



<b>Swimming Pool Policy &amp; Appendices Lovington Church of England Primary School</b>	
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## 1. INTRODUCTION

This document sets out the regulations for the use of the pool at all times during both school and out of school use. It has been compiled with reference to the Health and Safety Commission/Sports Council "Safety in Swimming Pools" booklet. This procedure forms part of the implementation of Lovington CE Primary School's Health and Safety Policy Document and should be read alongside the risk assessments for using the school pool.

## 2. AIM

To promote wider use of the swimming pool while giving the highest priority to all issues of health and safety.

## 3. DETAILS OF THE POOL

The pool is a small, shallow swimming pool of the following dimensions: length 11 metres, width 5.5 metres, depth 1 metre (volume 60.5 m<sup>3</sup>). It is surrounded by paving slabs and a security fence/evergreen hedge with a gate, which must be locked when the pool is not in use. Inside the pool area are two small sheds which contain: -

<b>Shed 1</b> <b>General Access/Changing room</b>	<b>Shed 2</b> <b>School Staff and Maintenance Staff Only</b>
<ul style="list-style-type: none"><li>• Floats and armbands</li><li>• Diving rings</li><li>• First Aid Box</li><li>• Accident Book</li><li>• Log Book</li><li>• A copy of this policy</li></ul>	<ul style="list-style-type: none"><li>• Pump and filter</li><li>• Chemicals for treatment of pool</li><li>• Pool cover</li></ul>

## 4. REGULATIONS FOR USE and pool safety

All pool users must abide by the following regulations at all times. Persons not complying will be asked to leave the pool and may risk a future ban.

- 4.1 All supervisors must **read** this pool policy document and adhere to its contents.
- 4.2 All users should attempt to keep **noise levels low** for the benefit of local residents.
- 4.3 **No running, ducking or bombing** in the pool area.
- 4.4 **No diving or jumping in** from the side. The water is too shallow and there is a real risk of injury.
- 4.5 The pool area must be kept free from litter. Drinks, food and glassware in particular **are not allowed**.

- 4.6** Persons who have been drinking alcohol **are not allowed** entry.
- 4.7** Users with **verruca's** - Swim England discourages the use of swim sock, mainly for the reason that it may attract unwanted attention. Instead, Swim England suggests the use of a waterproof plaster is suitable to cover the verruca.
- 4.8** Swimming **is not allowed** if the water is insufficiently clear for the pool bottom to be visible.
- 4.9** Swimming **is not allowed** in a lightening storm or for fifteen minutes after the storm has passed.
- 4.10** All users must follow hygiene procedures, wearing suitable clothing and use the toilet provided.
- 4.11** All children must be **supervised by a responsible adult** at all times, who will also ensure the pool gate is locked after use.
- 4.12** **The pool cover must be pulled back using the roller wheels by two people, one on each wheel.** Please make sure that it is done properly as damage to the roller or cover would be a huge expense to the school. If you are the last user of the day, please replace the pool cover.
- 4.13** All equipment must be returned to Shed 1 after use.
- 4.14** Sharp objects and toys **are not allowed** in the pool area.
- 4.15** No inflatables are allowed in the pool.
- 4.16** All users must behave in a sensible and responsible way showing due consideration to other users and the surrounding neighbours.
- 4.17** All families who wish to use the pool out of school hours must provide the school with a list of members entitled to do so. This is done by signing the parental agreement.
- 4.18** Before entering the pool, please check for foreign bodies.
- 4.19** Family friends and visitors are **NOT** entitled to use the pool.
- 4.20** It is advised that supervisors have attended an appropriate First Aid course and hold a valid certificate. You are also responsible for providing your own First Aid kit and First Aid manuals to have with you in the event of a poolside emergency. There is a First Aid Kit provided by the school, which is kept in Shed 1. This is checked regularly in **TERM-TIME ONLY**. The contents of the kit will **NOT** be monitored in the holidays and the school takes no responsibility for this.

**Please note**

- We would appreciate it if children could wear **swimming hats** when using the pool – especially those with long hair. If children do not have a hat to wear, their **hair must be tied up**.
- **NO plasters** are to be worn in the pool, unless it is to cover a verruca.

**5. SAFEGUARDING and EMERGENCY PROCEDURES**

In the event of injury or a swimmer experiencing difficulty in the water, supervisors should first evacuate the pool to ensure the immediate safety of all other users.

Rescue of a distressed user should be effected promptly by:

- a. Talking to the swimmer
- or b. Using a flotation aid
- or c. Reaching from the pool side with the pole
- or d. Entering the water (as a last resort)

**Emergencies: Serious Injury or Life Threatening Situation**

**(a) Serious Injury**

Clear the pool of bathers

Clear the pool and without aggravating the injury bring the casualty out of the pool. If this cannot be achieved bring the casualty to the side of the pool and support. Reassure the casualty and call/await emergency services. Bathers must be instructed to dry and put their clothes on.

**(b) Life Threatening Situation**

Immediately clear the pool of bathers, arrange for an ambulance to be summoned using 999 and at the same time commence EAR (Expired Air Resuscitation)/ECC (External Cardiac Compression). Bathers must be instructed to dry and put their clothes on.

**After ANY emergency, report it as follows:**

- a) **Term Time – During School Hours** - After the emergency, report the incident to the Headteacher and complete the Accident Report and Parent Advice forms. Arrange for the First Aid Box to be replenished in the event the school poolside kit was used.
- b) **Out of School Hours** – After the emergency, report the incident to the school [office@lovington.ppat365.org](mailto:office@lovington.ppat365.org) and complete the Accident Report form.

**All accidents** should be recorded in the **Accident Book** (in the changing room) where there is room for details of date, time, name, incident, action taken, supervisor and witnesses.

If an emergency service is called you must notify a school representative on the following number:  
**07840 509772**

In the case of structural failure, fire or a bomb alert, evacuate the pool immediately using two strong whistle blows.

**Parents must carry a mobile phone in case of emergencies.**

Yeovil District Hospital: 01935 475122

Shepton Mallet Community Hospital: 01749 342931

Shepton Mallet Treatment Centre: 0333 321 8278

Millbrook Surgery, Castle Cary: 01963 350210

**The postcode for the school is: BA7 7PX**

#### **SAFEGUARDING CONCERNS:**

If a parent or pool user has a concern about any safeguarding issues, please report these to the on call safeguarding officer using the following number: **07840 509772**

**This can include any misconduct by pool users or users of the school site, Health and Safety precautions as well as concerns about someone's wellbeing.**

#### **6. SCHOOL SESSIONS**

During school sessions the regulations for use apply with the addition of the following:

- 6.1** For all classes, two adults, one of whom will be a qualified paediatric first aider, one completed lifeguarding training, should supervise each swimming session.
- 6.2** The maximum number of children in the pool area should not exceed 28 Key Stage 1 or 25 Key Stage 2, but only 22 swimming at any one time.
- 6.3** One of the members of staff on the poolside must have training in resuscitation procedures updated at least once every three years. Sessions will be arranged at school.
- 6.4** The supervising teacher must be aware of the swimming section in the school's PE Policy.
- 6.5** The water temperature of the pool should read 28°C before children swim.

#### **7. HOLIDAY AND WEEKEND SWIMMING**

The pool is available for use during the School Holiday period.

All of the regulations for use (4.1 to 4.18) apply, plus regulations 8 and below of After School Swimming plus the following:

Holiday swimming will be for the **immediate families of those children currently on roll at Lovington School** and for those **families of Lovington Staff, Governors and PTA**. Please refer to Regulation 4.17.

During holiday time there is a maximum of 15 swimmers in the pool at any one time. Parents **must** supervise their own child at all times.

Holiday swimming is confined to the following times: -

**Monday, Tuesday, Thursday, Friday, Saturday: 11.00 am to 5.00 pm**

**Wednesday: Pool closed for maintenance.**

**Sunday: Pool closed**

**The pool will be closed for INSET days.**

**The pool will be open for staff and governors from 10:00 -11:00 am and from 5:00 - 6:00pm during the holidays.**

Holiday swimming will be on a **keyholder basis**. A key for the season will cost £50, including £10 returnable deposit, which will be refunded in cash on return of the key at the end of the season.

A list of keyholders and family members entitled to use the pool will be posted inside Shed 1.

Please note that children from families, which are not keyholders, will not be entitled to use the pool during the holidays or at weekends. **Keys cannot be shared between families.**

In the interests of other members of the community, **it is essential for pool users to use the pool only at the times specified above.** Families who are not prepared to abide by the agreed regulations will forgo their right to retain keys.

## **8. SUPERVISORS**

All supervisors (supervising staff and parents supervising their own children and others by arrangement) should be aware of the regulations set out in the document and be prepared to approach any other person seen to be in breach of those regulations.

**Term-Time** - Any difficulties should be reported to the Headteacher as soon as possible.

**Out of Term-Time** - Any difficulties should be reported as soon as possible to a school representative on 07840 509772.

**Swimming Pool Guidance**  
**Lovington Church of England Primary School**

## **Responsibilities**

### **School**

The school needs to ensure that a nominated member of staff is delegated the responsibility of swimming co-ordinator and for applying the swimming pool safety policy and procedures of the school.

This will include:

- Risk assessments.
- Normal operating Procedures (NOP).
- Emergency Action Plan (EAP).
- Monitoring of staff training and maintaining records of qualifications.
- All communication relating to swimming
- Electrical Installations to the pool/pool area must be checked annually.

### **Teachers**

For any activities in which children are involved, teachers have a duty of care, and they are not able to transfer that duty of care to anyone else. This applies to all activities either on site or off site within the curriculum and to extracurricular activities, examples include:

- Appropriate supervision of children when changing.
- Head counts prior to and after every session.
- Normal and emergency procedures enforced.
- Overall observation of the teaching of the children.
- Conduct of the class.
- Control of pupils at all times.

**Primary school teacher's where-ever possible should accompany their own class when swimming as they have the knowledge and understanding of their pupils.**

### **Adults other than teachers (AOTT)**

AOTTs can be very helpful by:

- Supporting and working beside the teacher
- Supervising changing

AOTT may be involved in the teaching of swimming. Higher level teaching assistants who have acquired the specific competencies may replace a teacher so long as there is always another teacher present on poolside teaching with the group.

### **Pool Safety**

Pool operators have a responsibility for the safety of all who use their pool. Whenever children swim, there must be someone present with the appropriate first aid skills. These 2 members of staff are responsible for the safety of the children.

**N.B. A teacher of swimming who is also responsible for lifeguarding must not work alone. Another person will assist with teaching a group of children or assist the teacher with a rescue and first aid, as well as looking after the rest of the children in the event of the teacher having to affect a rescue.**

#### **First Aid**

A teacher of swimming must hold a **current** Public First Aid Certificate, a First Aid at Work Certificate, or an Emergency First Aid Certificate in order that they can administer Expired Air Resuscitation (EAR) and External Cardiac Compression (ECC).

A First Aid Needs Assessment **must** be completed ([First aid needs assessment - First aid at work - HSE](#)) where you can consider what first aid provision is required for the activities run in the pool, pool design and arrangements for external users. As a minimum you must have:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements
- Information for all employees (and external parties on first-aid arrangements)

#### **Duty of Care**

The duty of care for all pupils involved in swimming activities always remains with the school's designated person.

If an external partner provides the school swimming programme, the school has the responsibility to ensure that the swimming teacher is appropriately qualified to do so. If however, the school are providing their own programme, then the school needs to ensure that the teacher is competent to do so.

During holiday times, parents are responsible for their safety and their child's safety.

More detailed information on Duty of Care can be found in the Publication:

AfPE Safe Practice in Physical Education and School Sport [Association for Physical Education](#)

More details of what everyone should do in the event of a reasonably foreseeable emergency can be found in the Emergency Action Plan (EAP).

This might include:

- Overcrowding
- Disorderly behaviour
- Discharge of bodily fluids
- Lack of water clarity
- Fire/Bomb threat
- Structural Failure
- Emission of toxic gases
- Serious injury to a swimmer

- Discovery of a casualty in the pool

The procedure should explain how to clear the pool, how to evacuate the building, the roles of involved staff, how to call for help and what help to give the people involved.

All staff and outside group leaders must be trained to ensure their effectiveness in an emergency.

Notices must be displayed, to advise pool users of the arrangements in the event of an emergency.

Practice drills are carried out during the first lessons of each term that swimming takes place, in order that both staff and pupils recognise the alarm signal and know how to respond.

A copy of the school's emergency action plan can be found in

**Appendix C – Swimming Emergency Action Plan**, which accompanies this guidance.

### **Teacher to Pupil Ratio**

Please note that irrespective of the ratios below, **there must always be at least 1 qualified and 1 additional member of staff** members of school staff present at the poolside during the swimming lesson.

### **Non-Swimmers and beginners 12:1**

Young children normally primary school age, being introduced to swimming who are unable to swim 10m unaided on back and front.

### **Improving Swimmers 20:1**

Swimmers of similar ability to each other who can swim at least 10m competently and unaided on their back or front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.

### **Mixed ability groups 20:1**

Pupils with a range of abilities (from improving to competent) where the least able and least confident are working well within their depth. Swimmer's techniques, stamina and deep-water experience should be considered.

### **Competent swimmers 20:1**

Those swimmers who can swim at least 25m competently and unaided on front and back and can tread water for 2 minutes.

### **Swimmers with disabilities 1-1 upwards (with appropriate no. of helpers)**

Each situation must be considered individually as people with disabilities are not all the same and will have different abilities and needs. You must ensure you have sufficient helpers in the water to provide a 1:1 ratio for those needing constant supervision and an appropriate level of support for each individual need rather than a whole group.

Further information can be found in the Guide for swimming teachers:

[a\\_guide\\_for\\_swimming\\_teachers.pdf](#)

## Lifeguards

### Provision

There is no statutory requirement for a lifeguard to be provided. However, every pool operator is responsible for health and safety. As a minimum this should be a designated person trained to carry out a rescue and to effect cardiopulmonary resuscitation. HSE Guidance Document HSG179 the management of Health and Safety in swimming pools

<http://www.hse.gov.uk/pUbns/priced/hsg179.pdf> states, “in certain circumstances a swimming teacher can also be the lifeguard for his/her group subject to holding the appropriate qualifications and or training.” **This only applies to programmed swimming.**

Programmed activity is defined as:

- With a formal structure
- Disciplined
- Supervised or controlled
- Continuously monitored from the poolside

### Further advice/ Links

- EEC Live for risk assessments (login required) - <https://www.eeclive.co.uk/public/plogon.php>
- Association of Physical Education - [Association for Physical Education](#)
- Health & Safety Executive: HSG 179 - Managing H&S in Swimming Pools - [hsg179.pdf](#)
- Royal Life Saving Society - [The Royal Life Saving Society UK \(RLSS UK\)](#)
- Swim England - [Swimming and Water Safety in Schools | Swim England](#)
- A Guide for Swimming Teachers - [a\\_guide\\_for\\_swimming\\_teachers.pdf](#)

## Swimming Normal Operating Procedure Lovington Church of England Primary School

This procedure will be reviewed annually by the Head Teacher.

### **Changes from Last Issue**

**None:** First issue of document

**Date:** 20/02/2025

### **Objective and Scope**

This procedure identifies the processes designed to control the pool.

- Supervision
- Safety
- Teaching

### **Reference Documents**

The following reference documents should be readily available to anyone using the pool.

- Normal Operating Procedure (NOP)
- A copy of HSG 179 Health and Safety in Swimming Pools [hsg179.pdf](#)
- Emergency Action plan (EAP)
- School guidance document on swimming
- Staff training register (lifeguarding, teaching & pool plant maintenance)
- Pool treatment code of practice [pwtag.org/download/pwtag-code-of-practice/?wpdmdl=2378&refresh=61483edc46a791632124636](http://pwtag.org/download/pwtag-code-of-practice/?wpdmdl=2378&refresh=61483edc46a791632124636)

<b>Details of the pool</b>	
<b>Length</b>	<b>11 metres</b>
<b>Width</b>	<b>5.5 metres</b>
<b>Maximum depth</b>	<b>1 metre</b>
<b>Minimum depth</b>	<b>1 metre</b>
<b>Number of lanes</b>	<b>0</b>
<b>Total surface area</b>	<b>60.5m<sup>2</sup></b>
<b>Volume of water</b>	<b>Approx 14700 gallons</b>
<b>Maximum capacity</b>	<b>22 people</b>
<b>Temperature</b>	<b>28° C - 31° C</b>
<b>Opening hours</b>	<b>Thursday's 1pm – 4:30pm &amp; Friday's 1pm – 3pm</b>

The pool is currently used for swimming lessons and is hired to families of the children of Lovington.

The pool is a small, shallow, outdoor heated swimming pool.

The poolside is surrounded by paving slabs. It is secured by a wooden fence/evergreen hedge with a gate, which is always padlocked when not in use.

Inside the pool grounds/compound there are two small outbuildings which contain the following:

**Outbuilding number 1 – Changing Room/Storage Area**

- Lifesaving equipment (1 x reach pole, 1 x torpedo buoy)
- First aid kit
- Accident book
- Floatation aids and woggles
- A swimming pool folder containing all relevant risk assessments, policies and procedures.

Whilst outbuilding number 1 is a changing room, it is not used by the children as they change separately in their classrooms for swimming lessons. The children are split by gender so that they change separately, and they have to wear a swimming robe and jelly shoes to walk from their classroom to and from the pool. They also take their towels with them to the poolside.

**Outbuilding number 2 – Pool Plant Room (locked at all times)**

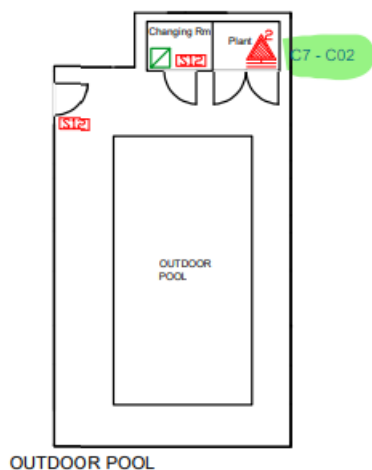
- Pool plant and equipment including pumps, filtration system, pool vacuum cleaner etc.
- Chemicals for treatment of the pool
- Water quality testing equipment and maintenance logs

## Plans of the building and layout

A plan of the school building and pool area showing emergency exits and evacuation routes can be found below. This includes the location of safety equipment, and entry and exit points to and from the pool.

The pool grounds have signage detailing pool depth of 1m, first aid points, emergency exits, authorised access only and the pool rules (including any prohibition signage).

Here is a plan of the pool:



## Potential Areas of Risk – Risk Assessment

- A separate documented risk assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety.
- The risk assessment is completed on EEC live and a copy printed off for staff to read and sign. This acts as confirmation that they have understood the risks identified and actions necessary to control them.
- A copy of the signed risk assessment will be placed in a pool folder which can easily be accessed at any time from inside the poolside changing room.
- The following have been considered as part of the risk assessment:
  - Pool environment (e.g. changing facilities, first aid provision, pool and its surrounding signage).
  - Pool supervision (e.g. ratios, qualifications, emergency procedures)
  - Pool plant (e.g. treatment and management of water, cleaning, use of chemicals)
  - Session users (e.g. dos and don'ts, occupancy, capability, medical or additional needs)
- The findings of the risk assessment will always inform processes described in the Normal Operating Procedure and Emergency Action Plan documents.

## **Known Hazards**

The following list of hazards reflects those that have been identified within the risk assessment along with the control measures:

### Children accessing the pool when it is not in use and not supervised

Children cannot access the pool when it's not in use as there is a high fence surrounding it and the gate is always padlocked with the keys locked in the school key safe. Additionally, lessons will never take place unless there is appropriate adult supervision in place in line with the recommended ratios (which can be found within this document).

### Children who cannot swim getting out of their depth

The entire pool is a standard 1m depth throughout. Children who are beginners or who are not confident in the water will be provided with flotation aids to use. Where there are very young children (4-year-olds), a separate member of staff may accompany the children inside the pool to support and re-assure them. It is important to note that this person will not be one of the trained members of pool side staff, this person will be in addition to the others.

There will also be lifesaving equipment in place e.g. a reach pole, a torpedo buoy etc.

### Diving into insufficient depth of water (leading to concussion or head/ neck or spinal injury)

The pool rules state that jumping or diving is strictly prohibited. These are clearly displayed within the school grounds. Additionally, the swimming teacher will always discuss the rules with the children as part of the safety briefing at the start of each swimming lesson. There will always be at least 2 members of staff present at pool side, possibly more. One of them will be a trained lifeguard.

### Horseplay or misadventure in the pool or on the poolside

All children will always be supervised. They cannot enter the poolside until the gates have been opened by an authorised adult. A safety briefing by the swimming teacher will always be carried out at the start of each lesson.

### Prior health/medical problems, including special educational needs

The school will identify anyone with prior health problems in advance and complete a separate risk assessment for them based on their needs. If a child requires additional help or support, then a separate person will accompany the child as a one-to-one support assistant. This will be needs appropriate.

### Absence of, or inadequate response from pool staff in an emergency

There will always be a minimum of 2 members of staff at the poolside, 1 trained teacher and one spotter. There will also be an emergency operating procedure in place which all staff have to read and familiarise themselves with in advance. Emergency lifesaving equipment will also be in place. There may also be other staff available to help and support depending on the needs and ability of the group. On that basis, there will always be enough people present to assist immediately in the event of an emergency. There will also be 2-way radio's available, a whistle and a mobile phone to summon additional help if required.

### Slips, trips and falls around the pool

The site manager will always carry out a check of the pool and its surrounding area prior to use to ensure that it is safe and free from sharps etc. Additionally, the children will also be instructed, as part of their safety briefing, to pay extra care and attention in and around the poolside in case of slips, trips and falls. The children will also be wearing appropriate footwear to/from the poolside.

#### Water contamination/chemical leaks and spillages

Staff will always carry out a check of the pool prior to use to look for water contamination and to test the chlorine and PH levels. If the levels are incorrect, we will dose the pool in accordance with the training and instruction and the school will keep written records of this. The school will always ensure that levels are safe for swimming. There will also be material safety data sheets and accompanying COSHH assessments in place for all the hazardous substances in use. The COSHH file will be located in the pool plant room. Any chemical leaks or spillages will be cleaned up in accordance with the material safety data sheet and COSHH assessment for the product in question. Additionally, if the pool becomes contaminated during a lesson, then the pool will be evacuated and the correct procedure to clean and disinfectant the pool will be carried out before allowing any further swimming to take place. On occasions, an outside specialist will also be procured to monitor water quality and treatment from time to time (i.e. PH and acid levels etc) ensuring correct procedures are adhered to.

#### Failure of plant and equipment

The pool has a regular servicing and maintenance contract in place with a competent contractor. All equipment will be checked prior to use by the site manager and records kept. The pool will not be allowed to open if defective plant or equipment is identified either before or during swimming lessons.

#### Inadequate training of both teaching staff and pool plant operators

The site manager has attended a 3-day pool plant operator's course. The swimming teacher has a level 2 teaching swimming qualification. Swimming will never take place unless there is a level 2 qualified teacher present along with an additional member of poolside staff. Qualifications will be checked annually to ensure that they are in date. If there are staff changes, re-training will be carried out.

#### Storage

The plant room is locked and contains all the chemicals, plant and equipment required for pool operation and treatment. It is adequately ventilated. The changing room next door is used as storage for floats, woggles etc. There is also 2 sheds which are accessible from the playground should additional storage space be required.

#### Injuries arising from chemicals

There are COSHH assessments and material safety data sheets in place for the chemicals which have been produced by the site manager.

Adequate PPE has been provided and will be worn at all times when handling the chemicals. All PPE worn will be in line with the manufacturer's recommendations identified in the data sheet.

Additionally, if the dosing levels are incorrect in the pool water upon testing, swimming cannot take place.

#### Signage

The pool has 1m depth signs all around it. It also has authorised access only signs on the gate. The pool rules and any prohibition signage are displayed on the outside of the changing room wall. Emergency exits signs are in place by the gate and there is signage on the changing room door to indicate the location of the first aid kit and lifesaving equipment. All pool signage is brand new and will be subject to pre-use checks by the site manager.

#### Low temperatures – risk of hypothermia

The pool is an outdoor heated pool. As part of the pre-use checks, the temperature of the water will be recorded. The ideal temperature for an outdoor pool used for primary school swimming is 29 – 31 degrees Celsius. However, this pool can only be heated to a maximum of 28 degrees Celsius because it has a pool liner which would crack if it was heated any higher.

#### Overcrowding

The maximum capacity for the pool is 22. This has been calculated as follows:

Length 11m x Width 5.5m = 60.5m<sup>2</sup>

60.5m<sup>2</sup> / 2.7 (because pool depth is 1m) = 22

This number will never be exceeded therefore there is no risk of overcrowding.

Our policy is that there are no more than 22 swimmers in the pool at any one time during term time and a maximum of 15 swimmers in the pool at any one time during holiday and weekend swimming.

#### Insurance

The school has its own insurance in place which is covered by the Risk Protection Arrangement (RPA) however the level 2 swimming teacher also has their own insurance in place.

#### Safeguarding

Any adults involved in swimming lessons have a DBS certificate which is checked and copies held by the school. There are safeguarding procedures in the school which will always be followed should any concerns arise. Designated safeguarding leads are in place and all staff have undertaken safeguarding training. Pupils will be changing separately per gender and per key stage group. Only school staff will be allowed to support children inside the pool where the need arises. Parent helpers/ others are strictly prohibited.

#### **Standard Procedures for School Lessons**

1. To prevent unauthorised access the pool must always be locked when not in use.
2. It is advisable that swimming should take place within 1 hour of a meal.
3. All pre-use checks must be carried out prior to swimming to ensure that the pool is safe to use and that the water quality is safe for swimming.
4. Just before the swimming lessons begin, the pool cover must be pulled back using the roller wheels by **two people**, one on each wheel. Please make sure that it is done properly so as not to damage the cover or injure your back. At the end of the day, when all lessons are complete, the pool cover must be put back over the pool, again using two people.

5. The first aid kit must be checked at the start of each swimming day to ensure that is fully stocked, in date and in place before any lessons commence.
6. The pool lifesaving equipment (reach pole, torpedo buoy must be checked at the start of each swimming day to ensure that they are in place and safe to use before any lesson commence.
7. All staff responsible for pool safety must make themselves aware of the location of the first aid kit and lifesaving equipment.
8. Swimming teachers and assistants must have access to whistles, a mobile phone and 2-way radio's which must be fully charged. (the use of mobile phone's is strictly prohibited unless for use in the event of an emergency).
9. The person in charge of swimming will keep a register of all those participating in swimming lessons.
10. A headcount will be taken of those entering the pool and this will be recorded.
11. Safeguarding measures and procedures will be followed at all times.
12. All staff must read and sign to say that they have read and understood the swimming pool guidance document, general pool related risk assessments, specific medical risk assessments, the normal operating procedures and emergency operating procedures at least annually.
13. All staff responsible for teaching and pool safety should be aware of any pre-existing health issues e.g. heart trouble, asthma and epilepsy etc. Medical equipment or other specific medication e.g. inhalers should be within easy access to swimmers who may need them. The swimming teacher or assistant could keep these on them personally in a bum bag so that other children cannot access them or find an alternative safe place, close by, to keep them whilst lessons are taking place. Where epilepsy is controlled by medication, no special precautions are necessary.
14. Children will be encouraged to use the toilet prior to entering the pool.
15. All swimmers must wear appropriate swimming attire e.g. costume or trunks. They should have their own towels, a robe and suitable footwear to walk from their classroom to/from the pool. Swim hats and goggles may also be used.
16. Children with long hair must ensure that it is tied back or wear a swimming hat when in the pool.
17. Sharp objects and toys will NOT be allowed in the pool area.
18. Inflatables are NOT allowed in the pool area. This includes inflatable rubber rings and arm bands.
19. Children will not be allowed in the pool area unless accompanied by authorised adults.

20. A minimum of 1 swimming teacher and 1 additional staff member will be present at all times by the poolside when swimmers are admitted to the pool area.
21. A safety briefing will be given at the start of each lesson.  
This will cover the pool rules, responsible behaviour, prohibited activities and emergency procedures.
22. All pool rules must be followed at all times.
23. Photograph's can only be taken with prior written consent from parents.
24. Swimmers must practice a simple whistle drill at the beginning of a new swimming programme:
  - One blast stop means stay still
  - Two short blast calls for the attention of a member of staff
  - Three short blasts indicate emergency action taken
  - Continuous blasts mean go to the side of the pool and wait for instructions
25. All swimmers must keep the noise levels low for the benefit of the local residents.
26. Staff must not stand together talking on poolside unless it is absolutely necessary and is relevant to the job
27. Diving and jumping in is strictly prohibited. The pool is too shallow and there is a real risk of injury.
28. No running, ducking, pushing others in, bombing or acrobatics in the pool area.
29. The pool area must be kept free from litter. Food and drinks are strictly prohibited.
30. No plasters will be allowed to be worn in the pool, unless it's to cover up a verruca. The reason for this is, if they fall off then they can cause blockages to the pool filters.
31. If the pool becomes unclear and swimmers' feet cannot be seen on the bottom of the pool, all swimming activities must stop immediately. This may be caused by the condition of the water, wind or heavy rain creating surface distortion.
32. Swimming is not allowed in a lightning storm or for 15 minutes after the storm has passed.
33. If only 2 members of staff are poolside and a swimmer has a minor injury and requires one of the staff to deal with it, then the swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles.
34. All equipment e.g. floats, lifesaving equipment, woggles, first aid kits etc. must be returned to the changing room after use.

35. All swimmers should be counted out of the pool at the end of the session, and a member of staff should be the last to leave locking the gate behind them.

**Pool Rules**

- The pool area MUST always be kept locked when not in use
- No unauthorised access
- Children must always be accompanied by an adult
- No camera’s without prior consent
- No mobile phone’s unless for use in the event of an emergency
- No running on the poolside, walking only
- No food or drink allowed in the pool area
- No diving or jumping from the side into the pool
- Enter and exit the water via the steps only
- No jewellery is to be worn in the pool
- Long hair to be tied back or swim hats to be worn
- No entry until instructed to do so
- Pool must not be used in adverse weather conditions e.g. lightning/ storms.
- Non-swimmers to use flotation devices
- Everyone must leave the pool when instructed to do so
- The pool will be cleared immediately in the event of an emergency, or where the pool becomes contaminated

**Supervision of Swimming Activities**

The minimum level of supervision provided will always be as follows:

1 x Level 2 qualified swimming teacher + 1 x additional member of staff

There may also be other members of staff in the pool itself to help support the very young children e.g. 4-year-olds, children with limited ability or those who have specific medical/ SEN needs. Staff in the water do not count towards the pool side supervision ratios.

**The following ratio’s will always be in place at Lovington:**

Activity	Participant: Instructor Ratio	Comments/ considerations
<b>Beginners</b>	Maximum – 12 pupils  <u>Adults:</u> 1 x qualified adult for teaching/ assisting + 1 x additional member of staff to support swimming +	<ul style="list-style-type: none"> <li>• Participants with or without floatation equipment who cannot swim 10 metres comfortably and safely using a recognised stroke.</li> <li>• Depth, layout and size of pool.</li> <li>• Ability of participants and SEND.</li> <li>• Provision of equipment.</li> <li>• Provision of additional helpers</li> </ul>

	There may be extra school staff in the pool to support younger pupils or pupils with low ability	
<b>Improving swimmers</b>	<p>Maximum – <b>20</b> pupils</p> <p><b>Adults:</b> 1 x qualified adult for teaching + 1 x additional member of staff to support swimming</p>	<ul style="list-style-type: none"> <li>• Participants who have the ability to swim 10 metres comfortably and safely using a recognised stroke.</li> <li>• Depth, layout and size of pool.</li> <li>• Ability of participants and SEND.</li> <li>• Provision of equipment - activity taking place.</li> </ul>
<b>Mixed ability groups, not including beginners</b>	Maximum – 20 pupils	<ul style="list-style-type: none"> <li>• Should not include beginners and all should be able to swim a minimum of 25 metres.</li> <li>• Mixed ability groups are often a necessity for school swimming lessons.</li> </ul>
<b>Participants with special educational needs and/or disabilities – SEND and/or long-term health conditions or impairments.</b>	To be considered on a case-by-case basis but not to exceed any of the above ratios.	<ul style="list-style-type: none"> <li>• Each situation must be considered independently as people with SEND are not a homogenous group.</li> <li>• In-water support should be considered depending on the requirements of the participant.</li> </ul>

If only 2 members of staff are poolside when dealing with minor first aid and other minor incidents that may reduce the pool side supervision ratio's the class should stop all activity and remain at the pool side until full supervision levels are resumed.

Swimming teachers and assistants must carry whistles with them at all times. They must be in position at the pool side before swimmers are permitted to enter the water. In addition, they must remain on the pool side until all swimmers have left the area and the pool is secured.

Swimming teachers and assistants must be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.

Swimming teachers and assistants must work together to ensure that they monitor all areas of the pool and all pool users. They should be located on pool side so that they can achieve this and know who is looking out for which area or group of children.

Swimming teachers and assistants must not stand together talking on poolside unless it is absolutely necessary and is relevant to the job.

### **Equipment**

The first aid kit must be checked at the start of each swimming day to ensure that is fully stocked, in date and in place before any lessons commence. Written records of checks to be kept.

The pool lifesaving equipment (reach pole, torpedo buoy) must also be checked at the start of each swimming day to ensure that they are in place and safe to use before any lesson commence. Written records of checks to be kept.

Any problems or shortfalls must be reported to the Head Teacher and the Swimming Teacher before any lesson commences.

Records of checks and problems raised are reported to and kept by the site manager in the pool folder (located in the plant room).

Floats, woggles and other curriculum swimming equipment are kept outbuilding number 1 - changing room/ storage area. This will only be used by the school.

### **Emergency procedures**

All emergency procedures are documented in a separate emergency action plan (EAP) which accompanies this document.

This procedure will detail how the alarm will be raised in the event of an emergency, how the emergency services will be summoned and how everyone will be made safe should an incident occur.

### **Pool Water Treatment**

#### **Chemical Storage and testing requirements**

Dry acid is kept in a secured storage container. Chlorine products (liquid, granules & tablets) are kept in the plant room (outbuilding number 2) away from all acid-based chemicals. Alkali is also stored in the plant room but is kept away from all other chemicals.

Free chlorine, combined chlorine and Ph levels are tested before 10am on Thursday and Friday mornings. It's done in the morning so that there is enough time to correct any dosage before swimming begins at 1pm. A record sheet is filled in each time the water is tested. This is kept in the site managers folder held in the plant room along with contact details for the pool maintenance contractor and anyone else who assists with pool maintenance and testing.

There must be a gap of at least **2 hours** between chemicals being added and swimmers using the pool.

Chlorine and dry acid must **NOT** come into direct contact and should be added to the pool water separately.

Personal Protective Equipment (apron, goggles, gauntlets, and face shield) should be worn when administering chemicals. These are kept in the plant room next to the chemicals.

### Daily routine and water testing

Check the water temperature using the thermometer provided in the plant room. Leave the thermometer in the water for several minutes to get an accurate reading. Record the results on the temperature check sheet inside the site managers folder. The water temperature should ideally be 28° C - 31° C.

Test the water using the test strips. The Ph should be between 7.2 and 7.6, ideally 7.4. Free chlorine should ideally be 5.0 but not below 3.0. Record the results on the water testing sheet inside the site managers folder.

### Chemical storage and dosage

If the Ph level is above 7.6. add dry acid. Half fill bucket with pool water, measure 700g of dry acid and add half to the bucket and stir until completely dissolved (clear and non-gritty). Then slowly pour along water on hedge side of pool then repeat the same process for the other half of the pool. If chlorine level is below 5.0 add chlorine at the following rates:

Reading	Liquid chlorine	Chlorine granules
4.0	640ml	125g
3.0	1280ml	250g
2.5	1600ml	300g
2.0	1920ml	375g
1.5	2240ml	500g

Liquid chlorine is poured into the top skimmer, granules are dissolved in pool water in a separate chlorine bucket then poured into the top skimmer.

### Cyanuric acid

Cyanuric acid should be tested every Thursday morning. The optimal range is 30 – 50 ppm with the maximum level of 100 ppm. If the level is too high, partially drain the pool and add water to reduce cyanuric acid water concentration. The cyanuric acid level should be tested if the chlorine level regularly drops rapidly. Chlorine tablets or granules should be used instead of liquid to raise cyanuric acid levels and stabilise chlorine.

### Backwashing

Backwashing is a very important part of pool maintenance. It is the process that cleans the scum and debris that the filter traps from the water during its filter cycle. It is necessary to keep the filter sand clean to allow for proper water flow and to keep the swimming pool water clear. During the backwashing cycle the flow of water is reversed from regular circulation to clean the filter sand.

How to backwash the swimming pool

### **Step 1**

**Turn off** the swimming pool pump at the switch.

### **Step 2**

Move the handle on the side of the filter to the **backwash setting**. (To move handle, push down and rotate handle slowly clockwise to the **backwash position** – normally positioned at 6 o'clock).

### **Step 3**

Turn the swimming pool **pump back on** at the switch and water should flow out of the backwash pipe. Allow this to continue for 2-3 minutes. Most filters have a sight glass that allows you to see the water as it leaves the filter. When you start backwashing the water should be cloudy and murky. When the water runs clean and clear, the backwashing process is complete. Turn the swimming pool **pump off** again at the switch.

### **Step 4**

Press the handle on the side of the filter down and rotate it clockwise to the **rinse** position. Turn the swimming pool **pump on** again for about 30 seconds. This process settles the sand back down in the filter to prevent any filter sand going back into the pool and allows for proper filtration.

### **Step 5**

After successful backwashing leave the **pump off**. Turn the orange **skimmer handle to off position** and **main drain handle to off position** (which is horizontal). Also turn the **multipoint handle to the close position**.

Unscrew the lid of the pump and take out the pump basket. You will have a bit of water coming out but don't be alarmed. Clean and empty the pump basket and put basket back into pump with entry hole facing the pipe (not the filter). Put the lid back on the pump.

### **Step 6**

Press the **multipoint valve handle back down** and rotate clockwise back to the **original filter position (normally positioned at 12 o'clock)**. Open the **orange skimmer handle** and the **orange main drain handle** to the **vertical position**. Turn the pump back on and the pool should return to **normal filtration mode**. The pressure on the pressure gauge attached to the filter should go down. Most swimming pool sand filters operate between 0 – 2.5 bar. When backwashing is finished, the pressure that reads at that moment is your '**Normal Operating Pressure**'. Backwash when this number goes up to 1.5 bar and above your **normal operating pressure** or a minimum of **once a week**.

Whilst the system is going, take the skimmer lids off and clean out the skimmer baskets.

### **Pool Maintenance Instructions**

The site manager has completed a 3-day PWTAG Pool Plant Operator Course. In addition to this, he has received on-site familiarisation training which was delivered by APS Pool Contracting (the contractors who service and maintain the pool).

The robot vacuum cleaner takes around **2.5** hours to clean the pool, therefore it will need to be put in by **10am** in order for the pool to be open for swimming lessons at **1pm**.

#### Robot

- Once the robot has completed its cycle, pull it out using the cable, open the filter holders and clean the filters using the red bucket and hose in the pump room.
- Once the filters are clean. Clip them back together and put them back in the robot, put the robot back on the trolley and wind the cable around it.

#### Chlorine Level Test

- To check the chlorine levels, dip a test strip into the pool water and pull it straight back out again. Wait for around 15 seconds and compare the colours with the indicators on the bottle.
- The chlorine level must be between **1 and 5** for the pool to be open.
- The levels must be checked every day, prior to use. If the pool is uncovered for a long period of time, the sun will burn off the chlorine causing the chlorine level to drop rapidly (this is good if the levels are too high). Any rain will dilute the chlorine in the pool.

## **Swimming Pool Emergency Action Plan Lovington Church of England Primary School**

Note: The following procedures should be read in conjunction with any other documents highlighted and as appropriate to the level of responsibility held by members of staff.

### **1. INTRODUCTION**

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

The Headteacher will ensure staff are aware of their responsibilities in respect of this procedure.

### **2. RESPONSIBILITIES**

Responsibility for carrying out emergency action rests with swimming teachers and other supporting staff.

The swimming teacher is responsible for controlling the incident/accident and for taking the decision to evacuate the pool.

### **3. PROCESS**

#### **3.1 Raising Alarms**

The method of communication using a whistle is as follows:

- **1** Whistle Blast – Stay still
- **2** Whistle Blasts – attracts the attention of other staff.
- **3** Whistle Blasts – indicates emergency action is taking place
- **1** Long Whistle Blast –Go to the side and await instruction

#### **3.2 Minor Emergencies**

Minor incidents or emergencies, if handled properly, will not result in a life-threatening situation. Examples of incidents of this nature include a bather slipping on poolside, a minor cut or bruise and a simple reaching rescue. To ensure an appropriate response, the teacher, on becoming aware of the incident will follow the process below:

- Notify other staff that they have to respond to an incident by blowing the whistle appropriately
- Other staff will move to cover area or request additional assistance if necessary
- A first aider will administer aid or provide appropriate assistance
- Accident / Incident Report completed as necessary
- The first aid kit will be restocked and the area cleaned.

### **3.3 Major Emergencies**

A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation. In most cases, more than one member of staff will be involved and in extreme situations, all members of the team will be required to provide support. The process for dealing with major emergencies is as follows:

- The swimming teacher will raise the alarm by blowing three whistles and/or use verbal communication.
- The teacher will initiate rescue / first aid and remove casualty from the area
- The supporting staff will cover the area vacated, assist the teacher and evacuate the pool if necessary
- The teacher will ensure an ambulance is requested (by use of mobile phone), supply specialist equipment and take control of the situation, including managing and assisting other bathers.
- A member of staff will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
- Responsibility is assigned to the ambulance crew once they start to treat the casualty
- The teacher will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- The teacher will ensure that all Accident / Incident Reports are completed and the necessary follow up action is taken.

Actions to be taken in the event of specific emergencies are detailed in 3.4 to 3.7 below.

### **3.4 Fire Evacuation**

The arrangements in place for raising the alarm are as follows:

Once the alarm has been raised those on poolside should blow their whistles as per the NOP and clear the pool as quickly as possible.

The pupils will follow the school fire evacuation plan.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the register and or signing in book.

### **3.5 Discovery of a Casualty in the Water**

The first response to a casualty in the water will be to bring the casualty under control.

The pool will only be evacuated if necessary.

- The teacher will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point.
- School office contacted via the mobile phone.

The teacher(s) will follow resuscitation protocols in accordance with NPLQ and/or first aid training

## **Serious Injury to a Bather**

### General

The process for dealing with major emergencies as detailed in Section 3.3 will be followed in the event that a member of the pool staff notices a bather with a serious injury. The teacher will follow first aid/resuscitation protocols in accordance with NPLQ or first aid training. These will be followed until the ambulance crew takes over. In cases of serious injury, unconsciousness or suspected broken bones, patients will not be moved until first aid has been given.

### Head Injuries

All head injuries will be treated as serious injuries and teachers will follow first aid/resuscitation protocols in accordance with their NPLQ or first aid training. In addition to following the major emergency process outlined in Section 3.3, the following action will be taken:

- Casualties with face / head injuries will not be allowed to return to the pool
- An ambulance will be called if the injury appears serious.  
If the injury appears less serious, the casualty will be made to dress and will be supervised by a responsible person whilst doing so
- If there is any doubt as to the severity of the injury an ambulance will be called as there is possibility of delayed concussion/loss of consciousness occurring

### Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious injuries and teachers will follow rescue/resuscitation protocols in accordance with their training. In addition to following the major emergency process outlined in Section 3.3, the following action will be taken:

- On entering the water, the lifeguard must shout, “**Entering the water, suspected spinal**”
- All other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.

## **3.6 Lack of Water Clarity**

It is vital that all teachers and assistants can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. Only qualified pool plant operators may work in the plant rooms. The following process will be followed in the event of poor water clarity:

- If the pool water becomes cloudy and prevents clear vision the member of staff or Headteacher responsible for swimming pool maintenance will be informed immediately.
- A water test will be undertaken and plant will be checked for correct functioning. Appropriate remedial action will be undertaken.
- The remedial action is not possible or is not effective soon enough; the member of staff or Headteacher responsible for swimming pool maintenance and the swimming teacher will determine if it is safe for the pool to remain open.
- Children will only be allowed back in the pool once the water quality has improved sufficiently to enable staff to clearly view the pool bottom and a satisfactory chemical balance has been confirmed.

### **3.7 Dealing with Blood, Vomit and Faeces**

In the event that blood, vomit and faeces are discovered in the pool or on poolside, the following procedure will be applied:

#### Blood

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of children to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water. Pool plant operators should confirm that disinfectant residuals and pH values are within recommended ranges.
- When clearing blood, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of blood on poolside will be contained, covered in paper towels to enable the towels to soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.

#### Vomit

- If substantial amounts of vomit are spilled into the pool the affected pool will be closed to children in order to allow for its removal.
- The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.
- A minimum of “three turnover periods” of the affected pool will elapse to ensure the removal of any bacteria. That is a minimum of 24 hours subject to chlorine levels returning to normal.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.
- When clearing vomit, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.
- Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away.

#### Diarrhoea

- If diarrhoea is discovered in the pool, the pool will be closed immediately, in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of “six turnover periods” to the affected pool will elapse to ensure the removal of bacteria. That is a minimum of 24 hours subject to chlorine levels returning to normal.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.

#### Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed into a bucket and flushed down the toilet.
- The decision to close the pool for a short period, e.g. to maintain customer care standards, rests with the Headteacher.
- A careful visual check will be undertaken to ensure that no particles remain and a water test

carried out to ensure that the quality of water is within defined parameters.

- Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

Contact Number in case of emergency:

07840509772