

Swimming Pool Policy

2023/2024



Consilium

Academies

Enriching Lives, Inspiring Ambitions

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Introduction

- 1.1 The Trust has a legal duty under the Health and Safety at Work Act to ensure the health, safety, and welfare of its staff. In addition, the Management of Health and Safety at Work Regulations requires the identification and control of health and safety risks. This policy sets out how the Trust will comply with these requirements in relation to the use of swimming pools at Consilium establishments.

Scope

- 1.2 The Trust policy will adopt a proactive and systematic approach to risk management. The Trust aims to reduce the risks to personal safety, as far as is reasonably practicable. The Trust is committed to the improvement in working lives of staff as reflected in the Trust's core values and this policy sets out how the Trusts duty of care is met in relation to the use of swimming pools at Consilium establishments.
- 1.3 The purpose of this document is to set out the policies, procedures and provide guidance on safe practice in Consilium School swimming pools and are based on the national guidance in relation to swimming pool safety.

Definitions

- 1.4 Normal Operating Procedures (NOP): The NOP outlines the day-to-day operational procedures for the swimming pool. These procedures set out the arrangements for users' safety and should be followed by whoever is responsible for any group using the pool.
- 1.5 Emergency Action Plans (EAP): The EAP outlines what emergency action to take, and who assumes leadership, in the event of foreseeable emergency situations arising.

Monitoring

- 1.6 The Trust Health and Safety Committee will be responsible for monitoring and reviewing this policy.

Responsible Person

- 1.7 The Headteacher retains overall responsibility for the health and safety of anyone in the building, whether staff, students, visitors, or contractors where there are activities involving loan working and must ensure the requirements below are met.
 - The Implementation and monitoring the effectiveness of this Policy within their Academy.
 - Prioritising resources to meet identified needs arising from the assessment of risks to personal safety.
 - Reviewing incident trends and incidents relating to personal safety and ensuring that staff under their control have the appropriate resources to implement control measures to reduce the risks of lone working.
 - Suitable and sufficient Risk Assessments and Method Statements are available.
 - A suitable and sufficient NOP & EAP is available.
 - Lifeguard's/swimming teachers' qualifications are up to date and valid.

Person(s) responsible for implementing this policy requirements.

- 1.8 The supervision and safe running of swimming sessions lies with teachers/coaches and lifeguards. To minimize accidents, it is essential that they are familiar with the Swimming Pool Policy and make themselves familiar with both the NOPs and EAPs. It is essential that all responsible persons know the operating procedures for the pool, as it may be expected that rescue procedures may be necessary.
- 1.9 Heads of PE are responsible for applying the swimming pool safety policy and procedures in relation to pupil swimming at both schools. These duties comprise:

- The proper operation of the facility by teachers
- Providing, implementing, monitoring, recording, and reviewing risk assessments in relation to pupil swimming.
- Recording and reviewing, in conjunction with the SHEF Adviser, pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)
- Identifying, monitoring, and recording staff First Aid training
- Swimming pool timetabling including available times for staff use and outside use.
- Swimming pool related communications with teaching staff.
- Establishing the conditions and rules of pool use by pupils. Ensuring that pupils

1.10 Swimming teacher's responsibilities:

- The overall safety of the lesson is the responsibility of the swimming teacher.
- The swimming teacher is responsible for the safe teaching of water skill practices that are being taught in all groups in their pool.
- Where external groups hire the facilities the visiting group staff have responsibility for the behaviour and welfare of the pupils throughout the whole visit, during the period that the pupils are in the water the swimming teacher will be responsible for the overall safety of the pupils during the lesson.
- The swimming teacher/lifeguard will be expected to enter the water in a poolside emergency.
- The swimming teacher will be dressed appropriately for poolside.
- The swimming teacher should teach from a position where he/she is able to see clearly all children being taught in their class or groups.
- The swimming teacher is responsible for the safe use and storage of all poolside equipment during and after a swimming session.
- The swimming teacher must ensure that the visiting school staff on their first visit to the pool are made aware of the following: -
- What to do in the event of an emergency – how to summon assistance
- Location of the poolside rescue equipment – familiarisation with the pool procedures
- The nearest emergency exits for the implementation of the pool's EAP procedures.
- Whilst the school staff are being familiarised with pool emergency procedures by a swimming teacher, the second swimming teacher or pool lifeguard will oversee the safety of the pupils seated on the pool side prior to the commencement of the swimming lesson.
- The swimming teacher must bring to the attention of the pupils, when they first visit the pool, the EAP, the location of the deep and shallow ends and any relevant notices. This procedure should be re-emphasised on subsequent visits.
- The school produce care plans and medical information about pupils and is stored on the J drive for all staff to access. This is relevant of a pupil with a disability that may affect the progress or safety of the pupil in the lesson.
- Should a rope be required to delineate areas of the pool to ensure the safe teaching of a swimming group, the swimming teacher will be responsible for the positioning and placement of the rope.

- If the school staff/swimming teacher/lifeguard feels that there are factors, which could constitute a danger, the lesson should be discontinued. Advice should be sought from responsible person/s and all clear given before any swimming lesson continues.

1.11 Staff/Students are required to cooperate and comply with any risk assessments that apply to the safe use using the swimming pool.

Guidance.

1.12 Health and Safety at Work etc Act 1974 and the associated regulations.

1.13 Health and Safety in Swimming Pools - HSG179 (Fourth edition) Published 2018

1.14 The Health and Safety (Safety Signs and Signals) Regulations 1996

1.15 Risk assessments include consideration of any individual factors that might affect the capability of specific individuals to use/operate Passenger/Goods elevators. Where activities are assessed as posing intolerable risks then these are not permitted.

Risk Assessments.

1.16 Swimming activities must be subject to a risk assessment.

1.17 Whilst it is the visiting school's responsibility to carry out a risk assessment for travelling to and from the pool it is the responsibility of School Management to carry out a risk assessment for the period that pupils are receiving swimming instruction/supervision.

1.18 All risk assessments carried out by the school management team must be in consultation with swimming teachers and all who take groups to the swimming facility. This will ensure the effectiveness of the assessment.

1.19 Any hazard/risk that requires permanent control measures must be written into the normal operating procedures and emergency action plans for that specific pool.

1.20 Any hazard/risk that requires short-term control measures must be recorded and the documentation filed with the school's relevant paperwork.

1.21 If the school staff/swimming teacher/lifeguard feels that there are factors, which could constitute a danger, the lesson should be discontinued. (As above advice should sought)

1.22 When undertaking a risk assessment, the following factors should be considered:

- Pool design / fixtures and fittings.
- Shape.
- Blind spots.
- Water features.
- Glare, reflection, and lighting.
- Depth – in reflection to the ability and height of pupils.
- Depth and extent of shallow water.
- Extent of deep-water areas.
- Pool floor profile, in particular changes in depth.
- The possibility of being able to segregate the shallow water area.
- Water quality

- The temperature of the water (and air) – bearing in mind the pupils’ size, age, physical, special education needs and ability.
- Clarity of the pool water.

Pool Organisation.

1.23 Shared use considerations:

- Is there exclusivity of use?
- Is there shared use with other activities?
- If shared use, what are the implications?

1.24 Staffing considerations:

- Adequate number of school staff, swimming teachers and lifeguards
- Appropriate levels of skill of school staff, swimming teachers and lifeguards
- The degree of support and help provided by any additional school staff.
- Who has responsibility for the pool, changing areas, spectators, or visitors?

Child protection.

1.25 Reference must be made to Codes of Practice already in the establishment.

Training

1.26 All lifeguards should hold a current qualification from an appropriate organisation e.g. The Royal Life Saving Society UK and an appropriate first aid qualification.

1.27 Skills and knowledge must be maintained at this level through ongoing and refresher training.

1.28 Lifeguards should regularly practice emergency procedures and practices to include rescues, first aid, power failure, toxic gas release, use of alarms and other equipment. Records of this training should be kept.

1.29 The minimum competence required for maintaining/operating a pool will be ‘Pool Plant Operator Course’ Pool water testing must be taken at three times daily or more often if the water balance fails the standard. Tests must be taken, and all readings recorded in the pool plant operators’ sheets.

The Pool - General Environment

1.30 The swimming pool area, including changing rooms, should be maintained at a comfortable temperature. Air temperature should be 1 degree Celsius higher than the water temperature.

1.31 Ventilation should be draught-free.

1.32 Lighting should be such that users and lifeguards are not subject to excessive glare and all the pool area must be clearly visible.

1.33 Emergency lighting must be provided where a loss of light would create a safety risk and should be tested daily.

1.34 Glazing should be of a suitable safety material and be marked if there is a danger of people encountering it.

1.35 The pool, surround, changing rooms and other areas must be kept in a clean condition.

- 1.36 The steps providing access into the pool must be securely fitted, be in good condition and not create a risk of entrapment between the treads and the pool wall.

Normal Operating Procedure (NOP)

- 1.37 All Consilium schools operating a swimming pool must have a written operating procedure to include emergency situations and include:
- Details of the pool – depth, size, equipment provided, plan of building, etc,
 - Potential risk factors – e.g., diving/slides, water clarity and quality,
 - Maximum bather loads,
 - Dealing with the public – e.g., poolside rules, controlling admissions,
 - Duties of lifeguards – supervision levels, lifeguard training,
 - Details of alarm systems and emergency equipment,
 - First aid supplies and training,
 - Conditions of hire to outside organisations,
 - General information, e.g., key holders, maintenance arrangements, cleaning

Emergency Action Plan (EAP)

- 1.38 The emergency action plan provides details of the action taken should something go wrong. The following is a guide to assist in the creation of the site emergency action plan.
- Overcrowding,
 - Disorderly behaviour
 - Lack of water clarity
 - Outbreak of fire,
 - Lighting/structural failure,
 - Emission of gases,
 - Injury to a bather.
 - Written procedures of how to evacuate the pool and the building.
 - Staff must be trained in the NOP and EAP
 - Where the pool is hired out to outside organisations, plans must be made known to and understood by them.
 - Bomb threat
 - Lighting failure
 - Structural failure
 - Serious injury to a bather
 - Discovery of casualty in the water

- Faecal contamination (Refer to guidance)

1.39 Normal hiring agreement must be in place, all guidance must be adhered to and NOP's & EAP's must also be in place before any group or hirer uses the facility.

Safety Signage

1.40 Vital safety information must be conveyed by means of suitable and prominently positioned safety notices. Signs should comply with current Safety Signs Regulations.

1.41 Signage must be pictorial and supplemented by text as necessary.

1.42 Signage must be clearly visible and maintained in good condition.

1.43 Signage used have a red border with the symbol being black on a white background.

1.44 Signs are important where:

- There are sudden changes in depth, especially at shallow and deep ends.
- You need to show where it is unsafe to swim or dive.
- It is necessary to provide instructions on safe use of the pool or equipment e.g., slides.

Maintenance

Pool Outlets

1.45 In recent years there have been fatal accidents where persons, often young children, have become trapped by the pressure on a pool outlet. It is important that where possible at least two outlets, spaced a minimum of two metres apart should be provided to the suction line.

1.46 Outlet covers are to be secured, kept in good condition and tamper-proof.

1.47 Outlet covers are visually checked daily. On a regular basis someone should also dive down to carry out a more thorough check.

1.48 Consideration should also be given to providing an emergency stop button that shuts down circulation pumps and associated equipment. The most serious accidents occur with pools with only one outlet. If you have one outlet, you must seek the advice of a pool specialist on methods that can reduce the risk of injury.

Pool Grills

1.49 Any grille openings in the pool must be designed to prevent limbs and fingers getting trapped. The size of any aperture should not exceed 8mm, if this dimension is exceeded you should obtain advice on replacing the grilles.

Chemical Safety

1.50 The Control of Substances Hazardous to Health Regulations [COSHH] require an assessment to be undertaken of the hazards created by storing handling and using chemicals. However, the following specific precautions should be taken with swimming pool chemicals:

- Chemicals should be kept upright in a clearly marked, cool, well-ventilated, and locked store.
- They must not be kept in direct sunlight.
- They must be correctly and clearly labelled.
- Acids and alkalis must be stored separately.
- Liquid chemicals must be kept in banded areas that are clearly marked.

- Correct personal protective equipment such as gloves, goggles, aprons, boots, respirators, must be provided and staff trained in their use.
- Facilities for hand washing should be easily accessible.
- An emergency drench shower is to be provided if possible close to where chemicals are being handled.
- Where there is no readily available water supply near where the chemicals are being handled, then an eye wash station must be provided in the event of spillage of a chemical.
- There must be suitable, written procedures in place to deal with spillages and uncontrolled releases of toxic gas.
- Staff must receive adequate training on the storage, handling, and use of chemicals.
- Properly designed equipment should be used to transfer liquids from one container to another e.g. manual transfer pump.
- Disinfectants must not be stored with other chemicals e.g., oils, solvents, cleaning materials etc.
- Respirators should be provided at or near plant rooms. You need to ensure the cartridges are in date and are frequently replaced. Employees working with chemicals on a regular basis should be provided with their own respirator and trained in its use.

Pool Water Treatment

- 1.51 Pollution is introduced almost continuously into a pool, mainly from bathers. It is important that this pollution is minimised and dealt with by appropriate water treatment including disinfection. Problems that may arise if there is inadequate treatment are:
- Irritation of bathers and poolside staff's skin, eyes, and respiratory system.
 - Unclear opaque or cloudy water.

Filtration

- 1.52 The main purpose of filtration is to ensure the clarity of the pool is maintained and to aid the removal of bacteria following disinfection. A readily identifiable mark must be clearly visible at the deepest part of the pool, e.g., sump cover.
- 1.53 If the bottom of the deep end is not clearly visible, the pool must be kept closed until clarity is restored.
- 1.54 If sand filters are used, back washing should be carried out when the pool is not in use or suitable precautions should be taken to protect bathers from the reduction in pool level.
- 1.55 Turnover is the time taken for a volume of water equivalent to the entire water volume of the pool to pass through all the pool plant & back to the pool. The shorter the turnover period the more frequently & thoroughly the pool water is being treated.

Chemical Testing

- 1.56 Disinfectants can be harmful to bathers if they are not correctly used. It is therefore very important that chemical levels are checked on a regular basis.
- 1.57 When dosing is manual the pool should be tested for chlorine and pH levels prior to use, and every 2 hours until closing on heavily used pools, and at least three times a day on lightly used pools. It is strongly recommended that records of these checks are documented in case of queries/complaints.
- 1.58 It is very important that the chemicals in the pool are maintained at the correct levels.
- 1.59 It is also important that any pool test equipment is kept clean and that tablets are in date. Staff must know how to carry out tests and know what action is required where chemicals do not meet recommended levels.

Microbiological Testing

- 1.60 It is important that bacteriological monitoring is carried out on a regular basis. This is necessary to ensure that the pool is being adequately disinfected, and that no person is being exposed to any micro-organisms in the pool. This should be done monthly for premises open all year. This type of testing is carried out by specialist laboratories and the Health and Safety Team at Environmental Health can provide you with more information on this matter.
- 1.61 A management system must be in place to ensure the correct action is taken if poor results are received.

Legionella

- 1.62 This is a severe form of pneumonia created by a bacterium which survives and is spread in contaminated water where there are sprays. Poorly managed spa pools, pool water features with spray effects and showers can become contaminated. It is important that all pool features are adequately maintained, backwashing is sufficient and disinfectant levels are adequate.
- 1.63 Where showers are provided the water should be heated to at least 60degrees Celsius C and be supplied to heads at 50 degrees Celsius.
- 1.64 All shower heads, including those on pool features must be descaled regularly.
- 1.65 Spray effects in pools such as fountains should have their heads descaled regularly and be periodically flushed with 5-10mg/hypochlorite.

Appendix 1

EMERGENCY ACTION PLAN TEMPLATES

EMERGENCY PROCEDURE IN CASE OF A FIRE

On discovering a fire in the swimming pool complex, staff must immediately: -

- Call bathers from the water, issue a foil blanket to each bather and instruct bathers to leave via the nearest exits, and go to the fire assembly point on the middle yard area.
- The other teacher/lifeguard to check the changing rooms' toilets and showers to ensure nobody is left in the building.
- Activate the alarm.
- Call the fire brigade.
- On hearing the main school fire alarm system:
- Call bathers from the water and sit all bathers on poolside.
- The other teacher/lifeguard to check the changing rooms' toilets and showers to ensure nobody is left in the building.
- One member of staff to stay with the students and wait for 3 – 4 minutes to await further instructions (See staff handbook for Fire Procedures). Nobody is to enter the water until the emergency is over.

External / Out of hours Hire procedure.

- On discovering a fire or hearing the fire alarm in the swimming pool complex, staff must immediately: -
- Call bathers from the water, issue a foil blanket to each bather and instruct bathers to leave via the nearest exits, and go to the fire assembly point under the external canopy.
- The other teacher/lifeguard to check the changing rooms' toilets and showers to ensure nobody is left in the building.
- The activation of the fire alarm will automatically result in the deployment of the fire brigade.
- The caretaker may also provide you with instructions or assistance.

LACK OF WATER CLARITY

If the clarity of the water deteriorates during a lesson, clear the pool IMMEDIATELY and contact the Pool Plant Operator via reception.

If the clarity of the water is poor on entering the building, do not allow the bathers to enter the pool contact the Pool Plant Operator via reception.

EMISSION OF TOXIC GASES

If there is a release of toxic gases the pool must be cleared IMMEDIATELY. On leaving the building, activate the fire alarm and move to the fire assembly point on the middle yard area. The emergency services will need to be contacted.

LIGHTING FAILURE

In the event of mains failure, the emergency lighting will automatically come on. There will be sufficient lighting to enable staff to clear the pool/changing rooms but is not sufficient to continue with normal use. Instruct people to change and clear the building, taking all their belongings, and then close the pool.

STRUCTURAL FAILURE

If any signs of main structural failure appear, the building should be cleared IMMEDIATELY, and the Premises Officer contacted.

SERIOUS INJURY TO A BATHER

The teacher/lifeguard identifies the problem, takes control of the situation and administers first aid. The helper will clear the pool instructing the students to get changed and sit quietly in the changing area.

The emergency services will need to be called as will senior management, premises manager and Parent/Guardian.

DISCOVERY OF CASUALTY IN WATER

In the case of a conscious casualty, the teacher/lifeguard identifies the situation and seeks assistance to clear the pool to ensure an effective rescue is implemented.

In the case of an unconscious casualty, the teacher/lifeguard will get assistance to clear the pool and to call the emergency services, whilst they affect a rescue and then treat the casualty with the appropriate first aid.

Casualties suspected of having sustained a spinal injury will be stabilised within the water or poolside and no attempt should be made to move them prior to the arrival of the emergency services.

FAECAL CONTAMINATION

In the event of faecal contamination, clear the pool IMMEDIATELY. Ensure all bathers shower well. Close the pool and inform the Pool Plant Operator.

No unauthorised personnel are to enter the pool building until the 'all clear' has been given by the Pool Plant Operator