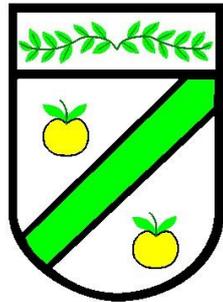


**THE APPLETON  
SCHOOL**



**SWIMMING POOL  
SAFETY POLICY**

**INFORMATION AND OPERATING  
PROCEDURES**

**Updated September 2015**

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# SECTION 1

## 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. October 2002; Swimming Pools and Associated Equipment revised 2002.

### 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 on request from the school from those in attendance with this responsibility.

# SECTION 2

## 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. They, 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:**

Due to misuse there is no longer a first aid box kept in the pool area. All users should provide their own first aid box. (During school hours Nurse – between 9 and 3.30 pm).

### **b) Telephone:**

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

By dialling **999** the caller can obtain a direct line to the emergency services. By dialling **221** 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:**

All school injuries, however minor, must be reported to the Medical Room and a note made in the Incident Book.

Lettings need to complete an accident report form for all injuries see *appendix 5*, on completion this should be handed to the Caretaker or Site Manager

### **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. *Appendix 3* includes details of staff; swimmer ratios

**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. 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.
3. Metal rails in pool could trap a small child's wrist.
4. 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).**

***PLEASE NOTE: EMERGENCY BLANKETS ARE LOCATED IN A RED “GRAB BAG” ON THE WALL NEXT TO THE PHONE.***

**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 221**) or Nurse (**261**) or Emergency services (**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. (Expired Air Resuscitation) and E.C.C. (External Cardiac Compression) 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 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** 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.

Accident report forms need to be completed

**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:***

***Lettings Coordinator, 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 (copies to be provided on request by the school).

Name of Organisation hiring pool: ..... Name

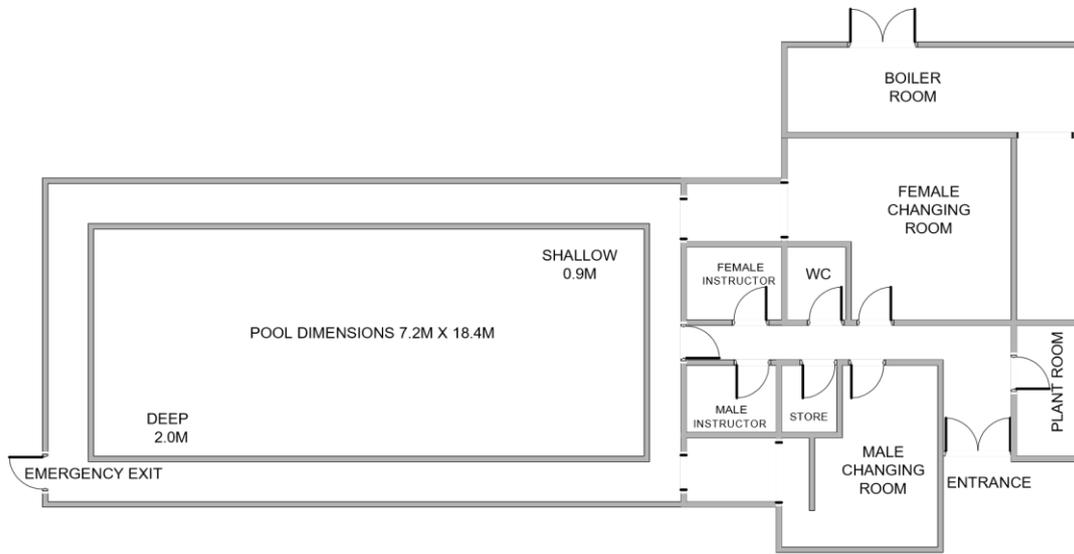
*(Please print):* .....

Signed: .....

Date: .....

# SECTION 3

## Appendix 1



The Appleton School Swimming pool layout

APPENDIX 1

## **Appendix 2**

### **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.**

## Appendix 3

Extract from ECC H&S Code of Practice 11

### 11 HAZARDS, RISKS AND PRECAUTIONS FOR SPECIFIC SPORTS

Establishments must follow the guidance contained in AFPE's 'Safe Practice in Physical Education'.

### 12 SWIMMING & DIVING

The health, safety, welfare and monitoring of the children's individual development remain the School's responsibility at all times. It is strongly recommended that a member of the School's teaching staff is present during all swimming lessons to ensure a higher level of supervision. Extensive vetting of non-employees must be undertaken prior to their involvement in swimming and associated activities and suitable monitoring procedures established.

#### Emergency Procedures

The Learning Services Directorate has produced Code of Practice No.14 "Swimming Pools and Associated Equipment". All schools with a pool must have a copy and must comply with its requirements. The requirements relate to use both during school time and to the hire/use of the pool outside of school hours. The following is a summary of key points:

- There must be a clearly defined emergency procedure known to all pool users (including lettees);
- At all times the pool is unsupervised it must be secured against unauthorised access;
- A suitable emergency alarm (e.g. which sounds continuously once activated) must be located at the poolside or two adults must be present, one to raise the alarm (by phone/holding alarm button etc.) and the other to assist the casualty;
- Life saving apparatus (e.g. long light pole/rescue rope etc.) must be readily available at the poolside to assist a swimmer in difficulty. **Note:** weak swimmers find it easier to hold a pole with a looped end; □□The depth(s) of the pool must be clearly indicated & no diving signs erected as appropriate.

#### Supervision and Competence

In all swimming pools (shallow & deep water), one of the supervisors (teachers, swimming instructors or pool attendants [supervising by prior written agreement with the Pool's Manager]) must be competent in current life saving techniques and hold one of the following qualifications:

- National Pool Lifeguard Qualification;
- National Rescue Award for Swimming Teachers & Coaches (Royal Life Saving Society) formerly known as the Rescue Test for Teachers & Coaches of Swimming;
- National Aquatic Rescue Standard for Swimming Teachers and Poolside Helpers (Swimming Teachers' Association).

Teachers must renew their qualifications by attendance on appropriate safety course every 2 years.

Training for the National Rescue Award for Swimming Teachers & Coaches can be arranged through the Learning Services Directorate's Advisory & Inspection Service.

**ALL** supervisors of swimming activities (shallow & deep water) must practice resuscitation procedures on an anatomical dummy (available from AIS) termly during the swimming season. A record of all such training must be kept in the establishment.

### **Lettees**

Establishments are reminded that they are responsible for ensuring that **any hirers/users** of the pool are able to provide a suitably qualified person to supervise the swimming from the **poolside** throughout the entire period of the let.

It is recommended that the establishment keeps a copy of the supervisor's evidence of competence on file.

### **Staff: Swimmer Ratio**

Classes or groups of swimmers should not normally exceed the instructor/swimmer ratios set out in the table below. The Table on suitable supervision ratios has been received from the Amateur Swimming Association & the Royal Life Saving Society.

<b>GROUP TYPE</b>	<b><i>INSTRUCTOR/SWIMMER RATIO</i></b>
Adult & Baby	1 Instructor per 12 Adult/Baby pairings
Beginners/Non-swimmers	1 Instructor per 12 swimmers who are unable to swim 10 metres competently
Improver Swimmers	1 Instructor per 20 swimmers who can swim at least 10 metres unaided competently on front & back <b>shallow water only</b>
Mixed Ability	1 Instructor per 20 swimmers of a mixed range of ability from improver to competent swimmer. Vigilance is necessary to ensure the less able remain within their depth and are able to cope confidently.
Competent Swimmers	1 Instructor per 20 swimmers who can swim at least 25 metres competently on front & back and tread water for 2 minutes

Instructor in this context means a person holding one of the above mentioned awards.

### **School Pools**

For instructional or recreational purposes the number of students in the water in relation to teachers or instructors should normally be limited to 20:1. However, the instructor/swimmer ratio may need to be reduced depending upon the size and design of the pool, depth, pool visibility (e.g. glare) and temperature of water as well as age and competence of the class. For students with disabilities the ratio should be reduced according to the severity of the disability. In some circumstances it may be possible to exceed the recommended instructor/swimmer ratio by 1 or 2 students provided the written risk assessment includes the rationale as to why it is **safe** to do so.

A teacher or swimming instructor in charge of a group in the water must:

- be the first person to enter the pool area and the last to leave;
- instruct and supervise from the pool side from positions where everyone in the group can be watched. However, where an additional adult who is trained in pool observation is available, it is permissible for the teacher/instructor to enter the water to assist in teaching.

### **Public Pools**

Teachers accompanying students to and from public pools for teaching by a swimming instructor are responsible to the Head of their establishment for the welfare of students at all

such times. Where these group sizes exceed the instructor/swimmer ratio (see above) the accompanying teacher should be capable of teaching or supervising the remainder of the group out of the pool. If they are unable to life-save they must inform the swimming instructor so that lessons can be organised accordingly (e.g. teaching must be performed from poolside).

### **Class Management**

It is good practice to establish safety procedures for swimming activities. The following guidelines for supervision and safety must be adhered to:

- No students must enter the pool area until the instructor/lifeguard is present;
- Students must be instructed not to run around, splash or shout in the pool area or enter the pool unsupervised;
- Emergency procedures should be explained and practiced during lessons. If the teacher/instructor is the only qualified life-saver they must not attempt a rescue which involves entering the water until the safety of all other students has been secured (e.g. they are out of the pool or safely holding onto the poolside);
- All children must be registered or counted both before and after the lesson and checked whilst in the water (i.e. by a "buddy" system [swimmers are 'paired' together at start of session, at intervals during session a signal is given and they must find and join their 'buddy']). They must be actively encouraged to report any accidents to the teacher/instructor;
- The depth(s) of the pool must be brought to the attention of students along with suitable pool entry methods;
- The instructor must locate themselves in such a position that they are able to see all the children at all times;
- Those children not in the pool must be supervised by another adult;
- Where anti-chlorine goggles are to be used (e.g. for medical or confidence reasons) the pupils must be taught how to use them correctly;
- The wearing of masks, fins, snorkels and other equipment must be restricted to organised club events (details of qualifications required to teach such activities are located in Code of Practice No.28 "Safe Practice on Educational, Adventurous and Recreational Visits").

To be suitable and sufficient the risk assessment must also consider how the pupils will be supervised whilst changing before and after the swimming session.

**Enter details in the box below.**

Hazard	Control measures

## Hygiene

Changing room floors should be cleaned regularly and kept as dry as possible.

Students should not be allowed to share towels nor exchange footwear with others.

Children should be encouraged to use the lavatory before swimming and this should be part of the training for children. When available, showers should be used before and after swimming.

Food and drink must not be allowed in the pool area and pupils must not enter the water chewing sweets etc.

The wearing of outdoor shoes at the pool side where swimmers stand and move about should be discouraged.

Children should be trained to dry themselves thoroughly paying particular attention to hair, ears and feet.

The class teacher must ensure the swimming teacher/instructor is made aware of any medical conditions which might necessitate the exclusion of a child from the activity.

Jewellery must not be worn by anyone entering the water.

## Protection of Hair

There is a risk that long hair can become entangled in the swimming pool filtration system. Pupils with long hair should therefore wear bathing caps or any suitable alternative means of securing the hair close to the head.

## Diving

Diving must not take place unless the following minimum water depths exist:

- 1 metre springboard            3.4m
- 3 metre springboard           3.7m
- 5 metre platform            3.7m
- 10 metre platform            4.5m

The above depths indicated refer to a **standing or running dive**.

For the spring header dive (formally known as the plain dive), when practiced or taught from the bath side, a minimum of 3m is necessary.

For the wind up start, grab start and backstroke start the minimum depth is 1.5m.

The minimum qualifications for the teacher or swimming instructor in charge when diving is taking place must be the Diving Teachers Certificate.

### 13 MONITORING & RECORDING

The Head of Department is responsible for ensuring the following monitoring and record keeping tasks are completed:

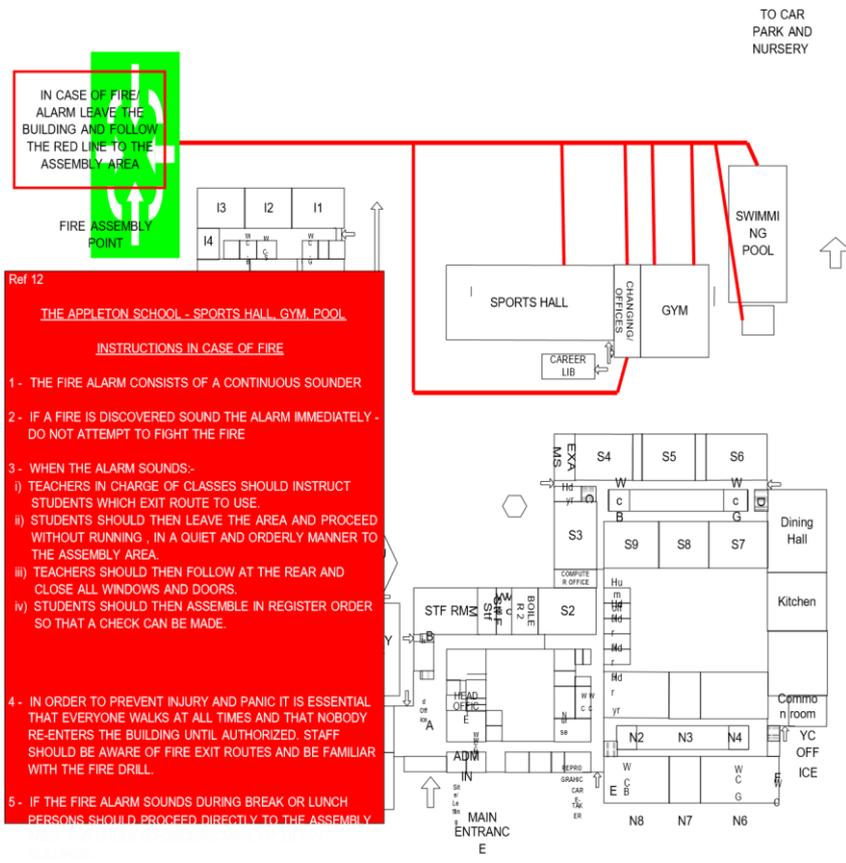
- Annual Internal Monitoring Checklist for PE is completed;
- PE apparatus/equipment is inspected (see Section 10 for details of types and frequencies);
- Portable electrical appliances (e.g. portable hi-fi systems used for dance lessons) are inspected and tested;
- Swimming pool plant, equipment and water quality are inspected, maintained and monitored;
- Safety standards during teaching are being maintained;
- All accidents are being reported using the School's accident reporting system;
- Department is inspected for hazards and unsafe acts and omissions and emergency procedure drills are undertaken;
- Records are kept of instruction, training and qualifications of staff; □□Records are kept of all inspections/testing/maintenance carried out in the Department.

### 14 MEDICAL, FIRST AID AND ACCIDENT PROCEDURES

The Head of the establishment should ensure that appropriate staff are aware of any medical conditions likely to effect the participation of individual students.

The Head of PE should ensure that suitable procedures are formulated to deal with medical emergencies and accidents within the Department. Those staff responsible for dealing with accidents should ensure that the appropriate accident report forms are completed. **It is important that all staff are aware of these procedures.**

For first aid arrangements at establishment's staff should look at the appropriate section in their general code of practice. In the event of offsite facilities not having first aid facilities a portable first aid box carrying the necessary equipment should be taken.



## APPENDIX 5

### ACCIDENT REPORT FOR LETTINGS/OUT OF HOURS

Please complete and return to school office or caretaker on duty for attention of Lettings Manager

Name of injured Person.....

Address.....

.....

Date and time of accident.....

Site of accident.....

Date of reporting accident.....

Details of accident and how it occurred.....

.....

.....

Name of person in charge..... Nature  
of injuries.....

By whom was immediate treatment given.....

Was further medical treatment needed (hospital/doctor etc)? If so by whom

.....

Say how the accident happened, give the cause if you can .....

.....

.....

Names of witnesses, statements to be attached..... Signature  
of injured person/Guardian & date.....

Signature of Headteacher & date.....

---

#### Office use only

Estates Manager signed and dated.....

If it is considered that the accident was caused by a defect in the premise or equipment, please state what steps have been taken to remedy 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?.....

## APPENDIX 6- Risk Assessment

### The Appleton School Risk Assessment Form



<b>Location/Activity Assessed:</b>	<b>Assessed By:</b>
Physical Education – swimming pool	IK/JS/MA
<b>Significant Hazards:</b>	<b>Risk Arising From Hazard:</b>
Diving Loose tiles Infection Trapping behind ladder Life ring in correct place Staff/students/lettings swimming alone Chemicals irritant to eyes	Water not deep enough, collide with bottom pool Cuts on sharp edges Open wounds injury or drowning Lack of equipment – drowning No assistance if any distress sore eyes
<b>Who May Be Harmed:</b>	
Staff/ Students/Lettings including small children	
<b>What Are The Existing Control Measures:</b> (include relevant codes of practice)	
Door locked at all times when not in use All Teachers have NRASTC Rescue test All users have to comply to swimming pool policy Swimmers encouraged to use goggles Swimmers encouraged to use showers before and after swimming	
Continued over page>>	

