

THE APPLETON SCHOOL



SWIMMING POOL SAFETY POLICY

INFORMATION AND OPERATING PROCEDURES

SWIMMING POOL SAFETY POLICY

It is the aim of the policy to ensure that all necessary measures are taken to provide safe bathing for those using the school swimming pool. In pursuit of this aim, the following procedures will be carried out.

CODES OF PRACTICE

The policy takes note of Code of Practice – Safety precautions in Physical and Outdoor Education. September 1992; Swimming Pools and Associated Equipment revised 1992.

SAFETY TRAINING

All members of the PE Department will take part in swimming pool safety training. The Head of Physical Education Department will ensure that members of the Department receive adequate training.

HIRE OF SWIMMING POOL

Hirers will be made aware of safety procedures prior to hire of the school swimming pool. A map of the pool giving directions and water depth will be provided. A copy of life saving qualifications will be required from those in attendance with this responsibility.

The Appleton School

SWIMMING POOL REGULATIONS, INFORMATION AND OPERATING PROCEDURES

Normal Operating Procedures

1. General School Organisation:

Details of pool dimensions and a plan of the building are on the attached sheet. (*See Appendix 1*).

Maintenance of the pool is the responsibility of the caretaking staff and the chlorine levels, PH and temperature should be monitored and recorded at least twice daily. He, in consultation with other staff members, will decide whether the condition of the pool allows use.

The Estates officer has overall responsibility for the health and safety conditions assisted by the Site and Lettings Manager who is also responsible for the conditions of hire to any outside organisations or use outside school time.

The emergency phone is checked on the first Monday of each month.

Qualifications Necessary:

All lifeguards or teachers in charge of a class using the pool must have either:

- a) **The bronze medallion (valid for three years).**
- b) **The R.L.S.S. rescue test for teachers of swimming (valid for two years).**
- c) **A Pool Lifeguard Qualification (valid for two years).**

2. Safety Information:

a) First Aid:

The First Aid supplies are kept in the First Aid Box in the Women's instructors room (please report any shortages to the School Nurse, so that stocks can be replenished). More supplies are situated in the Nurse's Medical Room. (During school hours – between 9 and 3.00 pm).

b) Telephone:

A phone is installed in the women's instructors' room.

By dialling **9** to get an outside line then 999 the caller can obtain a direct line to the emergency services.

By dialling **0** the caller can reach the Main Reception Office.

c) Obtaining Help:

If a non swimmer (adult or student) is available, he/she should be briefed to assist with phone calls or to take other action in an emergency.

Instructions should be given before the lesson starts. A student or other adult may be asked to leave the pool to bring help or to obtain First Aid requirements.

At no time should the teacher/lifeguard leave the poolside or an injured student. Even for quite a minor cut or graze, the teacher in charge may deem it necessary to phone for support so that the safety of the group in the pool can be ensured while someone else administers the First Aid.

If unsure, always send for help.

d) Report Accidents:

Appendix 2 outlines the procedures for this issue. All school injuries, however minor, must be reported to the Medical Room and a note made in the Incident Book.

e) Lifeguard/teacher:

Must carry a whistle at all times and be suitably dressed.

Must always be on the poolside whilst supervising swimmers.

Must not enter the water unless in an emergency.

Must know the Emergency action plan (*see later*).

Must ensure that he/she can see all areas of the pool at all times, including the bottom of the pool.

Ensure that an adequate variety and amount of rescue equipment is in the pool before starting each lesson/session.

Person in charge must not leave the pool area at any time, unless another qualified person remains on the poolside with a group.

Ensure that the safety equipment is positioned at intervals along the pool surround.

Ensure that the tasks set are appropriate for the groups being taught.

Ensure that the equipment does not obstruct the pool surround, thus preventing accidents.

Must regularly practice their lifesaving techniques to ensure their effectiveness has not deteriorated.

In the event of lack of water clarity, the pool should not be used and the caretaker should be notified.

f) Bather load:

Each teacher must decide upon the number of students they can safely supervise at any one time in the pool, taking into consideration the age/ability/aptitude of each group. This may mean having half watching and half swimming and then changing over.

Ideally, there should only be 20 bathers to each teacher. Realistically, however, timetabling does not allow for this, so teachers must organise their groups in a safe, non-hazardous way.

At no time should bather load exceed 26 except in swimming training sessions or galas.

g) Access:

At no time may any students/swimmers be in the pool without a qualified member of staff being present.

Students/swimmers should stay in the changing rooms and only be admitted by the member of staff taking the lesson.

The doors to the pool must be locked at all times when the pool is not in use.

The teacher taking the lesson/session is responsible for this being carried out after each lesson has finished.

At no time should there ever be less than three people in the pool – one of whom must have a life-saving qualification and should remain on the side of the pool at all times.

THIS ALSO APPLIES TO STAFF/ADULT SESSIONS.

Clean indoor footwear only to be worn – shoes which have been worn outside must be taken off before entering the pool area.

h) Potential Risk Factors:

1. Width of surrounds may make use of rescue aids or landing a swimmer difficult.
2. Pool cover is an obstruction at side of pool.
3. The long design makes some areas of the pool blind spots to a single teacher, who may not remain centrally positioned throughout a teaching session.
4. Metal rails in pool could trap a small child's wrist.
5. Metal rails stand proud and students could bang heads when coming up from underwater.

i) Other Important Points:

All swimmers must be made aware of the following rules:

- a) No one is permitted in the pool area without a lifeguard/qualified teacher being present.
- b) No one must swim unless in a group of three or more, one of whom must be qualified and stay on the side.
- c) No running.
- d) No diving (including racing and surface dives) in non-diving area.
Diving area from deep end edge only.
- e) No dangerous or irresponsible behaviour in changing rooms or pool area.
- f) All swimmers should be encouraged to use the toilets before entering the pool.
- g) All swimmers must know the pool evacuation procedure and get out of the water when instructed to do so.
- h) No outdoor footwear allowed in pool area.
- i) Must be dressed appropriately.
- j) Must not enter the pool with any infectious diseases or skin complaints.
- k) No food or drink in pool area.

3. Hire of Pool to Outside Organisations:

The school retains a residual responsibility when hiring out the pool. It is, therefore, essential that all requirements under *Appendix 3* are fulfilled.

Emergency Action Plan

The actions to be taken in the event of an emergency.

Evacuation Procedure:

1. Long blasts on the whistle are the signal for swimmers to go to the edge and get out.
2. Swimmers are instructed to line up by the exit door in an orderly manner.
Emergency exit door is located at the deep end of the pool if corridor door cannot be used.
3. Swimmers are counted through the door, led out of the pool building and escorted to the Tennis Court area at the top end of the school.
(SEE SCHOOL EVACUATION PLAN, *Appendix 4*).

Examples of Emergency and action to be taken:

a) OUTBREAK OF FIRE (school bell ring continuously).
Emergency Procedure.

b) BOMB THREAT
Emergency Procedure.

c) LIGHTING FAILURE
Emergency Procedure (swimmers will be escorted to the changing rooms if deemed to be safe).
Emergency lighting should come on in the pool, but not in the changing rooms.

d) STRUCTURAL FAILURE

Emergency Procedure.

e) LACK OF WATER CLARITY/POOR VISIBILITY

Pool not to be used.

f) EMISSION OF TOXIC GASES

Evacuation Procedure.

g) SERIOUS INJURY TO SWIMMER

1. One long blast of whistle, swimmers instructed to get out and move away from the edge of the pool.
2. One swimmer or available student or adult to phone office (**dial 0**) or Nurse (**261**) or Emergency services (**9-999**) depending on the injury or situation.
3. Another swimmer or available student or adult is instructed to send any adult on hand into the pool area and then go and find the School Nurse to inform her of the situation and ask for her assistance.
4. The Lifeguard then assesses situation and rescues subject.
5. Lifeguard to administer E.A.R. and E.C.C. if necessary until specialised help arrives to take over.
6. If breathing has restarted leave subject in recovery position, keeping watch at all times.
7. Adult or Lifeguard to evacuate all other swimmers.

h) DISCOVERY OF CASUALTY IN WATER

Lifeguard to assess injury and decide the action to be taken.

NB. If an ambulance is called for, the office or caretaking staff must be informed so that the School is aware that an ambulance is expected. The caretaker can then direct the ambulance to the pool.

Accident during hiring:

Hirers should note that a telephone for emergency calls/internal calls only is available in the Women Instructors' changing room. If necessary, an ambulance can be called by **dialling 9 (for an outside line)** and then **999 (for the emergency services)**. After which, the Site and Lettings Manager or a member of the Caretaking Staff must be contacted so that the school is aware that an ambulance is expected on site. He will then direct the ambulance to the swimming pool. (The internal telephone number of the caretaking office is **267** and **265** for The Site and Lettings Manager).

In the event that a caretaker is not available, the Hirer should, if possible, arrange for someone to meet the ambulance at the school gate and direct it to the swimming pool.

General Points:

Lifeguard must try to:

- **Remain calm at all times**
- **Ensure the safety of all class members at all times. Do not turn your back – keep students in sight.**
- **If possible, perform any rescue from the poolside.**
- **Ensure that help is sent for immediately.**
- **Inform students of safety procedures and practice regularly.**

The pool must be left in a tidy state after each lesson/session.

All equipment must be taken out of the water and returned to the proper place.

This includes:

- **Safety Aids**
- **Bricks**
- **Floats**
- **Lane Ropes**
- **Balls**

Please return this slip to:

*Site and Lettings Manager, The Appleton School,
Croft Road, Benfleet, SS7 5RN*

✂

ACKNOWLEDGEMENT

I acknowledge receipt of Swimming Pool Safety procedures relating to the hire of The Appleton School pool. I confirm that the necessary life-saving requirements will be met and I attach a photocopy of the qualifications held by the responsible person/persons.

Name of Organisation hiring pool:

Name (*Please print*):

Signed: Date:

Appendix 2
THE APPLETON SCHOOL
LETTINGS ACCIDENT REPORT

Please complete and hand in at School Office addressed to Lettings Manager ASAP

Injured person

Address

Date and time of accident

Site of accident

Details of how accident occurred

.....

Name of person in charge of letting

Nature of injuries

By whom was immediate treatment given

Was further medical treatment needed (Doctor/Hospital)? If so by whom

.....

Was a third party (e.g. contractor) or vehicle involved? Please give details

.....

Names of witnesses, attach statements or send later

.....

Signature of injured person or person on his/her behalf

..... Date

FOR OFFICE USE ONLY

If it is considered that the accident was caused by a defect in the premises or equipment, please state what steps have/will be taken to rectify the defect.

Is the injury of such seriousness that it will be reported to the H.S.E.? YES/NO

Date of report to H.S.E.

Any further action required?

**HIRE OF POOL TO OUTSIDE ORGANISATIONS:
CHECKLIST OF POINTS FOR INCLUSION IN CONTRACTS**

- 1. Information on numbers participating and their swimming skills.**
- 2. Name of hirer's representative who will be in charge of the group.**
- 3. Numbers and skills/qualifications of lifeguards to be present during the session; and whether these will be provided by the hirer or by the pool operator.**
- 4. Hirer to be given copies of normal and emergency operating procedures, and to sign to the effect that these have been read and understood.**
- 5. Specific agreement on the respective responsibilities of the pool operator and the hirer for action in an emergency. A distinction needs to be drawn between:**
 - (a) Emergencies arising from the activities of the group using the pool;**

And

 - (b) Other emergencies (structural or power failures, etc.).**

Responsibility for the latter will remain with the pool operator who will need, accordingly, to have competent staff in attendance during the hire session.
- 6. Any rules of behaviour to be enforced during the session.**
- 7. Any advice on safety to be given to participants, e.g. on avoiding alcohol and food immediately before swimming.**

WHERE THE POOL IS AN ANCILLARY PART OF A LARGER COMPLEX, SUCH AS A SCHOOL, A SENIOR MEMBER OF MANAGEMENT SHOULD BE CLEARLY DESIGNATED AS RESPONSIBLE FOR SAFE POOL OPERATION.