

Normal Operation of the Swimming Pool

SEPTEMBER 2013

Supervision

The swimming teacher (or session supervisor) has overall responsibility for the supervision and general safety of all those using the pool during a session.

Class teachers are responsible for advising the swimming teacher of any medical or behavioural issues that may be a cause for concern in the swimming pool.

Sessions must be supervised by an adult with appropriate current life saving qualifications. During the school day, staff who have obtained their National Rescue Award for Swimming Teachers and Coaches (NRASTC) may supervise the pool if they have demonstrated their ability to effect a rescue from the full depth of the pool.

If the qualified person is also leading the session they still retain responsibility for the pool and must be able to respond to an emergency. If they are in the water with pupils who are not all being supported 1:1 they must delegate the role of "spotter" to a responsible adult. The spotter must not in any circumstances leave the poolside and other adults must not distract them from their supervisory role.

If all the pupils are 1:1 with other staff the session leader can supervise from in the water.

Once the doors to the swimming pool are open there must always be a suitably qualified adult on the side of the pool.

No pupil or client should be allowed to enter the water unless specifically directed to do so by the swimming teacher (or session supervisor).

The swimming teacher (or session supervisor) must check the number of pupils before they enter the water, periodically while in the water and again when they leave.

The number of pupils/clients spectating at the pool should be kept to a minimum. They must remain seated at the end of the pool.

The responsibility in changing and travelling to and from the pool rests with the class teacher.

It is essential that anyone responsible for a session in the pool familiarise himself or herself with all life saving equipment and the position of the ALARM switch that are by the Fire Escape exits and near the pool cover. It is helpful if as many adults as

possible that normally use the pool are aware of the location of the alarm. Be aware that there are also medicare alarms in both changing rooms.

Should the alarm sound during the school day, all staff who can safely leave the pupils they are immediately supervising should proceed as quickly as possible to the pool area to offer assistance.

Health and Hygiene

If a swimmer has a seizure in the water, the L.A. recommends that the information published by the RLSS should be followed i.e. the person should be supported in the water until the attack has terminated. However, an occasion may arise where in the judgement of the swimming teacher (or session supervisor) it is safer to remove the person from the water. They have the immediate responsibility for this decision. Swimmers identified as epileptic should wear red caps in the water.

No outdoor shoes should be worn in the pool area.

Swimmers should not use the pool if they have open wounds or dressings. The pool should not be used during menstruation unless internal protection is being used.

All used nappies and tissues should be removed from pool area and disposed of appropriately.

In the event of contamination of the pool by faeces or other noxious substances, the person supervising the session should be notified and the contamination removed using the netting provided. If diarrhoea or vomiting occurs then the pool must be evacuated and the caretaker notified and a back wash carried out.

It is advisable that swimming should not take place within one hour of eating a meal.

Risk Assessments

There is a general risk assessment of the pool area with which all users should familiarize themselves. A specific risk assessment should be carried out in respect of each group using the swimming pool. This should specify how many adults are required for safe supervision of the group both in and out of the water. Special behaviour or medical issues related to individual pupils should be listed. In the event of the specified number of adults not being present then the group should not use the pool.

External users of the pool are advised to carry out such assessments for their client groups. A standard proforma is available from the Headteacher on request.

Because of the size of the pool it should not be used by more than 12 swimmers at any one time.

Accident Procedures

All accidents/incidents at the pool during the school day must be reported immediately to the Headteacher and School Nurse. The normal accident report form should be obtained from the School Nurse and completed.

Any accident occurring in the pool outside of the school day should be reported as soon as is reasonably practicable to the Headteacher. In the event of a major accident or fatality she should be contacted at home 01926 403920

Other Guidance

This guidance should be read in conjunction with the LEA document "School Swimming – Safety Precautions". (attached)

It is appreciated that the above safety precautions will not cover every eventuality. In case of doubt or for further clarification the Headteacher should be asked and will seek guidance from the L.A.

SCHOOL SWIMMING – SAFETY PRECAUTIONS

To minimise the danger of accidents during swimming lesson, Head Teachers and swimming instructors are asked to ensure that the following safety precautions are observed at all times when pupils are engaged in swimming activities.

SCHOOL SWIMMING POOLS

- Headteachers are asked to ensure that the following items of equipment are always available:
 1. At least one long safety pole, the length of which is greater than half the width of the pool.
 2. An adequate supply of swimming aids.
 3. A well equipped First Aid Box (in nurses room).
- A telephone must be accessible at all times when the pool is in use.
- Supervision must always be provided and swimming alone must never be permitted.
- In pools deeper than one metre. Whenever the pool is in use by pupils, staff or other persons, an attendant, teacher, other adult, or senior pupil, competent in life saving (R.L.S.S.) Bronze Award or its equivalent and trained in modern methods of resuscitation must be present.
- The deep and shallow areas must be marked and clearly defined and explained to the pupils.
- In pools shallower than one metre. A qualified life saver need not be present provided a teacher or adult trained in resuscitation is present.
- Where the depth of water is restricted to 2 metres or less, the diving programme must be restricted to surface dive, the plunge or racing drive.
- The ratio of pupils to teacher/instructor must be limited to 1:20 except that in a secondary school pool, when the teacher is well qualified in swimming, a class of normal size may be taken with the proviso that if the teacher is not confident, the number should be reduced.
- External pools must have a secure fence. When any pool is not in use, all access doors and gates must be securely locked.

SWIMMING POOL **EMERGENCY ACTION PLAN**

- Notify the qualified lifesaver in the pool IMMEDIATELY of any situation of concern
- The qualified lifesaver will assess the course of action necessary and implement procedures which may include;-
 1. Pressing the emergency buttons as described to summon help.
 2. Removing a distressed swimmer/help from the water.
 3. Summoning the school nurse, when available.
 4. Arranging for the administering of medication, when required.
 5. Summoning an ambulance by using the telephone in the corridor.
 6. Making arrangements for the supervision of remaining personnel.
 7. Assisting in resuscitation.
 8. Informing relevant persons e.g. parents, Headteacher, of the incident and recording the event, as required.

Minor Emergency

A minor emergency is an incident which, if handled properly, does not result in a life-threatening situation. It would normally be dealt with by the Lifesaver.

- The Lifeguard should request back up from other members of the team or responsible person.
- Either the Lifeguard, or a delegated responsible person, should provide any treatment. The Risk assessment should not be compromised. If supervision of the remaining users cannot be continued the pool should be cleared.
- The normal reporting procedures should be used.

Major Emergency

A major emergency is when an incident occurs resulting in a serious injury or life-threatening situation.

- The Lifeguard should request back up from other members of the team or responsible person. **The alarm should be used during school hours.**
- Support team (or responsible person) should clear the pool
- Lifeguard rescues and initiates First Aid procedures and removes casualty from the danger area.
- Support team (or responsible person) calls for an ambulance.
- Complete accident report forms and advise Headteacher on: 01926 403920.

Reporting

- Accident reporting forms are available from the school office and should be returned completed within 24 hours of the emergency.

Water Quality

- If you are unable to see the bottom of the pool, the pool should be cleared immediately and the caretaker should be informed.
- If diarrhoea or vomit occurs, the pool should be cleared and the caretaker informed. Once the pool is clear, any solid matter should be removed and disposed of appropriately and the area disinfected. The pool should not be reused until it has been backwashed.

Fire

- If you hear the alarm, everyone should leave the pool area by the Fire Exit. If out of school hours, the pool area should be vacated and then meet at the muster area to the front of the building and await further instruction from the fire officer in charge. **Do not return for any reason.** Full details are on notice board in pool.

Structural and Lighting failures and Emission of Toxic Gases

Should there be any problems the pool should be cleared and all users vacate premises by the safest route.

The Headteacher should be informed on 01926 403920.

