

Bevendean Pre-Prep School



Swimming Pool Emergency Procedures, General Rules and Risk Assessments

Updated: 28 Feb 2019

Emergency Procedures

This document should be read conjunction with the PE Policy and Swimming Risk Assessments

1. Emergency Signals

An immediate response is expected to the following signals

A short blast = Pupils stand still (or swim to side and remain still) and listen to instructions

Two blasts = Pupils go to the sides and stay still and silent (danger)

Designated staff must

- carry a whistle at all times.
- ensure a spare whistle is always hanging up at the pool side
- assess the situation, clear the pool and send for help if necessary (seek help from another adult ,e.g. playground Duty Staff/Office with help of whistle)
- contact the Emergency Service(s) from the office

2. Layout of the pool

Everyone is expected to be familiar with the pool layout, the location of the way out, location and availability of lifesaving aids

3. Water quality and pool condition

The lesson should not continue if one or more of the following occur

- the bottom of the pool is not clearly visible
- the water temperature drops below 30°C
- faeces, blood or vomit in the water
- it is deemed not safe for the children and staff to be poolside

The Head of PE and Site Management have to be informed immediately

4. Fire Alarm

In the event of the Fire Alarm being set off staff must clear the pool and everyone must immediately evacuate the pool area by the gate and do so in silence

Staff must lock the swimming pool gate when the area is evacuated

5. Accident Reporting

In the event of an accident, staff must complete the report form in the Accident Book which is kept in the School office and follow the normal reporting procedures

6. Health condition

Staff should be aware of any medical problems relevant to pupils being taught, e.g. asthma (inhaler at poolside)

The First Aid box is kept in the designated cupboard

7. Lifesaving

(a) Recovering a casualty from the water

- On sighting a pupil in difficulty, the teacher/lifeguard should attempt to recover the casualty by methods other than direct water entry
- Where the above is impossible, e.g. an unconscious casualty, the teacher/lifeguard should alert the accompanying teacher/lifeguard and then enter the water. The accompanying teacher/lifeguard will take responsibility for clearing all other pupils from the pool
- When the casualty is reached the teacher/lifeguard should employ an approved tow/carry to move the pupil to a safe point of exit from the pool
- In the event of injury occurring through jumping into the water, spinal damage will be assumed and the casualty will remain in the water supported by the teacher/lifeguard who will maintain ABC (Airway, breathing, circulation) until medical services arrive.

(b) Resuscitating the casualty

- If the casualty is in the water and does not appear to be breathing, the teacher/lifeguard will alert the accompanying teacher/lifeguard, blow the whistle and enter the water
- The casualty should be towed to an appropriate landing point. The teacher/lifeguard must have assistance to land the casualty poolside
- **Airway, Breathing and Circulation should be checked**
- If breathing – place in the recovery position and remain with the casualty. Observe for signs of deterioration
- If not breathing – carry out **EAV (Expired Air Ventilation)**
- If no pulse – carry out **CPR (Cardio-Pulmonary Resuscitation)** until professional help arrives

In the unlikely event of a teacher being unaccompanied, (s)he must phone for assistance at this stage

(c) Communication with ambulance service/ the office

The accompanying teacher/lifeguard will be responsible for making sure the designated member of the office is informed and the ambulance service contacted. The ambulance service will be directed to the swimming pool entrance and the gate opened by the accompanying teacher/lifeguard

General Rules

1. The swimming teacher must be the first person to access the swimming pool and surrounds when there is a swimming lesson and must be the last person to leave
2. Access to the swimming pool is via a locked gate. Keys are held by the office and taken to the pool by the form teacher. The swimming pool must remain locked at all times other than when the swimming teacher and/or maintenance staff are present
3. Pupils may **never** be allowed to enter the swimming pool area unless a member of the PE/Swimming staff is present (all staff must have appropriate qualifications for the teaching of swimming to school children)
4. The accompanying adult must be proactive and vigilant at all times.
5. The swimming pool must never be left unlocked unless a member of the PE/Swimming staff is in the area. Pupils must use the lavatory and footbath before entering the water
6. Supervision – teacher must always be nearby
7. Pupils are to be made aware of dangers (**hazards**)
8. Pupils are to be told of possible injuries (**risks**)
9. Pupils are to be made aware of swimming pool code of conduct (**controls**)
10. The numbers of swimmers have to be counted separately at the start, during as well as at the end of each lesson. Non-swimmers will remain in the classroom with either the class teacher or teaching assistant.
11. The maximum number of children in the pool at any one time must not exceed a ratio of 1:14.
12. Before the pupils are permitted to enter the water, the teacher must ensure that lifesaving equipment is easily accessible on both sides of the pool
13. Pupils must not enter the water until told to do so by the swimming teacher. They must enter one at a time via the steps. Jumping or diving from the steps is prohibited
14. Pupils with verrucas must wear a special sock. Plasters must not be worn as they come off and can block the filter. Foot inspections will be carried out at the start of each half-term
15. Foot wear must be worn from the classroom to the pool side.
16. Only the maintenance staff and the swimming teacher are allowed to handle the pool cover and heater as needed
17. Children are required to wear regulation school swim wear and pupils with long hair must wear a bathing cap for health and safety reasons. The wearing of goggles is optional. All items must be clearly named, including robes, towels, footwear and swim bags

18. NO DIVING OR JUMPING IS ALLOWED. NO RUNNING BY THE POOL SIDE.

19. Pushing-in, ducking, jumping in backwards, excessive splashing to cause interference etc. are all strictly forbidden

20. Screaming and shouting during lessons or recreational periods are not permitted

21. Rescue equipment includes

- 1 reach pole with hook
- 1 reach pole with net
- woggles to reach and provide flotation

These items are inspected thoroughly at the start of each term by the swim teacher and visually before each lesson to ensure they are visible, accessible and in good condition

An alarm is fitted to the pool which alerts another adult to the pool in the event of an emergency

Bevendean Swimming Pool Assistants

- Assistants must be on time and they must remain in the pool complex for the entire lesson
- They must carry a whistle at all times
- Help with hats and goggles to allow teacher to begin lesson
- They must be proactive, walking around the pool keeping a constant eye on the swimmers

In an Emergency:

Blow whistle – Children stop and listen

Two whistles – children clear pool and listen for instructions

Escort children to the classrooms