details what must be done to evacuate the swimming pool in the event of specific emergencies. The emergency tasks are to be carried out by the school staff.

The pool housing only has one entrance exit and all evacuation must take place through this door. In the unlikely event that this door is compromised swimmers must remain in the pool at the opposite end until rescued.

All staff that supervise the swimming pool must receive training on the evacuation procedure and this must be recorded. Evacuation training should be undertaken quarterly and records kept.

1. Fire

- In the event of a fire the person(s) supervising the facility shall give three short blasts of a whistle and announce 'clear the pool – Fire, Fire, Fire'. The person supervising the facility should then telephone the school administration office and inform them of the incident.
- If there is an available member of staff in the administration office they should immediately dial 999 and inform the fire brigade of the location of the fire and that evacuation is in progress.



- The person(s) supervising the facility shall indicate that evacuation is away from the source of the fire. If the position of the fire allows the users should evacuate the facility and assemble in the playground.
- The person(s) supervising the facility should be the last person to leave after ensuring everyone else has left. Bathers wearing sport kit should not be permitted to try and retrieve their clothes.
- Only when users are safely away from the fire should members of staff consider fighting the fire provided it is without personal risk! Fire extinguishers should only be used initially to provide a way through fires and save lives.

2. Uncontrolled gas emission

- In the event of an uncontrolled gas emission, which is most likely to be caused by mixing the chlorine pool disinfectant with an acid based cleaner, the person(s) supervising the facility shall give three short blasts of a whistle and announce 'clear the pool'
- The person(s) supervising the facility shall indicate that evacuation of the facility is 'up wind' of the chemical release. Because the plant room and disinfection dosing equipment is housed in the adjacent brick building moving away from this area is paramount. Swimmers should not be permitted to try and retrieve their clothes.
- The person supervising the facility should then telephone the school administration office and inform them of the incident and whether or not the main school complex is at risk.
- When the users are safely away from the gas emission the person(s) supervising the facility should alert the Fire Brigade by dialling 999. They should inform the Fire Brigade if the vehicular approach is 'down/up wind' of the gas release.
- An uncontrolled gas emission is capable of affecting a large area that could include the whole school campus and adjacent residential housing and in this instance the school evacuation procedures would have to be activated with the above provisos.

3. Overcrowding

- In the event of the swimming pool having a significant number of bathers over the recommended figure of 20. The person(s) supervising the swimming pool shall give three short blasts of a whistle and announce 'Clear the Pool'.
- The person(s) supervising the swimming pool should then resolve the overcrowding problem.

4. Disorderly Behaviour

- In the event of disorderly behaviour the person(s) supervising the facility should give one sharp blast of the whistle and request that the disorderly user behave or leave the facility. If the problem persists the person(s) supervising the facility may wish to clear the whole area and stop the activity.

5. Lack of Water Clarity

- If the water becomes cloudy or turbid and the person(s) supervising the swimming pool can no longer see swimmers beneath the water or on the floor of the pool the swimming should be stopped until the clarity is regained.

6. Serious injury to a bather

- If a serious injury to a bather occurs the person(s) supervising the swimming pool should not permit swimming to continue whilst assisting the injured person.



- The person(s) supervising the swimming pool shall give three short blasts of a whistle and announce 'Clear the Pool'.
- When the users are safely away from water the person(s) supervising the swimming pool should alert the Ambulance service by dialling 999. First Aid should be administered.

7. Discovery of a casualty in the water

- If there is a casualty in the water the person(s) supervising the swimming pool shall give three short blasts of a whistle and announce 'Clear the Pool'.
- The person(s) supervising the swimming pool should then rescue the casualty by the appropriate method (throw, reach, wade and tow).
- Support staff should ensure all other users are safely away from water and use a mobile telephone to summon assistance as appropriate or should then alert the Ambulance service by dialling 999 or arranging for another helper to do so.
- The casualty should then receive CCPR as appropriate
- All staff likely to be involved in this procedure need to be trained to ensure their effectiveness in an emergency.
- Notices are 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 young people recognise the alarm signal and know how to respond to it.

8. Serious injury to other sports user

- If a serious injury to a user occurs the person(s) supervising the facility should not permit the activity to continue whilst assisting the injured person.
- The person(s) supervising the facility shall give one short blast of a whistle and announce 'stop what you are doing'.
- When the users have stopped the activity the person(s) supervising the facility should alert the Ambulance service by dialling 999. First Aid should be administered if there is a qualified first aider present or capable of being summoned.
- All staff likely to be involved in this procedure need to be trained to ensure their effectiveness in an emergency.
- Notices are 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 young people recognise the alarm signal and know how to respond to it.

Monitoring and Evaluation

All teachers, Support Staff and volunteers will be asked to read and sign the risk assessment and Safe Swimming Procedures before attending any swimming sessions.

An annual risk assessment for swimming will take place before swimming starts.

There will be an annual review of all swimming policies and procedures, shared with the Governing Body at the start of the Summer Term.



Risk area:	SHALLOW WATER ON-SITE SWIMMING POOL				
Assessment performed by:	Liesl Ganney				
Workplace:	Robert Peel Primary School				
Employer:	Governing Body				
Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Child protection and safeguarding in pool and changing rooms.			✓	All adults with DBS clearance.	
2. Slips and trips in changing rooms, slips and trips around poolside		✓		All relevant personnel have read copy of the latest LEA Swimming Guidelines for Schools (held in school office).	
3. Danger of drowning or other serious accident			✓	Supervision and pupil numbers as per LEA guidance	
4. Evacuation during emergency			✓	Every session supervised by at least one person with up-to-date first aid training including CPR.	16 th May 2018 training
5. Infection from poor hygiene			✓	Emergency procedures established.	
6. Infection from the water in the pool			✓	Pupils aware of need for good personal hygiene. Pool operation maintains chemical levels in pool, daily checks carried out.	
7. Staff not qualified to teach swimming			✓	Every session to be led by a member of teaching staff who has completed appropriate training. SLT to complete in school training and observations to ensure staff have appropriate skills to teach lessons. In case of absence, staff to be redeployed to enable swimming to take place.	Guidance from LA May 2016. Online training 2017 and May 2018
<p>If one of these hazards is identified in your school, please tick (☐) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.</p>					



Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
Children with specific fear or SEND which may impact on their ability to take part / follow instructions			✓	Increased staffing, 1:1 if appropriate, staff to be in water with children where necessary	May 2018

People at risk (□):	Pupils	✓	Staff	✓	Parents		Parent helpers	✓	Visitors		Contractors	
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff and volunteers (all to sign) 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Note (if non-urgent) to Head / Pool Operator Verbal (as soon as identified if urgent) to Head / Pool Operator
Date of next assessment:	May 2019
Assessment frequency:	Annual
Date:	30 th April 2018
Signed:	<i>L Ganney</i>

ROBERT PEEL PRIMARY SCHOOL - SWIMMING SAFETY

May 2018

WHAT THE TEACHER NEEDS TO TAKE TO POOLSIDE

- **Mobile phone** (School number 01767 681185 / Office mobile phone - 07810638657 / Emergency Services 999)
- **Whistle**
- **Key to pool area gate**

AT THE POOLSIDE

- Basic First Aid Kit
- Towels/Blanket
- Emergency Procedures

ADULTS

- Classes should have **1 teacher plus at least 2 adult helpers** (one of whom should have an up-to-date resuscitation certificate) – all adults present should be DBS checked.



WHAT THE CHILDREN NEED

- Children may **not** wear **jewellery, goggles or face masks** (unless there is a specific issue discussed with the Headteacher).
- Children must wear a **swimming hat** (available to purchase from the school office).
- Check for **veruccas** – they should be covered with either a waterproof plaster and a sock, special barrier medication (e.g. Bazukka) or a waterproof sock.

BEFORE THE LESSON

- Prior to the lesson all children should use the **toilet** in school.
- The swimming gate will need to be unlocked.
- Years 3, 4 and 5 to change in the changing room with younger children changing in their classrooms.
- Changing room doors will be unlocked and locked each day by the Site Agent.
- Where **classes are split**, the second group, if remaining in the classroom, must be supervised by a school member of staff. The second group must know when to come over and change if required, so that they are **ready to swim as the first group get out**. The first group must be supervised for the return to the classroom. (In good weather the second group could sit around the poolside).

ENTERING / LEAVING THE POOL

- Children must go through a **footbath** (tray of clean water) before entering the pool, which is discarded and replaced by the lesson supervisor throughout the day. Dirty water is never returned to the pool.
- The children must enter or leave the pool **one at a time** using the steps; ascend facing the steps, turn around at the top, and descend facing the steps again. An **adult** must be next to the steps.

DURING LESSONS

- The pool **capacity of 20** cannot be exceeded (Unless in exceptional circumstances where an additional 1 or 2 children are allowed but an additional school adult needs to be present). Adult to pupil ratio of 1:20 for children 7 and over, 1:12 for children under 7 and non-swimmers.
- The first lesson must include **safety drill** practice; 1 long blow of the whistle, with appropriate hand signals, means there is a problem and they must stop immediately and look at you ready to evacuate the pool. For a fire then three short blasts of a whistle and announce 'clear the pool – Fire, Fire, Fire', for other emergencies three short blasts of a whistle and announce 'clear the pool'.
- Ensure that your helpers know that they should be **positioned** at the corners of the pool and should always be watching the children.
- Diving is not allowed, nor is sitting on the side of the pool.
- As with all PE, lessons need to include a **warm-up**.
- Children are usually **differentiated by ability**.
- Teachers should be aware of the two **QCA units**: Swimming Activities and Water Safety 1 & 2, and the school's swimming and water skills **certificates**.
- Unless they are confident swimmers, children must wear **tummy bands**. **Arm bands** can hinder movement and should only be used in addition to a tummy band by very nervous children.
- When using **water toys**, nothing 'hard' must be thrown by children.



IN THE EVENT OF A SERIOUS PROBLEM – ENSURE ALL HELPERS ARE AWARE THAT:

- **1 person deals with the casualty.**
- **The resuscitator must not enter the pool but must remain on poolside – therefore another adult may have to enter the pool to recover the casualty.**
- **1 person calmly evacuates the other children from the pool.**

All staff and volunteers to please sign to say they have read this document **before** attending any swimming session.

Swimming Policy for Parent Helpers

Parent helpers are essential in the provision of swimming at Robert Peel Primary School. Without the appropriate number of adults in and around the pool during swimming sessions, children cannot go swimming due to health and safety concerns.

Here are some guidelines for parent helpers for swimming sessions.

- Parent helpers will not be left with the whole class at any time.
- All helpers will need to have completed a DBS check
- Nursery and Reception do require parent helpers in the pool in order to provide safe swimming sessions, due to the age/ability of the children. This is not obligatory and parents wishing to help from the poolside are equally welcome.
- If a parent helper chooses to assist in the pool, they are required to wear appropriate attire e.g a swimming costume/trunks with a T shirt over the top.
- There is no requirement for parent helpers to wear a swimming cap.

To sum up, there are a range of ways in which parent helpers can assist in the safe running of swimming sessions.

- In the pool, assisting children
- By the poolside assisting the teacher
- Being an extra adult, to provide appropriate adult/pupil ratios
- Assisting with changing, including putting on swimming caps
- Helping administer resources