



Everyone matters, every day counts

# SWIMMING POOL POLICY

Policy created: November 2011

Policy first adopted: November 2011

Signed chair of Management Committee:

Re-adopted & signed:

Reviewed by PE team, lifeguard trainer and SLT - March 2018



## Swimming Pool Safety and Emergency Policy/ Procedure and Pool Rules

### 1 INTRODUCTION

- 1.1 These plans have been developed to ensure the safety of all staff, students and users of the swimming pool.

### 2 NORMAL OPERATING PLAN

- 2.1 The swimming pool dimensions are 11.5m x 5.5m x 1.2m - 1.5m depth.
- 2.2 The recommended bathing load is 15 people per session with no more than 130 bathers per day.
- 2.3 Swimming Pool rules are displayed in the Pool area
- 2.4 All adults in a supervisory capacity must familiarise themselves with the pool risk assessments and operating procedures. A Lifeguard/trained pool rescuer must be poolside at all times.
- 2.5 It is essential that all users of the pool make a proper visual inspection of the pool area before using the pool and report any defects to the Premises Officer.
- 2.6 The Premises Officer is responsible for ensuring that the Pool area is kept clean.
- Pool surround should be cleaned with pool water to disinfect them on a daily basis.
  - The bottom of deck level pools should be vacuumed daily.
  - Inspection of fixtures and fittings i.e. steps, rails etc. to be checked regularly by Premises Officer.
- 2.7 The changing rooms and toilets are cleaned daily. Staff/ Pool Hirers are expected to mop the floor and ensure they leave the pool and changing rooms clean and tidy.
- 2.8 A regular inspection of the swimming pool plant is undertaken by contractors.

- 2.9 No eating or drinking is allowed in the plant room.
- 2.10 They must be provided with any relevant Health and Safety information that applies to the area.
- 2.11 No equipment except for lifesaving equipment should be kept poolside

### 3 POOL CHEMICALS

- 3.1 All C.O.S.H.H. sheets are kept in the Premises Office
- 3.2 Only trained personnel may handle chemicals and pool plant. Appropriate protective clothing must be worn when handling chemicals. The chemical store is kept locked at all times.
- 3.3 Access to the pool is via security swipe cards only.
- 3.4 The pool is hired out in accordance with the WSCC Lettings Policy. All hirers must have a lifeguard present at all times. Each hirer must show the Business Manager a copy of their Lifeguard certificate before they may hire the pool. It is the responsibility of the hirer to ensure that the pool rules are adhered to. The Lifeguard must always be poolside.

### 4 FIRST AID ARRANGEMENTS

- 4.1 A First Aid kit is kept in the pool area. There is a phone in the pool area for emergency use only. Dial 9 for an outside line. School phone book is kept next to the phone for internal calls.

### 5 EMERGENCY OPERATING PROCEDURES

- 5.1 In the event of an emergency:
- The Life Saver/ trained pool rescuer should assist the student/adult in difficulties using the most appropriate method decided by them at the time of the incident.
  - In most cases the pool steps are the most appropriate method of leaving the pool. It is essential that the areas near the steps are kept clear of obstructions.
  - All other bathers should leave the water at the earliest opportunity under the supervision of the Life Saver or adult nominated by her/him
  - An adult, nominated by the Life Saver must contact the office asap. The adult will give details of the incident and ask for medical assistance, if necessary.
  - In case of fire, the adult/teacher in charge will follow normal procedures for evacuation of the building.
  - Due to students being in swimwear and to avoid them standing out in the cold it is agreed that they will exit the pool and wait just inside the entrance whilst

the T.A. comes out to check if it is a fire drill. If informed by a member of SLT that it is not a drill then all must evacuate immediately. If informed it is a drill they may continue to wait inside until the Headteacher has deemed it safe to go back into the pool.

#### 5.2 In the event of a toxic gas leak:

- The Emergency Action Plan will be used to evacuate the whole premises.

### RULES FOR USE OF THE SWIMMING POOL

- Pool hirers must have qualified pool lifeguard in attendance and pool side at all times, and a minimum ratio of 1:15.
- There should not be more than 15 people in the pool at any one time.
- Unaccompanied children are not allowed in the pool and children not swimming must be supervised.
- **School only** - Students who are coaching and University Students are permitted poolside but **must be supervised** at all times
- There should be no running around the edge of the pool.
- No diving or snorkelling permitted.
- Where swimming aids have been used, they must be replaced tidily.
- Staff should wear a T-shirt over their costume whilst in the pool and changing rooms
- Students with epilepsy must be closely supervised
- Emergency medication must be taken to the pool and the Lifeguard/trained pool rescuer made aware of the medical condition
- **No spectators allowed poolside**

### HYGIENE

- **IMPORTANT:** The showers must be used by **everyone** using the pool but **shampoo, soap, etc must not be used.**
- Outdoor footwear may not be worn in the pool area.
- Feet should be checked for infections before entering the pool.
- Children should be encouraged to use the toilet before entering the water.
- Students, who are at risk of soiling in the pool must wear appropriate protective clothing which must be swimsters provided by the school.
- All small children must be supervised when using the toilets.
- Girls should not swim during their menstrual period.
- All soiled incontinence pads should be removed from the changing rooms and disposed of.
- **No talcum powder may be used.**
- No food, sweets or drink is allowed.
- Spectators are not allowed beyond doors to pool area.
- Only lifeguard, instructor, assistant coaches and staff allowed in poolside area.
- Hirers - Nappies must be worn by babies and children who need them. Soiled nappies must be taken home not thrown in school bins.

## Use of Hoists

- Hoists must only be used by staff who have received training and in line with students handling plan
- There must be two people to use the hoist
- Always ensure the hoists are docked and left on charge
- No changing beds to be taken pool side
- In case of hoist breakdown - contact Business Manager or Premises Office

## SECURITY

- The pool area and changing rooms must be left tidy and any damage or fault must be reported.
- The hirer/staff leader is the person responsible for the security of the pool and for ensuring that the above rules are observed.

## EMERGENCIES

- The poolside telephone is **for emergency use only**. Dial 9 first for outside line.
- In case of fire:
  - Exit the pool as quickly and possible do not stop to collect belongings.
  - Evacuation point is the school courtyard, in the case of out of school hours evacuate to the car park.

**Appendix 1** Risk Assessment

**Appendix 2** Technical Operation