



SWIMMING POOL SAFETY PROCEDURES

Responsibility	L E Pownall
Review	October 2018

INFORMATION AND OPERATING PROCEDURES

SWIMMING POOL SAFETY

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

SWIMMING POOL REGULATIONS, INFORMATION AND OPERATING PROCEDURES

Normal Operating Procedures

General Organisation:

Maintenance of the pool is the responsibility of the Local Authority Leisure Centre Staff in line with the Pool Safety Operating Procedures.

First Aid:

The First Aid supplies are kept in the School Main Office. The Office is responsible for replenishing the supplies.

Delivery of Lessons:

Swimming lessons will be delivered by the school's physical-education specialists who, where appropriate, will be afforded the opportunity to update their skills in these areas through local or awarding-body professional development modules.

Lifesaving cover:

All school swim lessons must be lifeguarded by a suitably qualified lifeguard, employed by the leisure centre, in keeping with the pupil staff ratios outlined in the leisure centres' safety documentation.

Obtaining Help:

School Teaching Staff will follow the Leisure Centre's Emergency Action Plan Procedures as follows:

MAJOR EMERGENCIES

A major emergency is one where an incident occurs resulting in a serious injury or a life threatening situation. In most cases it will involve more than one member on the Lifeguard team and may, in extreme situations, involve all members of the team. As with minor emergencies the response in most major emergencies follows a general pattern:

- Lifeguard identifying the problem raises the alarm – by using the pool alarm, whistle or hand signals
- Pool alarm is activated around the building which alerts support staff who report to poolside
- Lifeguard initiates rescue/first aid procedures and removes casualty from the danger area
- Support team members cover vacated patrol/vigilance area, clearing the pool if necessary
- Supervisor/Duty Officer summons ambulance/provides specialist equipment/assists in crowd control etc.
- Supervisor/Duty Officer completes incident and accident report forms and any other reports required

- The School Headteacher/Deputy Headteacher must be alerted immediately via radio controlled equipment or other method as appropriate.

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 to deal with 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.

Report Accidents:

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

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) and PSOP Procedures for the Leisure Centre;
- 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 clarify, the pool should not be used and the Leisure Centre Duty Manager must be notified.

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/behaviour/ SEN needs 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.

Access:

At no time may any students/swimmers be in the pool without a qualified member of staff and lifeguard being present. Pupils are to wait for all members of the public to leave changing room before they begin changing. The teacher will check that all members of the public have vacated the facility before admitting pupils. Students/swimmers should stay in the changing rooms and only be admitted by the member of staff taking the lesson. Clean indoor footwear only to be worn –

shoes which have been worn outside must be taken off before entering the pool area. At the end of swimming the session the teacher will check that all members of the class have vacated the facility before admitting the public into the changing room.

Potential Risk Factors:

1. Width of surrounds may make use of rescue aids or landing a swimmer difficult;
2. Metal rails in pool could trap a small child's wrist;
3. Metal rails stand proud and students could bang heads when coming up from under water.

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 running
- c) No diving, unless under the direct instructions of a teacher
- d) No dangerous or irresponsible behaviour in changing rooms or pool area
- e) All swimmers should be encouraged to use the toilets before entering the pool
- f) All swimmers must know the pool evacuation procedure and get out of the water when instructed to do so
- g) No outdoor footwear allowed in pool area
- h) Must be dressed appropriately
- i) Must not enter the pool with any infectious diseases or skin complaints
- j) No food or drink in pool area

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 door exit 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 field area at the rear of the Leisure Centre at the top end of the school.

Examples of Emergency and action to be taken:

- a) **Outbreak of fire**
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 to radio main office 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 to main office to alert Headteacher/Deputy Headteacher.
- 4) The lifeguard then assesses the situation and rescues subject.
- 5) 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

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

N.B. 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.

General Points:

Lifeguard/teacher 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 by using the emergency red button and sending a responsible person to the main office.
- Inform students of safety procedures and practice regularly.

The pool must be left in a clean and 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

Review

Mr J Patterson is responsible for ensuring the implementation of the policy. In order to ensure that it reflects current best practice, this policy will be reviewed every year by the Leader of Learning of Physical Education and the Leisure Centre manager/Health & Safety lead.