



Swimming Pool Procedures

May 2014 (Updated)
Reviewed and updated -February 2016- Health and Safety/Premises Committee

1 Normal Operating Plan

1.1 Details of Pool

Dimensions 15.5m x 6.3m
Depth 4'6" to 2'9"

The pool is surrounded by a high fence with access by a lockable gate. The pool plant is housed in a separate lockable boiler house. The chemical store is a separate lockable brick shed. Pool Plant Operator – Gill Collison.

1.2 Potential Risk Factors

- Access to the pool by unauthorised persons:
pool locked when not in authorised use
warning notices displayed
- Difficulty leaving pool in an emergency
steps each end
- Unwanted items thrown into pool
plastic cover in place when not in use
pool checked daily for safety
- Unauthorised access to chemicals
all chemicals locked in chemical store

1.3 Dealing with Pool Users

1.3.1 Safety Education

- Staff will receive annual resuscitation training and an annual update on the safe use of the pool.
- All users and hirers will be given an annual opportunity to update their resuscitation skills.

1.3.2 Pool Access

- Pool locked when not in use.
- Caretaker has all the keys.
- Teachers to collect key from outside Cherry classroom on the way to the pool and return it on the way back having locked the pool.
- FOGG hirers lock the pool between uses.

1.4 Maximum Bather Loads

Half a class – maximum 20 during school sessions or supervised family swims. This number is reduced to 12 where pupils are unable to swim 10 metres.

1.5 Location of First Aid Box

- Pool side – must be taken out whenever pool is in use
- In office lobby (only available when school is open).

1.6 Details of Maintenance and Emergency Equipment

General maintenance of the pool is carried out by Gill Collison.

Teachers to open lockable cupboard and place emergency walkie talkie on concrete plinth with any children's medication before children enter the pool.

Telephones –

1. During school hours – school office
2. Out of school hours – at least one supervisor must have access to a mobile phone for emergencies

1.7 Methods of Summoning Back-Up Assistance

- During school office hours, walkie talkie used to summon help from the school office.
- Outside of school office hours, walkie talkie used to summon help from the school office.
- Outside school hours emergency – supervisor's mobile
- Plant failure – Chair of FOGG phone number supplied.

1.8 Number of Trained Supervisors on Duty Outside School Hours

Minimum of two adults (over 18 years of age) who must attend the annual resuscitation session, recover and land a Resusci-junior from the deepest part of the pool. **Both supervisors must remain on the poolside at all times.**

2 Swimming Pool Emergency Action Plan

2.1 Overcrowding

The maximum number in the pool:

- in school time is half a class – maximum 20
- for supervised family swims – maximum 20

If more than the maximum number are in the water, the pool must be emptied of swimmers and only 20 allowed back in.

2.2 Disorderly Behaviour

The pool will be emptied of swimmers until order is restored. Three blasts of the whistle should be used as the signal. Close pool if necessary.

2.3 Lack of Water Clarity

Close pool and named operator to check chemical balance and clarify water. Call expert advice if necessary.

2.4 Fire or Other Disasters Including Emission of Toxic Gases

Evacuate pool area following school emergency drill – call emergency services.

2.5 Emergency Procedures

2.5.1 General

An emergency will be signalled by **3** blasts on the whistle.

In the event of an emergency occurring:

- a) The walkie talkie is used to communicate briefly the nature of the incident and the need to call an ambulance to the school office. In the event of the pool being in use when the school office is not manned, the walkie talkie must be passed to a designated member of the senior leadership team.
- b) One adult removes ALL children from the pool area.
- c) One adult carries out resuscitation procedure.

Additional First Aid Kits are available in the office lobby.

2.5.2 Serious Injury to Bather

In the event of serious injury:

- The walkie talkie is used to communicate briefly the nature of the incident and the need to call an ambulance to the school office. In the event of the pool being in use when the school office is not manned, the walkie talkie must be passed to a designated member of the senior leadership team.
- One adult to remove un-injured children from the pool area (3 blasts on the whistle).
- Supervisor to carry out emergency treatment until help arrives.

2.5.3 Discovery of Casualty in the Water

- The walkie talkie is used to communicate briefly the nature of the incident and the need to call an ambulance to the school office. In the event of the pool being in use when the school office is not manned, the walkie talkie must be passed to a designated member of the senior leadership team.
- Three blasts on whistle for clearing the pool. Children to be removed from pool area.
- Supervisor to enter pool, rescue casualty and carry out resuscitation procedure until help arrives.

3 Swimming Guidelines

3.1 Poolside Guidance

- 1) Swimming pool key is to be collected from outside Cherry classroom by the teacher on the way to the pool and returned at the end of the lesson.
- 2) There should be no more than half a class of children in the pool at any time with a maximum of 20 for swimmers who can swim at least 10 metres unaided or 12 for beginners/non-swimmers.
- 3) At least two adults to be present at all times.

- 4) Good discipline must be observed at all times and prompt obedience to signals. Rough play and jumping in and out of the pool must be forbidden. No running by the side of the pool. Response to the emergency signal (three blasts on the whistle) should be practised during the first session.
- 5) Diving is not allowed except for surface dives (ie from within the pool). If a whistle is sounded, everyone must stop and stand still. No entering the pool other than by the steps at the shallow end, unless directed by the teacher.
- 6) No child should be allowed into the pool area or water unless under the direct supervision of a teacher. Teachers should not leave if children are still in the pool area.
- 7) The teacher should check the number of children in the pool before, during and after each lesson. ie Children should be counted in and out of the pool and periodically during the session.
- 8) Teachers should position themselves on the side of the pool so that they can see all of the swimmers in the pool.
- 9) Polystyrene floats should be inspected and withdrawn if broken so that fragments are not inhaled by swimmers.
- 10) If pupils receiving medication or who suffer from such conditions as epilepsy or diabetes which might affect their ability to swim are under instruction the teacher should be especially careful to give close supervision. Such a child should be observed by an adult whilst in the water.
- 11) Any children in the pool enclosure but not swimming must be seated on the benches provided, on the pool edge.
- 12) Children's medication to be placed in a box on the concrete plinth.
- 13) The emergency walkie talkie is to be placed on the concrete plinth.

3.2 Lesson Procedure

- 1) Children use the changing rooms to change into their swimming costume and dressing gown / jogging bottoms & sweatshirts putting their school uniform in their swimming bag and taking their towel with them. Make sure they have their poolside shoes on.
- 2) Line up at the doors to KS2 playground.
- 3) Take the children over to the path next to Cherry classroom, where the teacher accesses the key. Make sure children do not see the entry code.
- 4) Unlock the gates and direct the children to the gates of the pool area.
- 5) Lock the gates behind the children.
- 6) Unlock the pool area and count the children in.
- 7) Get out the first aid kit and emergency walkie talkie.

- 8) The first swimming group put their towel and dressing gowns on the benches and line up by the shallow end steps. The second swimming group sits on the benches. Reception will have three groups.
- 9) Count and watch the first group into the pool. They must use the steps as a ladder, ie facing out of the pool. The children move across the top (shallow end) of the pool and down the side and spread out on the side.
 - a. Reception / Year 1 no further than the first black line
 - b. Year 2 – Year 5 no further than the second black line
 - c. Year 6 can use the whole pool

Sensible judgements about where children should be according to their height / ability should be made by the teacher. Children should not then swim beyond their depth.

- 10) Normally children swim across the pool. It is useful to put the children into alternate groups (1, 2, 1, 2...) so that half the children swim across at once.
- 10) Ask your adult helper to get out the equipment you need.
- 11) Towards the end of the session you may want to use the equipment for some free swimming.
- 12) At the end of the session ask the children to leave the pool by the shallow end steps. One at a time and a reverse of the method of getting in. Count the children out. Watch them climb the steps safely.
- 13) Once out of the pool they should dry themselves effectively and put back on their dressing gowns and shoes.
- 14) Repeat the procedure for the second (or third) group.
- 15) At the end of the lesson, everyone lines up at the pool gates. Count the children to check you have everyone. When ready, send the adult with the keys to unlock the gates. The teacher should be the last out of the pool area locking the gate.
- 16) Please make sure you are on time for the group following you, otherwise they will have to wait at the gates and will have less swimming time.

3.3 Health Guidance

- 1) Use toilet before lesson and blow nose.
- 2) No swimming if child is suffering from catarrh, sore throat, foot infections or any other open sore, unless appropriate protective cover is worn, (waterproof plasters only).
- 3) Children should be encouraged to dry themselves well.