



DANES HILL SCHOOL  
STRONG & SAGACIOUS

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## MAIN SCHOOL SWIMMING POLICY



## **Swimming Pool Rules and Emergency Procedures**

### **1.0 Introduction**

This document is designed to meet the needs of the pool at Danes Hill School. It identifies what needs to be done and by whom to establish a safe working routine and environment. It is a handbook for the safe use of the pool.

### **1.1 Frequency of Review**

The document will be reviewed and amended as appropriate (a) annually and (b) in the event of a serious incident. Following the first publication and any amendment the document will be agreed by the governing body before being adopted as part of the school's swimming policy (see appendix 1).

### **1.2 Responsibility for duties at Danes Hill Swimming Pool**

The following people have a responsibility for swimming at Danes Hill School pool as detailed:

- Overall responsibility: Head Teacher
- Overall Charge of Pool:
- Supervision: Lead Teachers, Teaching Assistants, Lifeguards, Spotters
- Teaching: Lead teachers/qualified swimming instructors
- Maintenance:

### **2.0 Objectives and Scope of Normal Operating Procedure**

This document will identify the processes designed to control pool safety in terms of:

- Safety
- Supervision
- Teaching

### **3.0 Reference Documents**

This document details the Normal Operating Procedures and Emergency Action Plans of the Swimming Pool at Danes Hill School. It forms part of a comprehensive series of reference documents forming part of the school's swimming policy.

Documents are ready available for all pool users. These are:

- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)
- HSE Guidance: Managing health and safety in swimming pools

### **4.0 Details of Pool**

- Type of pool: Normal
- Length 25m
- Width 12m
- Maximum capacity: 105
- Maximum Depth 2.0m
- Minimum Depth 1.0m
- Usual Pool Temperature Range 30.C
- Maximum Bather Load (Normal Session) 10 per section
- Maximum Capacity: Teaching Session 15 per section
- Maximum Daily Bather Load N/A

**The pool is under the control of Danes Hill School 24/7, the pool is used in the following ways:**

- Teaching lessons to pupils during curriculum time
- Recreational use by members of staff

### **5.0 Building plans and layout**

A plan of the pool area at Danes Hill School showing emergency exits and evacuation routes can be found in appendix 2 (pending). This includes the location of alarms and safety equipment, as well as entry and exit points to the pool.

## **6.0 Potential areas of risk**

Inherent in every pool environment are potential areas of risk. In recognising the risks, strategies can be put in place to minimise their impact.

### **6.1 Hazards**

There are a number of hazards that make swimming pools potential danger places to use. This section identifies (a) people hazards, (b) activity hazards and (c) physical hazards. The lists are pertinent to all potential users of the pool.

#### **6.1.1 People Hazards**

- Persons under the influence of alcohol or drugs, including for medical use
- Persons who have consumed food prior to swimming
- Persons with poor health and/or with medical conditions
- Weak or non-swimmers, or those that swim but get out of their depth
- Young or inexperienced swimmers
- Persons exhibiting unruly behaviour
- Swimmers using swimming aids
- Persons wearing incontinence swimwear or similar
- Persons with communication difficulties
- Persons gaining access to the pool when it is not in use or not supervised.
- Pupils wandering back into the pool from the changing rooms at the end of a swimming lesson when the pool is unguarded.
- Suspicious or unknown persons
- Persons wearing jewellery
- Persons entering the pool inappropriately, for example, by diving or jumping into the pool
- Absence of, or inadequate response of staff in an emergency.

#### **6.1.2 Activity Hazards**

- Diving or jumping into the pool
- Running, pushing or fighting (in play or otherwise) on the poolside
- Tag games or 'horseplay' in the pool or on the poolside

- Misuse of facilities or equipment
- Bombing, acrobatics and throwing games
- Consumption of food or drink

### **6.1.3 Physical Hazards**

- Clarity of the water
- Slippery surfaces, for example tiles and/or steps
- Main water outlets
- Main water inlets
- Skimmer outlets
- Depth of water
- Glare and light reflections
- Lighting system
- Sound system
- Storage of equipment
- Emergency rescue aids
- Benches
- Pool cover
- Lane ropes when in use
- Poor tile condition both on poolside and in the pool
- Changing room areas
- Water temperature
- Pool surrounding temperature
- Use of electrical appliances

## **7.0 PROCEDURES FOR SCHOOL LESSONS**

The following procedures help to maximise user safety.

### **7.1 Qualifications of Teaching & Supervisory Personnel**

#### **7.1.1 Teaching Staff**

It is essential that during school swimming lessons a teacher holding Qualified Teacher Status (QTS) is present at all times. The lead teacher(s) will assume overall responsibility for the safety and well-being of the pupils under the duty of care, in 'loco parentis'.

#### **7.1.2 Supervisory Personnel**

Swimming lessons will be supported by a number of supervising staff. The large majority of these staff will be qualified teaching assistants. They will be deployed or directed by the lead teacher as required in order to maximise the safety of the pool environment. They may be required to support the lesson from either the poolside or in the pool itself. It is an expectation of all persons employed as a teaching assistant that they are willing to support lessons from in the water unless they have agreed with the Head Teacher that they will be exempt from this responsibility.

#### **7.1.3 Life Savers/Qualified swimming instructors**

Danes Hill School provide qualified life savers with up to date qualifications. A list of staff who are qualified swimming instructors can be found in appendix 3. These individuals need to be present at all swimming lessons.

### **7.2 Supervision**

At least two members of staff should be present on the poolside before pupils are admitted to the pool area. At least one of these members of staff should be a qualified life saver.

The lead teacher(s) must hold QTS and they must be fully aware of their responsibilities.

- The maximum teacher/pupils ratio must not be exceeded
- Staff members will supervise pupils in the water during swimming lessons. The number of staff members in the water will be determined by the specific needs of the pupils present in the lesson and the changing circumstances of the session, e.g. staggered pupil changing.
- There must be at least one member of staff present on the poolside during the lesson to act as 'eyes on the side' (See Appendix 4). They must be able to see all pupils and the pool bottom throughout the lesson. They should be able to scan the pool in approximately 10 seconds.
- The swimming group must be counted before, during and after the lesson.

- The last member of staff, preferably the lead teacher(s) or life saver, must complete a final scan of the pool to ensure that all pupils have left the pool area.
- Swimmers must not be allowed to go back into the pool area unattended.
- Changing rooms must be adequately supervised at all times.

### **7.3 Pool environment**

Compared to other teaching environments, air quality in pools can be poor. It is therefore essential that the time spent in the pool area is adequately controlled. Staff should not spend more than 90 minutes in the pool area without a break.

### **7.4 Users Behaviour**

- No pupil must enter the water unless specifically directed to do so.
- Where appropriate, given the specific needs of the class, pupils should be aware of the emergency procedures to clear the pool. This should be practiced regularly.
- Pupils should be encouraged to use the toilet if appropriate before they enter the water.
- Jewellery can be a hazard and must not be worn during swimming activities.
- Long and shoulder length hair must be tied back.
- Users must wear appropriate dress, such as swimming costumes, trunks or swimming shorts when using the swimming pool.
- Costumes that are modified or when additional clothing is worn to cover arms and legs for cultural or religious reasons are acceptable as long as they are close fitting.
- Flippers and snorkels should not be used unless when supervised appropriately.
- Shouting should be discouraged unless in an emergency.
- No acrobatics.
- Users must not be allowed to run on the poolside.
- Users must not be allowed to push or pull others into the water.
- Bombing is not allowed.
- Eating and drink in the pool area is not permitted. Glass containers must not be used anywhere within the pool complex.

## **7.5 Swimmer/Supervisor Ratios**

The maximum bather capacities are listed in section 4.0. These must not be exceeded. The following swimmer/supervisor ratios are designed with safety considerations rather than teaching requirements in mind. A qualified supervisor may be a teacher or a qualified life saver with an up-to date qualifications.

### **7.5.1 Pupils Under 7 Years**

A ratio of one qualified supervisor for every twelve pupils (1:12) under 7 years old must not be exceeded irrespective of swimming ability.

### **7.5.2 Beginner/Non Swimmers**

A ratio of one qualified supervisor for every twelve swimmers (1:12) who are unable to swim 10 metres unaided on their front and on their back, should not be exceeded.

### **7.5.3 Special Needs Persons/Pupils**

A ratio of one qualified supervisor for every one – eight persons/pupils (1:1 – 8) depending on disability should not be exceeded. An assessment of need should take place before swimming begins and each situation should be considered individually. Special measures are put in place for each child. A disabled route allows access to the pool via the side gate and the children are allowed to change in the disabled loo. At present these children are lowered into the pool with woggles to support them if they are unable to use the stairs. The carer is encouraged to complete a manual handling course but at no time should staff risk of injury to themselves. The child will leave the pool before the class to allow more time to change and exit the pool area safely.

In an emergency, two whistles are blown at which point the child's carer and swimming teacher will assist the child out of the water. The child will use their frame/wheelchair and will be escorted by their carer to the middle gate which will be unlocked from entering the pool at the beginning of the lesson. A foil blanket will be provided.

### **7.5.4 Improving Swimmers**

A ratio of one qualified supervisor for every twenty swimmers (1:20) of a similar ability to each other who can swim at least 10 metres competently, unaided on their front and on their back should not be exceeded. It is recommended that pupils are not out of their depth.

### **7.5.5 Mixed Ability Groups**

A ratio of one qualified supervisor for every twenty swimmers (1:20) with a range of abilities (from improving to competent) should not be exceeded, where the least able and least competent are working within their depth. Swimmers' techniques, stamina and deep-water experience should be considered.



### **7.5.7 Competent Swimmers**

A ratio of one qualified supervisor for every twenty swimmers (1:20) who can swim at least 25 metres competently and unaided on their front and on their back and who can tread water for 2 minutes, should not be exceeded.

## **8.0 EQUIPMENT**

Pool areas make use of a lot of equipment that has specific functions. It is essential that all equipment is checked regularly to ensure that it is fit for purpose (see appendix 5).

### **8.1 Safety Equipment**

Safety equipment should be checked regularly for defects so that it can be used in emergencies. Similarly, it should be present in its allocated position so it is available when required. Once used it should be put back in its allocated position as soon as possible after use.

### **8.2 Safe Use of Floats**

Usually it is recommended that large floats are used by competent swimmers. However, due to level of supervision the use of large floats may be an appropriate teaching aid to promote and develop water confidence. However, the following 'rules' should be fostered in order to maximise safety:

- Pupils should not be allowed to stand on the floats.
- Pupils should not swim underneath the floats.
- The floats should not be tipped over.
- Floats should not be stacked together.
- Pupils should not jump onto the floats.
- Pupils should not use the floats near the walls of the pool.
- No more than 2 pupils should be allowed to use a float at any one time.
- Staff should constantly monitor the use of large floats. If the use of these floats puts the user(s) or other pool users in danger the use of the floats should cease immediately.

## **9.0 Reporting accidents and incidents**

Accident and incident reporting must be in accordance with school policies and relevant legislation.

## **10.0 First Aid Supplies and Training**

Danes Hill School have members of staff that are first aid qualified. A paediatric first aider will accompany Early Years swimming lessons and members of staff who are

specifically trained to deal with individual students' medical requirements will also be present.

### **Emergency Action Plan (EAP)**

A key role for poolside staff (lifeguards, swimming teachers, physios and spotters) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

### **Emergency Signals**

An immediate response is expected to the following signals

**One whistle** = Pupils stand still (or swim to side and remain still) and listen to instructions

**Two whistles** = Pupils clear the pool at their nearest exit and listen (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 (send a pupil to the office or seek help from another adult ,e.g. playground Duty Staff)
- contact the Emergency Service(s) from the office

### **Action to be taken in the event of Swimmer in difficulty**

This action must be carried out immediately. It has been observed that a swimmer is in difficulty, whether the lifeguard is required to enter the pool or not.

1. Alert pool staff verbally of an incident occurring as set out in the N.O.P. This warns staff immediately that there is a problem and you may need assistance.
2. The emergency button is activated by spotter.
3. Carry out the rescue procedures as per your training, getting the student to the side of the pool as quickly and as safely as possible.
4. Carry out First Aid procedures until the medical team or first aider arrives and assess whether emergency services is required.
5. If an ambulance is required it will be requested by the School staff on instructions from the medical team.

6. As soon as incident is over, complete appropriate report forms and take to the Bursar immediately.

### **Action by other staff**

This procedure should be carried out immediately after the alarm has been raised.

1. Assess the situation. If the lifeguard in the water requires immediate assistance, this takes priority. The swimming assistant should also have a RLSS National Pool Lifeguard qualification or National Rescue Award for Swimming Teachers and Coaches or have relevant first aid qualifications and specific medical training relating to the individual in danger.
2. Clear the pool or bring students to the side of the pool depending on severity of the incident.
3. While the pool is being cleared, assess whether or not an ambulance is required and designate someone to call emergency services.
4. Assist in lifting the swimmer from the pool and in giving first aid as per training, assess again if an ambulance is required and summon as above. If not required, give further assistance, and then continue to help supervise other students on the poolside until the incident is over.
5. When the incident is over, inform the swimming teacher/senior management.

### **Lifesaving - Recovering a casualty from the water**

1. On sighting a pupil in difficulty, the teacher/lifeguard should attempt to recover the casualty by methods other than direct water entry
2. 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
3. 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

### **Lifesaving - Resuscitating the casualty**

1. 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
2. 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
- Defibrillator on site and should be used by trained staff if required
- In the unlikely event of a teacher being unaccompanied, (s)he must phone for assistance at this stage

### **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

### **Action to be taken in the event of a lighting failure**

The following action is to be taken by all staff:

1. Clear the pool immediately, instructing swimmers to change and leave the poolside.
2. Instruct all spectators' to leave the poolside through the normal exists.
3. Proceed into changing areas and stay there until all students/staff are out.
4. Make way out into external safe area and carry out a head count.
5. Call for Estates Bursar/maintenance staff.

### **Total Evacuation of the Pool**

ALL STAFF should be familiarised with all means of escape from the building and the appropriate procedures.

The fire alarm will be activated for any emergency except for a pool incident. If the fire alarm sounds then there is a fire. The location and sound of the fire alarm can be found and heard in the vicinity of the poolside. 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. Foil blankets handed out to children. Swimming teacher would call Health and safety officer to confirm all present.

Staff must lock the swimming pool gate when the area is evacuated. Children and staff must remain at muster point in the car park until given permission to return to the pool.

### ***NOTE***

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services MUST be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus. Prevent anyone re-entering the area until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

### **Lack of water clarity**

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 30oC
- faeces in the water
- it is deemed not safe for the children and staff to be poolside
- The Head of Swimming and Estates Bursar have to be informed immediately

### **Structural failure**

If there is any sign of structural failure whilst the pool is in use, alert the Estates Bursar and follow procedure of emergency evacuation.

### **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 and Defibrillator is kept in the designated cupboard with the Pool Office.

## General Rules & Poolside Behaviour

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 swimming teacher, in the school office (in a secure place) and by the maintenance staff. 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. If helpers are being used they must be made fully aware of what is expected of them and are able to achieve the tasks set
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 to 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 and of non-swimmers have to be counted separately at the start, at regular intervals and as well as at the end of each lesson
11. Before the pupils are permitted to enter the water, the teacher must ensure that the long rescue poles are easily accessible on both sides of the pool
12. 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
13. Those pupils with verrucas must wear a special sock or waterproof gel. Plasters must not be worn as they come off and can block the filter. Foot inspections will be carried out.
14. No eating is allowed in the pool area
15. Only the maintenance staff or the swimming teacher is allowed to handle the pool cover and heater as needed
16. Children are required to wear regulation school swim wear and all pupils 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
17. Running on the poolside is strictly forbidden as is boisterous behaviour
18. Pushing-in, ducking, jumping in backwards, excessive splashing to cause interference etc. are all strictly forbidden
19. Screaming or shouting during lessons or recreational periods is not permitted
20. All non-swimmers must remain where instructed
21. Rescue equipment includes
  - 1 reach pole with hook
  - 1 reach pole with net
  - woggles to reach and provide flotation
  - Buoyancy Aid (4)

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

**Inspection Tasks**

**Daily Visual Tasks**

Item	Satisfactory		Comments
	Yes	No	
Changing rooms are clean and in good working order			
Check pool clarity			
Check for debris within the pool			
Check safety equipment is in place			
Check first aid box is available			
Check pool circulation system is operational			
Check strainers are clear			
Pool area clean – floor			
Changing rooms			

**Weekly Tasks**

Item	Satisfactory		Comments
	Yes	No	
Access around the pool safe, no loose slabs or damage?			
Steps into pool secure and in good condition?			
Life saving equipment in place and in good condition?			
Safety signage in place and in good condition?			
Pool cover is in good condition and operating correctly?			
Diving equipment in good condition?			
Swimming pool plant room secure?			
Chemical storage secure and clearly marked?			
PPE in good condition with plant room?			
Eye wash solutions in place and in date?			
First aid kit in place and fully stocked?			
Pool testing kit in place and in good condition?			
Pool boiler operating correctly?			
Pool pumps operating correctly?			
Strainers are clear from debris?			
Chemical testing results within correct parameters?			