



# Pilgrims School

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## Swimming Pool Policy Safe Operating Procedures

March 2022

Next review date: March 2023

## Introduction

Swimming pools at the Harpur Trust Schools have been identified as an area of significant risk if adequate controls and procedures are not in place. This SOP has been developed as a framework for Pilgrims Staff to follow in ensuring that the teaching of swimming in the School is carried out in a safe manner by competent, suitably qualified swimming teachers

This SOP will set out the common hazards in swimming pools, responsibilities of the Headmistress, swimming teachers, eyes on the poolside, students and any other persons involved in swimming activities and swimming teaching.

This SOP has been written using the Harpur Trust NOP, which was written using the Amateur Swimming Association (ASA) Guidelines for School Swimming dated 2017. It is important to note that where the School cannot meet the requirements of the NOP, suitable measures must be taken to ensure that the same or greater level of risk control is applied.

Pilgrims have used the Harpur Trust NOP to draw up and review their own risk assessment as a basis for writing down their own Safe Operating Procedures for their pool. This includes an Emergency Action Plan (EAP) detailing exactly what everyone does if an emergency occurs.

Staff are trained to follow the safety rules included in these procedures. Training is recorded, signed by the person giving the training and records are kept for at least three years. Classes are reminded of the safety rules at the start of each swimming cycle and this is recorded.

This document includes comment on the following:

- A plan of the pool to include dimensions
- Maximum bathing load for the pool
- A list of key hazards
- A record of communication methods
- Rules of supervision
- Systems of work and operational systems
- Detailed work instructions
- First Aid supplies and training
- Details of the fire alarm system and other emergency equipment
- Conditions of hire

## Responsibilities of the: Headmistress

The Headteacher is ultimately responsible for:

- Ensuring that any teacher responsible for delivering swimming is appropriately qualified to carry out the role
- Ensuring all teachers responsible for delivering swimming are familiar with this SOP and agree to abide by the requirements set out in the document. Swimming teachers should sign to say they have read, understood and agree to follow this SOP

## Swimming Teachers

Swimming teachers are ultimately responsible for the safety of the students during the lessons. They are specifically responsible for:

- Being familiar with and applying the requirements of the SOP and emergency procedures
- Ensuring adequate supervision is in place for the number of students, their ages and abilities
- Supervising changing and preventing unauthorised access to the pool side without adequate supervision
- Carrying out specific and dynamic risk assessments as necessary
- Maintaining their competencies
- Implementing emergency procedures when necessary
- Practicing emergency drills
- Ensuring suitable lifesavers are present on the pool side
- Demonstrating to the Director of Sport that they can affect a rescue if necessary
- Ensuring that swimmer / teacher ratios are not exceeded
- Ensuring that the maximum number of bathers is not exceeded
- Reporting any hazards, defects or damage to the Estates Manager

### **Eyes on the Poolside**

An individual termed as the second pair of eyes on the poolside is responsible for:

- Understanding the contents of the SOP
- Being aware of and implementing the emergency plan
- Observing pool users at all times
- Preventing unsafe activities
- Assisting with emergency drills
- Helping to secure the pool against unauthorised access when not in use
- Communicating effectively with other persons in the pool and on the pool side
- Helping to ensure emergency equipment is in place and in good working order

### **Students**

Students are responsible for:

- Following written and verbal instructions
  - Removing jewellery
  - Not eating or drinking on the pool side
  - Walking, not running on the pool side
  - Reacting immediately to the emergency signal (one long blast on the whistle)
  - Using the washroom before entering the water
  - Behaving in a sensible manner
  - Keeping clear of the pool and pool side unless authorised and supervised by a member of staff
- Instructing staff of any hazards or medical problems

### **Estates and Facilities' Manager**

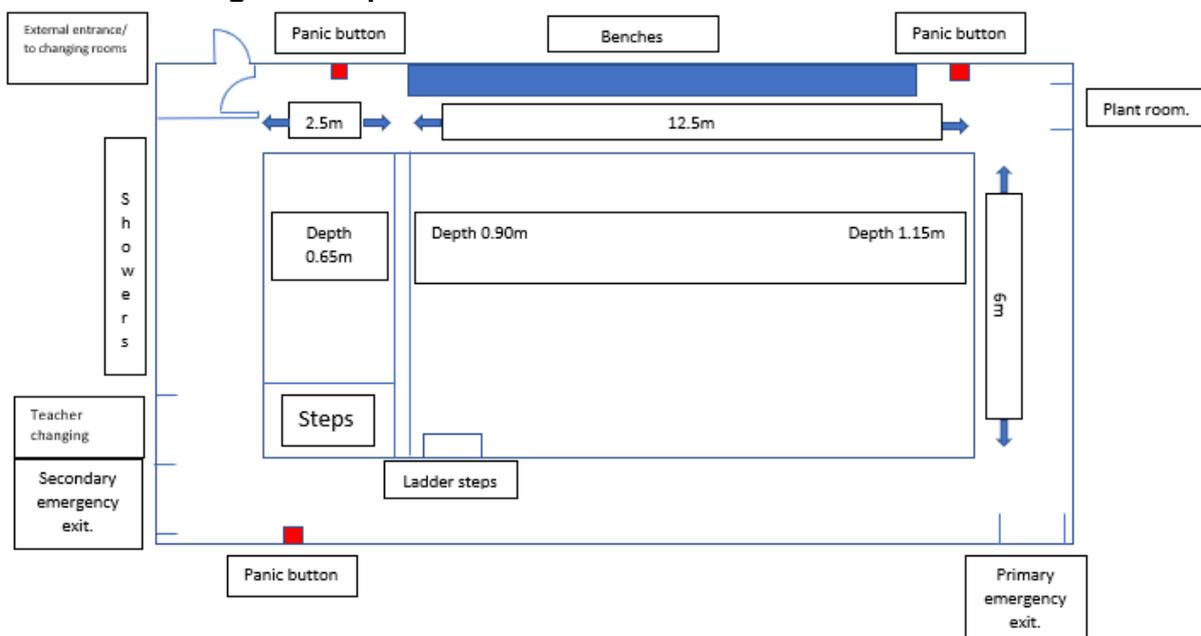
The Estates and Facilities' Manager is responsible for:

- Ensuring that regular safety inspections are carried out in the pool area to ensure that emergency alarms, means of communication, firefighting equipment and fire exit doors are in good operational condition
- Ensuring that checks are carried out to ensure that emergency equipment is in place

## Statement of Responsibility

The Deputy Estates Manager and Caretaker are responsible for the general day to day maintenance of the swimming pool and all chemicals are kept locked in storage with access only by the estates team. The school takes advice from professional swimming pool maintenance companies for further maintenance work.

### 1. Pool design and depth



The dimensions of the pool are: small pool 6m x 2.5m and main pool 12.5m x 6m and it contains 86.64m<sup>3</sup> of water. The depth at the shallow end is: small pool 0.65m and main pool 0.9m and at the deep end small 0.65m and main 1.15m. Emergency exits are indicated on the plan above.

### 2. Potential areas of hazards

Users should be aware of the following risk factors:

- Slippery floors
- Floats, toys and other equipment
- Medical problems of users
- Grills located around the edge of the pool
- Depth of pool

### 3. Arrangements for lessons

- Children should remove shoes and socks in the corridor and put back on after lesson.
- Children should not enter the changing rooms without a member of staff.
- All children must wear a swim hat.
- All swimming aids should be 'attached' and 'unattached' in changing rooms, before and after school lessons. For Progress they may be attached poolside because there is a 1:1 ratio.
- All children should use the toilet (if necessary) before leaving changing room.
- Children must not go poolside until two members of staff are present (1CPR trained).
- Staff must wear a whistle.

- Swimmers must know that when a whistle is blown it means “stop and look at a teacher”.
- All children should be counted in and out.
- Children must shower as they enter and exit poolside.
- Children sit on benches or at the edge of the pool behind the grills and await direction when starting a lesson.
- Staff must check pool and surrounding areas at the start and end of the lesson.
- The next lesson’s swimmers must not enter the pool until the previous swimmers are clear.
- Eyes will escort the children to the toilet, lessons will continue as theirs two swimming teachers in the pool area.
- In case of accident there will be 3 short blasts on the whistle and swimmers must stop and exit pool as directed. Any subsequent action must follow the Emergency Action Plan.
- All windows/doors must be closed when leaving the pool.
- Never unlock the door to the main corridor unless in an emergency.

### Non-Participants

Children not taking part sit on the benches at the edge of the pool in order to help their understanding of the stroke being taught and to watch demonstrations.

### **3a Holiday Club Sessions**

- a) Sessions should be run either by a Level 2 Swimming Teacher with the NRASTC qualifications or a fully qualified lifeguard who partakes of regular training.
- b) No more than twenty children are permitted in the pool at any time.
- c) Other poolside staff should be involved in on-going training in cardio-pulmonary resuscitation (CPR).
- d) To be at least one other member of staff poolside as well as the teacher or lifeguard.

### **4 Responsibility for Safety**

The person with overall responsibility for curriculum swimming is Paulina Kret , Pool Manager.

The personal with responsibility for arrangements for lessons is the class or swimming teacher. They delegate certain responsibilities to other members.

The Deputy Estates and Property Manager and caretaker are responsible for maintaining the clarity of the water in the swimming pool and maintenance staff for ensuring that equipment in the swimming plant room is maintained and in safe working order.

### **5 Staffing levels – staff to pupil ratio**

- Kindergarten is taught in groups of up to 8 children with 1 teacher, 2 staff in pool, 1 member of staff poolside and 1 member of staff in changing rooms.
- Pre School is taught in groups of not more than 16 children with 1 teacher, 1 staff in pool and 1 member of staff poolside and 1 member of staff in changing rooms plus an additional member of staff in the pool if and when necessary.
- Reception to Year 2 are taught in class groups with 2 teachers and 1 member of staff poolside. At no time do groups exceed 25 pupils in the water.
- Club sessions are taught in groups of not more than 16 with 2 swimming teachers.
- Progress swim lessons are taught in groups of:

Seahorses (mums and babies)            1 swimming teacher to 12 pupils

(16 weeks to 3 years)	
Dolphins (pre-school +3)	1 swimming teacher to 6 pupils
Sharks (full time school)	1 swimming teacher to 6 pupils
Pilgrims Club	1 swimming teacher to 8 pupils
Adults	1 swimming teacher to 6 pupils

In line with current ASA guidelines and safeguarding children procedures all staff accompanying children in the swimming pool should wear T-shirts.

## **6 Qualifications**

It is recognised that all qualified school teachers have a range of skills and experiences that enable them to deliver a variety of lessons. However, there are obvious health and safety issues inherent in the teaching of swimming and its associated disciplines. It is therefore important to ensure that any teacher that has a responsibility for a group or groups of swimmers hold an appropriate specialist qualification.

All swimming teachers of Kindergarten to Year 3 hold an ASA Level 2 swimming teacher certificate.

All staff should be involved in on-going training in Cardio Pulmonary Resuscitation (CPR) and in aiding a casualty from the pool. This is covered in yearly CPR training.

In swimming lessons at Pilgrims, it is not necessary to employ a lifeguard if the staff to pupil ratios are adhered to. The reasons are:

The depth of the pool does not exceed 1.15m

The school has exclusive use of the pool

The ability of the swimmers is known

The numbers are constant

All pool staff receive CPR training

## **7 Pupils with particular needs**

All staff have access to relevant medical information, which may affect the children's performance such as asthma, diabetes, epilepsy etc.

## **8 Pool Safety and Equipment**

There is adequate lifesaving, buoyancy aids and first aid equipment immediately to hand. There are 3 panic buttons around the pool alerting the office staff so emergency services can be contacted. The procedure for office staff on hearing the alarm is as follows:

- a) Alarm will sound in reception and lights will flash on the alarm panel.
- b) Two members of staff to proceed to the swimming pool.
- c) One member of staff to assist with incident, other staff member to alert necessary services if required.

Pool depths are clearly indicated. Teachers will explain their significance to pupils, especially beginners.

The pool will not be used unless the water is sufficiently clear to enable to bottom to be visible at all depths.

The doors to the school pool will be kept locked.

## **9. Water temperature and clarify**

The temperature of the water is between 31-32°C. The ambient air temperature is slightly above that of the water to avoid condensation.

The water is treated by an automatic chemical dosing system; the filtration capacity is over 50% greater than the normal requirement for a swimming pool with 86.64m<sup>3</sup> volume of water. This gives sufficient turnover of pool capacity to ensure that clarity and cleanliness are maintained at all times.

## **10. Maximum Numbers**

The pool has a recommended maximum bathing load of 30. However, 25 in the pool at any one time is recommended by Pilgrims. If numbers exceed this more staff supervision will be necessary.

## **11. Emergency Action Plan**

The school operates and Emergency Action Plan for the swimming pool. The Emergency Action Plan is brought to the attention of all teachers and any other parties using the pool.

## **12. First Aid Supplies and Training**

The first aid box is located on the wall at the shallow end of the pool. Only minor injuries should be treated by staff – e.g. cuts. Should further treatment be needed, a first aider or an ambulance should be called.

## **13. Conditions of Hire of Pool to Outside Organisations**

Staff use – must have 2 adults minimum, 1 of which must be CPR trained.

Staff family use – must have 2 adults minimum, 1 of which must be CPR trained.

Obesity clinic – follow normal operating procedure\*

Other schools – follow normal operating procedure\*

*\*They will also have a copy of the NOP and EAP.*

**Glen Gray**

Deputy Estates & Property Manager