

SWIMMING POOL POLICY

Personnel

- Head Teacher Mrs Rachel Kay
- Deputy Head Teacher Mrs Jenny Riley
- Swimming Teacher Miss Nicola Buck
- Premises & IT Manager Mr Bill Trezise

Role and Responsibilities

The Head Teacher is responsible for:

- the overall strategic use and organisation of the curriculum
- Safeguarding and Pupil Protection
- Safeguarding policy and procedure

The Deputy Head Teachers are responsible for:

- the Line Management of Swimming Instructors
- monitoring staffing arrangements

Swimming Teachers will:

- Be responsible for the safety of all persons in the pool areas, identifying risks and taking any necessary action to remedy.
- Ensure the safety of bathers by ensuring that there is adequate staff; both on poolside and in the water according to individual need of the students.
- Be responsible for preparing the register and delivering lessons, monitoring and assessing progress and recording achievement.
- Be responsible for regular inspection of floatation aids and the removal and replacement of any damaged items. They will also ensure all teaching aids are stored in an appropriate manner.
- Execute the emergency procedures in the event of any emergency and direct other staff to obtain assistance as necessary.
- Nominate a designated person at the start of each session to take charge in the event of the swimming teachers' incapacity.
- Be responsible for arranging Pool Induction to advise new staff of their responsibilities.
- Exclude any person considered unfit after consulting with the Deputy Head Teacher if necessary.

- Ensure that all personnel have left the pool area at the end of each session.

The Swimming Teacher Will:-

- Be alert and vigilant at all times by keeping a concentrated observation of pool users in order to immediately identify any emergency situation.
- Not leave the pool area whilst pupils' are in the water.
- Be familiar with the needs of the children taking part in swimming sessions.
- Keep the poolside free from hazards and stop any dangerous activities if they arise.
- Have knowledge of emergency procedures and will be briefed by the swimming teacher prior to being deployed in the pool area.
- Follow the direction of the swimming teacher at all times especially during emergency procedures.
- Wear appropriate clothing and footwear.

All Staff should:

- Be aware of their own Health & Safety and that of others, at all times
- Be alert and vigilant at all times
- Follow procedures, as directed by Swimming Staff

Bathing Load

As recommended by HSE in their publication *Managing Health and Safety in Swimming Pools*, the maximum bathing load is no more than 7, including supervising adults and is calculated according to the pool size and water capacity as one bather per 3sq m of water.

The staff/pupil ratio is calculated according to a number of factors including:

- The level of dependency and understanding of the pupil
- The confidence and competence of the pupil and staff in the water
- The individual needs of the pupil

Rules of the Pool

- The swimming teacher must be in attendance at all times. Students will not be allowed into the pool changing rooms until the swimming teacher is present, and the doors to this area will be kept locked at all times unless swimming sessions are in progress
- Swimming goggles may only be worn on advice from a Doctor.
- Flotation aids must be used correctly under the direction of the swimming teacher.
- Jewellery must not be worn in the pool.
- Diving is not allowed

- Food and hot drinks are not allowed on pool side although drinking water may be taken in plastic cups.
- The pool doors must be kept closed and will be locked unless the swimming teacher/site staff are in the pool area.

Health and Hygiene

- No person should enter the water with an open wound or infection and verrucae should be covered with a waterproof plaster.
- Any person suffering from Diarrhoea should not enter the Pool for 2 weeks after symptoms/illness has subsided
- Showers should be taken before and after swimming sessions were possible and pupils should be encouraged to use the toilet prior to entering the water. Specialist swimwear should be used by pupils who are not toilet trained.
- Any spillage of bodily fluids can be cleaned using the specialist cleaning kit that is available in the pool store area. Bodily fluids should never be rinsed into the pool
- A First Aid box is located on pool side next to the telephone.
- In case of emergency foil blankets and cellular blankets are available on pool side next to the external door and in the changing rooms.

Summary of Emergency Procedures

Please see attached pool plan for location of emergency equipment.

There are two manually operated systems available for raising the alarm:

FIRE ALARM:

Break glass and press. The fire call point is a red box located on the wall adjacent to the external fire doors.

On discovery of a fire or smoke in the pool area, users should:

- Press the fire alarm
- Clear the pool of users and evacuate immediately into the assembly area on the rear playground.

In the case of a fire elsewhere in the building, if the fire alarm sounds, users should:

- Assemble next to the external door on pool side or corridor on changing room side if not in the pool to await instruction on further evacuation.
- If users are already in the changing rooms they will assemble next to the external door on the pool corridor.
- The swimming teacher will check that the pool and changing room areas have been cleared.

Foil survival blankets and cellular blankets are available in either instance and are located on pool side next to the external fire door and in the pool changing rooms.

SERIOUS INCIDENT:

In the event of a medical emergency there are six red push buttons located on poolside and emergency pull cords and push buttons in the toilets and changing rooms. These will initiate visual and audible alarms in the main corridor & atrium areas, Nurses corridor and in the premise's managers office adjacent to the Head Teacher's office. Any activation will result in senior staff being summoned; senior staff will assess the situation and take any further action necessary. The alarms are serviced on a regular basis and are reset from the panel on the Nurses corridor.

In the event of discovering a casualty in the water the swimming teacher will take control of the situation and immediately evacuate the pool, directing staff to control other pupils. If the swimming teacher is the casualty the designated member of staff will take control of the situation. The Pool alarm must be deployed to obtain immediate medical assistance.

Any incident **MUST** be recorded on the appropriate system and the Premises & IT Manager advised so that any appropriate remedial action can be undertaken.

