

# **HEALTH AND SAFETY MANAGEMENT IN SCHOOLS**

THE MANAGEMENT OF AQUATIC ACTIVITIES,  
SWIMMING AND SCHOOL SWIMMING POOLS

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The purpose of this document is to set out the policies and provide guidance on Safe Practice in School Swimming and Water Safety, whether at a school pool, hydrotherapy pool, public pool or during school visits. Our ambition is to keep everyone involved in School Swimming safe. Included are the policies and procedures of Cambridgeshire County Council (CCC) based on current national guidance in relation to School Swimming and Water Safety, swimming pool safety, and educational visits, which may include water-based activities.

The appendices contain exemplar materials and greater detail on guidance.

This policy is for all CCC maintained schools. It is recommended that Academies, Foundation and Voluntary Aided schools also follow the guidance within the policy.

Where schools use Leisure Provider pools, partnership working is vital, not only to keep pupils and staff safe, but also to ensure that young people experience a meaningful range of aquatic opportunities, in a manner that is safe and fully inclusive.

These notes are intended to assist every School/Establishment Manager to ensure that they are able to meet their overall duties and responsibilities for the conduct of swimming or the management of a pool. They will also help to ensure the safety, of the users of the pool and those who care for it.

The following Policy Guidance has been written to conform to national standards, recommendations and procedures established and recognised by National Bodies and Authorities as published by:

- (i) "Health and Safety in Swimming Pools" 2018 - Health and Safety Executive (HSE) – HSG179
- (ii) Pool Water Treatment Advisory Group (PWTAG) - "Swimming Pool Water"
- (iii) Royal Life Saving Society (RLSS)
- (iv) Chartered Institute for the Management of Sport and Physical Activity

- (v) Royal Society for the Prevention of Accidents (RoSPA)
- (vi) Institute of Swimming (IoS).
- (vii) Swim England – Institute of Swimming (ASA).
- (viii) Safe Practice in Physical Education, School Sport & Physical Activity  
(2016) Association for Physical Education (afPE)



## **1 INTRODUCTION**

- 1.1 These operating policy guidance notes for school pools and for other school swimming activities are divided into sections:

**Part A. Conducting Safe Aquatic Activities**

**Part B. Roles and Responsibilities**

**Part C. Guidance for the Operation of Swimming Pools on school sites**

- 1.2 The overriding principles contained within the requirements of this policy are to ensure that all swimming activities and pools are properly managed and maintained and that:

- I. Staff, teachers, lifeguards and pool carers, are suitably trained to an appropriately recognised standard; and are fully aware of their responsibilities.
- II. Water hygiene standards are met and maintained by regular testing and recording of results;
- III. Chemicals are stored, used and handled safely in-line with each school's risk assessment, and fully comply with requirements of the Control of Substances Hazardous to Health Regulations (COSHH);
- IV. All swimming activities, both teaching and recreational, are conducted within recognised safety standards for, supervision, life guard provision and first aid. In addition, management controls are provided and maintained.

- 1.3 **School Headteacher/Managers must ensure that all staff who have any responsibilities for managing, operating or controlling pools, including hiring and community use, and those who teach and supervise swimming, read and fully understand the requirements of this policy guidance**

<b>AfPE</b>	Association for Physical Education
<b>ASA</b>	Swim England (Formerly ASA)
<b>FINA</b>	Federation Internationale de Natation (also known as International Swimming Federation)
<b>NCTP</b>	National Curriculum Training Programme
<b>UKCC</b>	United Kingdom Coaching Certificate
<b>CIMSPA</b>	Chartered Institute for the Management of Sport and Physical Activity
<b>DBS</b>	Disclosure Barring Service
<b>DfE</b>	Department for Education
<b>EAP</b>	Emergency Action Plan
<b>EHO</b>	Environmental Health Officer
<b>HLTA</b>	Higher Level Teaching Assistant
<b>IoS</b>	Institute of Swimming
<b>NCPE</b>	National Curriculum for Physical Education
<b>NOP</b>	Normal Operating Procedure
<b>NPLQ</b>	National Pool Lifeguard Qualification
<b>NRAST</b>	National Rescue Award for Swimming Teachers and Coaches
<b>PWMC</b>	Pool Water Maintenance Contractor
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>RLSS</b>	Royal Life Saving Society
<b>SEND</b>	Special Educational Needs and Disability
<b>STA</b>	Swimming Teachers Association
<b>TA</b>	Teaching Assistant

**I. Teachers in Charge of School Swimming and Water Safety within their school:**

The named teacher or member of staff responsible for coordinating swimming arrangements for their school.

**II. Accompanying School Staff:**

These are the adults employed by the school or volunteers chosen to accompany the children to their swimming lesson

**III. Leisure Providers:**

These are staff in pools coordinating and providing School Swimming and Water Safety who are employed by the Leisure facility.

**IV. Specialist Aquatics Teacher:**

The individual in charge of the School Swimming and Water Safety lesson, as a minimum, qualified to Swim England (ASA) Level 2 or STA equivalent.

**V. Swimming Teacher Assistants:**

Individuals that can work under the supervision of a Specialist Aquatics Teacher, qualified to Swim England (ASA) UKCC Level 1.

**VI. Lifeguard/Lifesaver:**

The individual responsible for lifeguarding, rescue and resuscitation of swimmers in difficulty.

**VII. Shallow water pool.** A shallow water pool is any pool where a person is able to stand and wade to retrieve a casualty from the bottom at the deepest part in the pool without having to put their face below the surface of the water.

**VIII. Deep Water Pools.** A deep-water pool is any pool where a person is unable to retrieve a casualty from the pool floor without putting their face beneath the surface of the water.

## **4 FOREWORD**

The following policy has been revised and updated by Cambridgeshire County Council - Physical Education Service. It has been through wide consultation involving a range of stakeholders including Swim England (formerly ASA) and Royal Lifesaving Society (RLSS), to provide a valuable and accurately informed working document. It is intended to inform and support the following:

- I. Headteachers
- II. Governors
- III. Teachers in Charge of School Swimming and Water safety within their school
- IV. Leisure Providers
- V. Swimming Teachers

## **5 WORKING IN PARTNERSHIP**

Working in partnership will ensure a consistent joined up approach in the planning and delivery of safe, quality School Swimming and Water Safety lessons.

Swimming is part of the national curriculum PE programme of study for England, so all local authority-maintained primary schools must provide swimming and water safety instruction. School teachers should also have the necessary knowledge, skills and competence to plan, teach and assess all three elements safely and effectively.

## **6 BENEFITS OF WATER SAFETY AND SWIMMING LESSONS:**

- I. Learning to swim allows pupils to have fun in the water with family and friends.
- II. Water safety is an essential life-saving skill.
- III. Swimming provides numerous physical and mental benefits throughout a pupils' life.
- IV. Knowing how to swim provides access to many other water-related activities –and careers.
- V. Learning about water safety in different water environments and situations is vital to staying safe in and around water.

## **7 NATIONAL CURRICULUM REQUIREMENTS: SWIMMING AND WATER SAFETY**

Swimming and water safety is included within the National Curriculum Physical Education (NCPE) programme of study for England. The purpose of this area of the curriculum is to ensure that all pupils:

- I. Develop competence to excel in a broad range of physical activities
- II. Are physically active for sustained periods of time
- III. Engage in competitive sports and activities
- IV. Lead healthy, active lives.

- I. Swimming and water safety instruction must be provided in either Key Stage 1 or Key Stage 2. Schools should provide sufficient swimming opportunities to ensure all pupils make progress and achieve their very best in swimming and water safety.
- II. By all pupils this includes those with special educational needs, those with a disability or impairment and those whose first language is not English.
- III. The requirement is for all Year 6 pupils to meet the statutory minimum standard of capability and confidence in swimming and safe self-rescue, as set out in the national curriculum.
- IV. The minimum requirement is that, by the time they are ready to leave Key Stage 2, every child is able to:

**a) swim competently, confidently and proficiently over a distance of at least 25 metres**

This means demonstrating:

- a continuous swim of more than 25 metres without touching the side of the pool or the pool floor without the use of swimming aids.  
Whenever possible, at least part of the swim should be completed in deep water, defined as greater than shoulder depth. This is because 'competence' and 'proficiency' can't be assured if the swim takes place in shallow water only.
- the stroke, or strokes, are as strong at the end of the swim as at the start, and that the swim is completed without undue stress.
- the stroke or strokes are recognisable to an informed onlooker.

Using an ineffective stroke and just managing to swim 25 metres does not meet the minimum requirement. Nor does it provide the skills necessary for pupils to be able to self-rescue if they get into difficulty. A competent, confident and proficient swim over a distance of more than 25 metres is the minimum requirement to meet the national curriculum outcomes. It is hoped that a number of pupils will be able to swim significantly further, although evidence of this is not required for primary schools to officially record (although could be considered for parent and secondary school reporting).

**b) use a range of strokes effectively**

Pupils should be able to use a range of strokes and make choices about the strokes they use to achieve different outcomes and be certain of success.

To do this they need to experience simultaneous and alternating strokes, on their front and back, and be able to adapt them for a range of purposes and intended outcomes. Examples of an intended outcome might be a swim of 50 metres, or using an effective leg kick to tread water successfully.

Swimming strokes do not have to be perfect; the emphasis should be on effectively achieving the required aim rather than precision hand or feet movements.

**c) perform safe self-rescue in different water-based situations**

Pupils should know the dangers of water and understand how to act responsibly when playing in or near different water environments. This includes understanding and adhering to national and local water safety advice, being able to use appropriate survival and self-rescue skills if they unintentionally fall in or get into difficulty in the water, and knowing what to do if others get into trouble.





## **PART A**

### **CONDUCTING SAFE AQUATIC ACTIVITIES**

- I. When swimming activities take place which are part of the services and facilities provided by public institutions, such as that within the function of schools and the Local Authority (LA), they are covered by provisions of the Health and Safety at Work Act 1974 (HASAW 74) and its accompanying regulations. These regulations encompass not just employees at work but others such as pupils, parents and visitors, for whom an employer and occupier of premises will have reserved accountabilities that will require adequate measures be put in place to secure.
- II. HASAW Regulations are supported by Approved Codes of Practice, Guidance Notes and other literature published by the Health and Safety Executive (HSE) and bodies it approves.
- III. This policy has principally drawn upon the guidance codes, among others, on safety for swimming pool activities that have been published in the joint HSE/Sport England publication Health and safety in swimming pools (2018) as well as those of the Royal Life Saving Society (RLSS) and Swim England (Formerly ASA).

Extensive reference has also been made to Safe Practice in Physical Education, School Sport and Physical Activity (Association for Physical Education) 9th Edition 2016

## **9 SCHOOL SWIMMING**

- I. The overriding rule for all swimming activities is that no-one is permitted to swim unsupervised or without an appropriate level of life guarding skill present.
- II. There may be a wide variation of the types of swimming pool activity, school and community involvement. This policy code, nonetheless, is to be implemented as the minimum acceptable standard to be achieved in all cases, regardless of whether the pool is on or off a school site. Where swimming takes place at pools not under the direct control of schools and the LA, staff must ensure standards of care and procedures encountered are of no less a standard than those set out in this code.
  - I. The school must have procedures for its use of any pool facility that are written down in a form which includes normal and emergency procedures that are appropriate to the pool's particular circumstances.
  - II. A member of teaching staff should have clearly designated responsibility assigned to them for the safe operation and conduct of any pool and swimming activities.
  - III. Pupils receiving medication or who suffer from such conditions which might affect their ability to swim may require special arrangements. Qualified medical opinion must be sought as well as considering parental views.
  - IV. No mains powered electrical appliances (ie radios, tape recorders, televisions, heaters, etc) are to be allowed within the pool area.

## 10 SUPERVISION AND INSTRUCTION

- I. Teachers may act as instructors, life savers or escorts depending on the circumstances and their having obtained the appropriate qualifications, but, regardless of their role they will always retain overall responsibility for the conduct of sessions they accompany and for the general safety of the pupils throughout.
- II. School swimming means the school structured and controlled swimming lesson which is taught in curriculum time as a programmed session and within this guidance this is to include school supervised after school club sessions and out of school time visits that are similarly structured whatever type of pool is used.
- III. It is impossible to legislate for every situation in determining the size of group and teacher/pupil ratio. The size of group **must** vary according to the age and ability of the pupils, the size and type of pool and the number and experience of the staff or instructors and lifeguards available. The Amateur Swimming Association and Royal Life Saving Society Approved Code of Practice for the Instruction and Supervision of Swimming in Schools has established the following teacher/instructor to pupil ratios for the safe conduct of swimming lessons. Teachers must carry out a careful risk assessment of their swimming activities and ensure supervision conforms within the requirements set out in Table 10a:
- IV. The number of supervisors required with life saving skills will depend on the size of the group, age and ability of pupils and the depth of the pool water.
- V. A system of summoning help in an emergency must be arranged which is simple, practical and reliable. The system must be understood by all staff or any other person who may have charge of swimming at any time.

TABLE 10A ABILITY/AGE/ACTIVITY	BASELINE LEARNER/TEACHER RATIOS	QUALITY DELIVERY LEARNER/TEACHER RATIOS
<b>Non-Swimmers and beginners - young children</b> , normally primary school age, being introduced to swimming who are <b>unable to swim 10 metres unaided on back or front</b> .	<b>12:1</b>	<b>8:1</b>
<b>Children under the age of seven</b> - Irrespective of their swimming ability, group size should be restricted.	<b>12:1</b>	<b>8:1</b>
<b>Improving swimmers</b> - Swimmers of a similar ability to each other who <b>can swim at least 10 metres competently and unaided on their back and on their front</b> . It is recommended that the lesson be <b>confined to an area in which the children are not out of their depth</b> .	<b>20:1</b>	<b>12:1</b>
<b>Mixed ability groups</b> - Pupils with a range of abilities (from improving to competent) where the <b>least able and least confident are working well within their depth</b> . Swimmers techniques, stamina and deep-water experience should be considered. <b>They should not include beginners</b> .	<b>20:1</b>	<b>12:1</b>
<b>Competent swimmers</b> - Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.	<b>20:1</b>	<b>15:1</b>
<b>Swimmers with disabilities</b> - Each situation must be considered individually, as people with disabilities are not a homogenous group. Care must be taken to ensure that there are sufficient helpers in the water to provide 1:1 ratio for those needing constant support, and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group.	<b>8:1 (with 1:1 support in the water where required)</b>	<b>6:1 (with 1:1 support in the water where required)</b>

- VI. All staff, pupils, parents and any other persons involved in swimming activities must be made familiar with the normal and emergency procedures.
- VII. Suitable equipment must be provided for emergency use, kept in an accessible place and maintained in serviceable condition. Advice on the suitability of equipment can be obtained from the Local Authority.
- VIII. **Irrespective of who is providing the instruction or lifeguarding skills it will be the teacher-in-charge of the pupils who will have ultimate responsibility for the supervision of the pupils during the conduct of any visit. Where instruction is provided by some other source than school staff the supervising teachers must decide, in consultation with the instructors, the best manner in which this is to be carried out so that the requirements of this policy are fully achieved.**
- IX. Supervising teachers must satisfy themselves at the beginning of any session that there is adequate provision for emergencies. They must be acquainted with the means for calling for emergency assistance and the emergency procedures.

<b>11 SCHOOL STAFF ACCOMPANYING PUPILS TO THEIR SCHOOL SWIMMING AND WATER SAFETY LESSON</b>
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- I. Where specialist Swimming Teachers are employed to lead the lesson, it is strongly recommended that school staff remain on poolside to provide an assisting role.  
(Safe Practice in Physical Education, School Sport and Physical Activity (AfPE) 2016 9th Edition)
- II. All school staff accompanying pupils to swimming lessons should:
- be clear about what their qualification enables them to do and ensure that their qualifications are kept up to date and/or refreshed when required,
  - make it clear what standard of swimmer they are confident to teach,

- demonstrate good knowledge and be able to communicate this clearly to the students,
- adapt their approach to suit the needs of different students,
- ensure they maintain a good teaching position at all times - this often means having to move frequently to overcome anything that makes visibility difficult (e.g. glare, shadow, sunlight),
- Not enter the water without leaving a lifeguard/lifesaver and a qualified member of School Staff on the poolside,
- Not exceed the recommended student: teacher ratio arrived at through a risk assessment of each group,
- Maintain good relationships with the pool operators and aquatics teachers, ensuring that communication is effective in ways that benefit the students and that roles and responsibilities regarding water safety cover remain clear and understood.

### III. Staff should in addition:

- Understand the limits of the role,
- Be confident on poolside,
- Have the necessary discipline and follow their School Behaviour Policy,
- Regularly carry out head counts during, as well as at the beginning and end of sessions,
- Know, understand and be able to apply the pool normal operating procedures (NOPs) and emergency action plan (EAP),
- Be suitably dressed for the role they are to play in the lesson.

## 12 GENERAL POOL SIDE RULES

- I. Pupils **must not** be allowed access to the water except under direct supervision.
- II. Running along pool side and any form of interference and boisterous play must be forbidden. Good discipline must be maintained.

- III. Pupils must not be allowed into water too deep for them to confidently stand safely unless they are capable swimmers. Deep and shallow water areas must be clearly marked and segregated and must be carefully brought to the attention of all pupils before any session begins.
- IV. Special arrangements must be made for one to one instruction and supervision to give any pupil experience of deeper water swimming.
- V. The supervising teacher **must** be on the pool side in a position to see the whole group at all times.
- VI. The supervising teacher **must** know the number of pupils before each session begins and keep a check on numbers throughout and safely account for each at the end.
- VII. A Swimming Teacher who is also responsible for lifeguarding/lifesaving should not work alone. There must be at least one lifeguard present at all times during planned school lessons. The risk assessment should inform the number of Lifeguards required.
- VIII. Lifeguards must never leave the poolside unattended and always secure the poolside against unauthorised access. They must remain alert and be facing the pool at all times.

## **13 DIVING PRECAUTIONS**

- I. Raised pools and learner pools are not suitable for any type of diving or jumping from the side. This includes diving within the pool from an assisted (lifted) position.

- II. No diving is permitted unless the water is deeper than 1.8 metres. In water depths of less than 1.8 metres only the surface dive is permitted.

## 14 LIFE SAVING -LIFEGUARD FUNCTION

- I. The lifeguard function can be provided by the teacher or instructor of a class or other person provided they have the appropriate validated level of Life Saving competence necessary commensurate with the pool depth of water and the conduct of the activity taking place.
- II. All lifeguards **must** be capable of carrying out the full scope of their life saving duties effectively.
- III. A lifeguard **must** be able to observe the water at all times and will remain on the pool side at all times (except when dealing with a rescue from within the pool).
- IV. Lifeguards **must** be capable of effecting a prompt rescue from the water, using any emergency equipment provided. A lifeguard must be physically able to enter the water safely, recover and land a bather who experiences difficulty.
- V. Lifeguards **must** be able to carry out Expired Air Ventilation resuscitation (EAV) and Cardiopulmonary Resuscitation (CPR) procedures competently.
- VI. Lifeguards **must** be capable of giving emergency first aid and able to recognise serious injury (eg: cardiac arrest, bleeding, unconsciousness, shock and fractures).
- VII. *Note: A lifeguard may be required to perform other duties but these should not detract from the ability to assure that the above duties are fully complied with at all times.*



- IX.** It is the responsibility of Cambridgeshire County Council (CCC) to set the lifeguarding standard and ensure an adequate and appropriate standard of lifesaving skill is maintained by staff or other persons carrying out lifeguard duties throughout all school swimming activities and school pools.
- X.** For school swimming the standard necessary will depend on the depth of water of the facility being used.
- XI.** The CCC Physical Education Adviser has consulted with and considered the advice from bodies such as the Health and Safety Executive (HSE), Institute of Recreational and Sport Management (IRSM), RoSPA and the Royal Life Saving Society (RLSS) in concluding the risk assessment for the safe use and lifeguard, lifesaving requirements for school swimming activities and use of pools. Pools have been designated 'deep' or 'shallow' water pools. Discretionary standards have been formalised for training staff; and in prescribed controlled circumstances, others, to provide life-saving skills in shallow water designated pools only, without the need to acquire National Lifeguarding awards.
- XII.** The CCC Physical Education Adviser will be the sole County Officer vested with the authority and responsibility for designating pools and setting the standards necessary for life guarding and life-saving skills training for all swimming activities and pools.
- XIII. Deep Water Pools.** A deep-water pool is any pool where a person is unable to retrieve a casualty from the pool floor without putting their face beneath the surface of the water.

- XIV. Shallow Water Pools.** A shallow water pool is any pool where a person is able to stand and wade to retrieve a casualty from the bottom at the deepest part in the pool without having to put their face below the surface of the water.
- XV.** The teacher or other member of staff acting as a lifeguard must be able to demonstrate lifesaving skills to a standard acceptable to the CCC Physical Education Adviser that they can effect a rescue from the water. This will include the ability to enter the water safely, wade to a casualty at the deepest part of the pool, pick up, bring to the side, land them and promptly apply resuscitation, Expired Air Ventilation (EAV) and Cardio Pulmonary Resuscitation (CPR) and carry out first-aid.
- VII.** Training in these skills will be practised and assessed each year and conducted by CCC and trainers/assessors/examiners of the Royal Life Saving Society, The British Red Cross Society or the St Johns Ambulance Brigade, or other HSE accredited provider. The records of this annual training must be sent to the nominated CCC officer (CCC Physical Education Adviser).
- VIII.** Written records must be maintained at the school for each lifeguard showing the training courses attended and qualifications held, and must be made available for inspection by Authorised Officers of Cambridgeshire County Council, OFSTED or Inspectors from the Health and Safety Executive.

## **16 SWIMMERS WITH DISABILITIES**

- I. The Equality Act (2010) ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment (reasonable adjustments) may need to be put into place to ensure children with disabilities are able to learn to swim. However, there remains the caveat that justifiable actions for the protection of an individual's life or health and safety override the duty to include.

- II. **Schools may have to consider the following:**
- Pool accessibility (i.e. ramps, hoists and changing facilities),
  - Increased Teacher: Pupil ratio,
  - Assistant/helper in the water,
  - Emergency evacuations for pupils with disabilities/spinal injuries.
- III. Please refer to the **STA guidelines on teaching swimming when the teacher is in the water (2014)**, for guidance for assistants/helpers in the water. (Appendix 3)
- IV. For specific information on teaching swimmers with a disability, Refer to Swim England Guidance on **Inclusion of Swimmers with a Disability**.

## **17 HYDROTHERAPY POOLS**

- I. Water-based activity in hydrotherapy pools requires higher levels of supervision, often on a one to one basis in the water. Individual students' medical profiles and health care plans need to be examined, alongside relevant medical staff in order to arrive at safe ratios.
- II. Adults in the water are only able to supervise the swimmer they are assisting and should not be counted in the supervision ratios, although they do count in the bather load (thus pool capacity). The lifeguarding/pool watching duties must be carried out by qualified staff on the side of the pool.
- III. Physiotherapists should have completed a course in managing hydrotherapy activities.
- IV. A variety of skills are required stemming from an assessment of each child's individual requirements. For schools with hydrotherapy pools at least two members of staff poolside should have undertaken a minimum of Swim England Support Teacher of School Swimming and Water Safety course.

- V. Staff supporting in the water should work with experienced staff. This induction can take place within or between schools. The lifeguarding qualification required for hydrotherapy pools is the RLSS Aquatic Therapy Shallow Pool Rescue Award (ATSPRA).

## **18 COMMUNITY USE OR HIRE OF SCHOOL SWIMMING POOLS**

- I. Whatever type of use a school may arrange for community use of their school pool it must be fully in accordance with all the foregoing policy requirements for school use. Arrangements will need to include additional requirements which safeguard the varying degrees of school and personal responsibility which will be manifest by the organisation, management, control and supervision that the Headteacher exercises when it takes place.
- II. When the school pool is used by the community or other authorised user the Headteacher retains responsibility for the pool and use of its facilities. Any discretion in applying the standards of lifeguarding or supervision (see paragraph 4.4.3 -4.4.4) must be sanctioned by CCC.
- III. Headteachers must make arrangements for a person competent in the operation of the pool to be available during all the time it is in use. Out of normal school hours a member of the school management capable of dealing competently with the public, Police, other Emergency Services and the press will have to be designated who will be available to contact in the event of an emergency.

- I. The standard of lifeguarding during community use must be carefully and stringently enforced. As stated in page 1, paragraph 2.1 "**No one will swim without supervision and the appropriate level of lifeguarding skill present**".
- II. It is the responsibility of Headteachers to ensure that community users know and obey requirements in this policy for lifeguarding.
- III. Where activities are managed by the school and under the control of the Headteacher, the Headteacher must be assured that observance of this policy is maintained at all times. Users should be restricted to children from the school, their parents and immediate family, or, community groups subject to the control and sanction of CCC, Headteacher and Governors. **Only then can the discretionary CCC provisions for life saving skills be exercised and only for shallow water pools.**
- IV. **The Headteacher will retain full responsibility for the pool and use of its facilities.**
- V. When school pools are being used for recreational swimming a minimum of two persons with appropriate life-saving skills will be necessary as lifeguards.
- VI. **In all other circumstances when any pool is used it must be within provisions which ensure National Lifeguard Standards prevail. These are to be RLSS National Pool Lifeguard Qualification (NPLQ).**
- VII. Where numbers of young children attend a pool with parents there needs to be a sufficient number of adults additional to lifeguards to ensure adequate overall supervision. A ratio of 10 children per adult should not be exceeded.

## **20 HIRE ARRANGEMENTS FOR POOL FACILITIES**

- I. When a pool is hired the Headteacher will still retain residual responsibilities for its use.
- II. Arrangements are to be set out in writing in the form of an official agreement in advance (see Appendix 10 & Appendix 11)
- III. Documentary evidence of the intended lifeguard qualifications must be validated. National Lifeguarding standards of RLSS National Pool Lifeguard Qualification only will be acceptable for private hirings.
- IV. The Hirer must be provided with the pools written normal operating procedure and Emergency Action Plan (see Appendix 1 & Appendix 2) and Swimming Pool Users Safety Code (see Appendix 3)
- V. A telephone must be available for emergency use on site.

## **21 INFORMATION**

- I. The CCC Physical Education Adviser should be contacted on all matters of this policy and the training of lifeguards and qualifications.
- II. Telephone: 01480 379077  
[PE.Adviser@cambridgeshire.gov.uk](mailto:PE.Adviser@cambridgeshire.gov.uk)

- III. Information on the training of School Swimming Pool Carers and the availability of training course places can be obtained from the CCC Physical Education Adviser.

## **22 RECORDS**

- I. Written records must be maintained at the school for each lifeguard showing the training courses attended and qualifications held, and must be made available for inspection by Authorised Officers of Cambridgeshire County Council, HMI or Inspectors from the Health and Safety Executive. Records of training will also be kept by CCC.





## **PART B**

### **ROLES AND RESPONSIBILITIES**

#### **23 OVERALL EMPLOYER RESPONSIBILITY**

- I. Cambridgeshire County Council (CCC) have a responsibility for ensuring safety in swimming in all maintained schools. As part of this responsibility, CCC provides the Safe Practice in School Swimming Policy.
- II. CCC provide some guidance and support for School Swimming and offer a variety of relevant training.
- III. **NB:** In Academies, Foundation and Voluntary Aided schools, the Governing Body holds this responsibility.

#### **24 SCHOOL RESPONSIBILITY - GOVERNORS AND HEADTEACHERS**

- I. The Governing Body must ensure that a nominated member of staff is delegated the responsibility of Teacher in Charge of School Swimming and Water Safety and applies the Safe Practice in School Swimming Policy to all aspects of School Swimming. This will incorporate the proper operation of the school's own swimming facility or use of a third-party pool. Governors should meet with the Teacher in Charge of School Swimming and Water Safety to ensure the policy and procedures contained within this document are being applied. These include:
- II. Completing risk assessments – member of staff carries a copy of this with them, together with emergency contact numbers in the School Swimming folder (with copy held centrally by Headteacher).

- III. Ensuring all staff accompanying pupils to School Swimming have read and understood the current Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) (Appendix 2 & Appendix 3)
- IV. Ensuring staff accompanying School Swimming are qualified to support the delivery of School Swimming and Water Safety and comply with their school's Safeguarding Policy
- V. Ensuring relevant training for School Swimming is in place for staff
- VI. Understanding what School Swimming qualifications allow staff to do and ensure staff are confident and competent to carry out their role in School Swimming
- VII. Maintaining a central record of staff qualifications and training (in School Swimming folder).
- VIII. Keeping current copies of the 'Conditions of Hire' and Leisure Provider Insurance details within the School Swimming folder
- IX. Schools using pools other than their own requesting the pool's Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) and ensuring that accompanying school staff read these and sign to show an understanding of their responsibilities during the visit to the pool. These documents need to be kept in the School Swimming Folder
- X. Ensuring that all relevant and up to date medical and health information is maintained within the School Swimming Folder

- XI. Schools with pools on their site must ensure that a nominated Pool carer is accredited via the Small Pool Operator's Course delivered by CCC - this should be refreshed every 3 years

## **25 TEACHER IN CHARGE OF SCHOOL SWIMMING AND WATER SAFETY**

- I. Maintain School Swimming Folder (see Governor and Headteachers section above)
- II. Visit the pool before swimming programme commences to understand all relevant NOP/EAP aspects, risk assess and plan your programme with your Specialist Swimming Teacher
- III. Undertake Risk Assessments signed by all staff involved (including Headteacher). This will include written information on pupils with medical conditions and/or additional needs and must be shared with the Specialist Swimming Teacher prior to the School Swimming and Water Safety programme commencing. This information needs to be updated where necessary
- IV. Complete and share relevant documents with Leisure Providers

## **26 ACCOMPANYING SCHOOL STAFF**

- I. School staff have overall DUTY OF CARE that applies for any activity in which children are involved. This duty of care cannot be delegated to anyone else. This applies to all activities within the school curriculum and extra-curricular activities organised by the school during and outside of school hours, whether on or off school premises.

II. School staff must:

- be given a clear role and understand the limits of their role
- be confident on poolside
- communicate effectively and appropriately with each other and Leisure Provider staff on safety issues
- be suitably dressed for their role
- ensure children are appropriately supervised when changing
- ensure children are under control at all times
- take head counts before, during and after sessions. This should be recorded in the swimming registers
- enforce the NOP and EAP; all staff on poolside should be aware of the emergency procedures of any external provision, ensuring that children are aware of what to do in the event of an emergency evacuation
- remain on poolside to provide an assisting role to support the School Swimming Lesson
- hold responsibility for reporting on the progress of School Swimming (through ongoing monitoring and guidance from Leisure Provider staff). Identify those pupils unlikely to meet the minimum requirements for National Curriculum Swimming
- be aware of the additional needs or medical conditions of the pupils they are teaching so that correct measures/precautions can be put in place with guidance from the Specialist Swimming Teacher

III. **School Teachers** should accompany their own classes to their School Swimming lessons whenever possible, because they know their children well. They should have an overview of the teaching of their children and the conduct of their class.

IV. There should be a nominated member of staff accompanying each group who holds responsibility for the:

- progress of pupils
- assessing confidence and competence of accompanying staff (with guidance from Leisure Provider staff),
- enforcement of policies and procedures
- Sharing of procedures and standards to all School Staff involved in the School Swimming and Water Safety lesson

V. When public pools are used for School Swimming, the overall duty of care remains with the school staff. Specialist Aquatics Teachers may be employed to assist with the teaching of the lesson, but it is essential the school staff remain on poolside.

VI. Specialist Aquatics Teachers do have a higher level duty of care for the pupils directly in their control and for ensuring an appropriate School Swimming and Water Safety programme for the group. It is the responsibility of the school staff to monitor the progress of the pupils (with guidance from the Specialist Swimming Teacher), regardless of who teaches them, equally the teaching programme needs to be agreed before the course and if necessary, moderated during the course.

VII. Staff should have the opportunity to express a lack of confidence or ability before being deployed in a poolside role.

- Staff should not be deployed in a poolside role if they:
- Lack confidence in the role,
- Cannot swim,
- Are anxious about being on poolside

(Safe Practice in Physical Education, School Sport and Physical Activity (afPE) 2016 9th Edition)

## **27 THE SPECIALIST AQUATICS TEACHER (E.G. LEISURE PROVIDER SWIMMING TEACHERS)**

### **I. Needs to;**

- Understand their role in School Swimming,
- Work in partnership with the Teacher in Charge of School Swimming and Water Safety and other school staff accompanying children swimming,
- Ensure a suitable and sufficient risk assessment is undertaken for each group involved in swimming activities,
- Be aware of the additional needs and medical conditions of the children in their class, risk assessing these within the context of the swimming environment,
- Ensure the safe conduct of the class whilst the children are in the water and on the poolside,
- Enable children to have fun in and near water,
- Prepare, plan and teach high quality School Swimming and Water Safety lessons in partnership with the school appropriate to the pupils' age and ability – showing good understanding of National Curriculum requirements,
- Ensure appropriate numbers of fully qualified lifeguards are on poolside,
- Understand their role and responsibility in the case of an emergency (understand the pool's NOP and EAP,
- Be able to organise a number of other staff (pool staff or School Swimming staff) so that the teaching groups are a 'best fit' for the standards and ability stages of the students,
- If in a leisure centre, liaise with the lifeguards and pool centre staff concerning the School Swimming session.

## PART C

### GUIDANCE FOR OPERATING & MAINTAINING A SCHOOL POOL

#### 28 MANAGEMENT

- I. Cambridgeshire County Council (CCC) will make arrangements for all Pool Carers to access the training necessary for them to carry out the day to day operation of their swimming pools. The training will be carried out under the directions of the **Physical Education Adviser**, by a Consultant Pool Water Monitoring Contractor (PWMC) who is engaged to provide this service to schools. They will ensure the technical specification required by the Service Director for Education is met satisfactorily.

#### 29 POOL CARERS

- I. Plant and equipment **must only be operated** by staff that have been trained and assessed as competent to carry out these duties.
- II. Pool water chemicals **must only be used** by staff who have been trained in the associated risks and within the requirements of COSHH.

#### 30 QUALIFICATION AND TRAINING

- I. No school pool shall operate unless the plant is serviceable and is operated by a currently qualified and trained Pool Carer who meets, to the satisfaction of CCC, the requirements of this policy.

- II. All staff caring for school pools, the operation and upkeep of water treatment plant, chemicals, equipment and water hygiene chemicals will be trained on the CCC's approved course of instruction covering the full scope of their duties. This course will not cover heating or electrical plant and equipment; work on these areas must only be carried out by a County Council competent contractor.
- III. Because of the diversity of the systems and chemicals in use, pool carers may need to be trained specifically for the care and operation of their individual pools and provided with operating notes appropriate to their pool system.
- IV. The standard to which pool carers are trained, and the monitoring of these standards, will be the responsibility of the Cambridgeshire County Council (CCC) who will ensure each pool carer receives adequate initial training, re-qualification at intervals and that their performance standards are satisfactorily maintained by ongoing monitoring by the **CCC Physical Education Adviser**.
- V. Should this standard not be achieved or maintained then it may be necessary to refer that person for formal refresher training at the next available opportunity. A pool carer who regularly fails to satisfy Cambridgeshire County Council (CCC) of their ability may be excluded from operating any swimming pool until that person can achieve the required standard.
- VI. All Pool Carers must obtain the Cambridgeshire County Council (CCC) or equivalent Small Pool Operator's Certificate and must re-validate this training within 3 years by attending an update seminar. Thereafter, Pool Carers must attend further update training at least every three years. Failure to re-validate the initial training by attending an update seminar within 3 years will require Pool Carers to attend the full Small Pool Operators course



## **31 SHARING INFORMATION**

- I. These operating notes must be made available, at all times, to the following people;
  - All pool carers
  - Any other members of staff who have any responsibilities for managing, operating, letting or controlling pools, and those persons hiring the pool for community use, to include teachers and supervisors of any swimming activity, to enable them to comply with the requirements of this policy.

## **32 SUPERVISION**

- I. The HSE produced the guidance document "Health and Safety in Swimming Pools" (HSG179 2018) to advise and support pool operators on the risks associated with swimming pools, and highlights a range of regulations whose requirements must be understood to ensure compliance:
  - The Management of Health and Safety at Work Regulations 1999 (as amended);
  - Workplace (Health, Safety and Welfare) Regulations 1992;
  - The Provision and Use of Work Equipment Regulations 1998;
  - Control of Substances Hazardous to Health Regulations 2002 (as amended);
  - Chemicals (Hazard Information and Packaging) Regulations 2009;
  - Gas Safety (Installation and Use) Regulations 1998;
  - Electricity at Work Regulations 1989;

- Personal Protective Equipment at Work Regulations 1992;
- Health and Safety (Safety Signs and Signals) Regulations 1996;
- Health and Safety (First Aid) Regulations 1981;
- Environmental Protection Act 1990;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended);
- Lifting Operations and Lifting Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005

33	<b>CONTRACTOR SERVICES</b>
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- I. Outdoor pools must be inspected and commissioned before the start of each swimming season by a Plant Maintenance Contractor (PMC). The PMC will also de-commission these pools (winterise) at the end of each season. Details of the contract and assistance in dealing with any aspects of it should, in the first instance, be addressed to the school's **Property Adviser** who will contact a relevant PMC on your behalf to provide assistance.
  
- II. Schools must engage a **Pool Water Monitoring Contractor (PWMC)**. The PWMC should provide a telephone helpline for all matters concerning water treatment plant operation, chemicals and pool water quality and may provide advice and training throughout the year to assist schools maintain the quality of their pool water. The PWMC will liaise closely with the LA to ensure pool water quality is maintained by providing regular water quality reports to the Adviser for Physical Education. If you are not sure that your school has secured this service from a recognised competent contractor, please contact your Property Adviser who will be able to clarify the situation for you.

- III. CCC and the CCC Physical Education Adviser oversees the standards of pool care, water quality and plant operation and can provide sources of further advice and training.

#### 34 PLANT ROOMS AND CHEMICAL STORES

- I. All pools, their plant rooms and chemical stores, must be kept clean, tidy and secured/locked when not in use. Only authorised and qualified pool carers should have access to plant and chemical store areas.

#### 35 SECURITY

- I. All pools must be adequately fenced and secured to prevent unauthorised access, use and intrusion, so far as is reasonably practicable. Fencing must be kept in a state of good repair at all times. Gates / doors should be kept secured at all times when the pool is not in use.

#### 36 SIGNS

- I. Safety signs and notices must be displayed in or around all pools.
- II. Signs signifying **Deep Water, Shallow Water, Water Depth, No Running and No Diving** must be exhibited in appropriate places where they can be seen easily from in, and out, of the water. Should water levels fall below the levels indicated on the sign (due to leakage, backwashing, etc.) the pool should display temporary notices warning of the danger, or be closed until the correct levels are obtained.
- III. Vital safety information can be conveyed by means of suitable and prominently positioned safety notices.

IV. 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

**Deep End**

**Shallow End**

Signage must comply with the **Health and Safety (Safety Signs and Signals) Regulations (1996)**.

Chemical stores must have adequate and appropriate hazardous chemical signs, and where necessary, fire warning signs displayed on the outside of the store. These signs must contain a graphic symbol but can have supplementary wording, as shown below:



- I. The Control of Substances Hazardous to Health Regulations applies to all handling, storage and use of materials used to treat the pool water. To comply with the COSHH regulations each site must:
  - Assess the risks to health of the substances used
  - Decide what precautions are needed
  - Prevent or control the exposure to the risks involved taking proper account of the “hierarchy of controls” set out in the COSHH Regulations
  - Ensure that the control measures are used and monitored
  - Ensure that all staff are properly informed, trained and supervised where necessary
- II. To achieve this, site Headteacher/Managers are required to have carried out a COSHH assessment for all chemicals used at their school including any chemicals used for cleaning and pool water treatment.
- III. The results should be properly recorded and reviewed where and when necessary.
- IV. Copies of the COSHH assessment results and the control measures, must be fixed in a position near to where the chemicals are stored and used. The manufacturer/supplier’s instructions and the Hazard/Safety Data Sheets for each chemical, must be readily available when required. A spare set should be held in the school office in case of incident.

## **38 STORAGE**

- I. Good housekeeping and an attention to store room cleanliness are essential when storing pool treatment chemicals.
- II. Chemicals must be kept in bunded containers that are correctly labelled with the details of the chemical they contain. Do not remove labels from containers or transfer chemicals to other containers that are not labelled or bear other (incorrect) product names or labelling.
- III. Only an amount that is necessary to ensure a reasonable period of operation should be stored. Avoid stock-piling large quantities of one or more materials as this situation may result in a breach of regulations, lead to potential dangers, and may well be uneconomic.
- IV. Storage of chemicals must be restricted to suitable areas. Storage is not allowed in plant rooms, school boiler rooms, changing rooms or the general pool area.
- V. It is essential that adequate provision is made to ensure chemicals are kept separate to prevent accidental mixing or contamination. Toxic gases can be generated by inadvertent or inappropriate mixing of some chemicals. Exposure to heat, damp or direct sunlight should also be avoided.
- VI. Smoking is not permitted on any school site including the pool and chemical storage area,
- VII. Advice on chemical storage is available from the Pool Water Quality Monitoring Contractor if required.

## 39 HANDLING OF CHEMICALS

- I. Only trained and qualified staff are authorised to use chemicals supplied for the purpose of treating pool water. Great care must be taken at all times when handling chemicals in concentrated or diluted form. Chemicals must be handled strictly in accordance with the risk assessment results, the manufacturers' instructions and the associated Hazard/Safety Data Sheets.
- II. Keep scoops and measuring devices dry and separate for use with that particular chemical to prevent mixing of chemicals. Failure to do so could create a toxic gas!

## 40 USE OF CHEMICALS

- I. Each chemical is manufactured for a particular purpose and when correctly used will provide the result expected. Each chemical should be regarded as potentially harmful to the user if incorrectly handled or applied to the pool water.
- II. Pool Chemicals **MUST NOT BE USED** for any purpose other than for cleaning the pool and treatment of the pool water.

## 41 POOL WATER TREATMENT

- I. 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.
- II. 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.

## **42     FILTRATION/TURNOVER**

- I.     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.
- II.    If the bottom of the deep end is not clearly visible, the pool must be kept closed until clarity is restored.
- III.   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.
- IV.   Turnover is the time taken for a volume of water equivalent to the entire water volume of the pool to pass through all of the pool plant & back to the pool. The shorter the turnover period the more frequently & thoroughly the pool water is being treated.
  - Pool Water Disinfection
  - Chemical Testing
  - 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.
- V.    When dosing is manual the pool should be tested for chlorine and pH levels prior to use, and every 2 hours until close down on heavily used pools, and at least three times a day on lightly used pools. Records of these checks must be documented in case of queries/complaints.



- VI. It is very important that the chemicals in the pool are maintained at the correct levels. A guidance sheet at the back of this guide provides recommended level for different chemicals. 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.

## 43 EMERGENCY PROCEDURES

- I. Every site headteacher/manager must ensure that there is an **Emergency Action Plan** (EAP) put in place (Appendix 2) which is an extension of the site's **Normal Operating Procedures** (NOP) (Appendix 3) All key personnel should be fully aware of these and practice drills carried out.
- II. In the event of toxic gases being produced (usually by the mixing of two or more pool chemicals) the area should be evacuated, immediately, and the Emergency Services informed.
- III. No attempt should be made to try and rescue someone who is in a confined area, where it is known that toxic fumes exist. A safe rescue requires the use of special breathing equipment used by the Emergency Services.
- IV. In the event of any dangerous occurrence (including any occurrence where no-one is actually injured), CCC's **Corporate Safety Adviser** should be informed immediately by telephone.

#### **44 CHEMICAL SPILLS**

- I. Should chemicals spill, follow the advice given on the COSHH Assessment and the manufacturer/supplier's Safety Data Sheet.
- II. Advice can also be sought from the Pool Water Quality Monitoring Contractor or local Water Company before dealing with large spillages of chemicals.

#### **45 DISPOSAL**

- I. Follow the advice given on the manufacturer/supplier's Hazard/Safety Data Sheets or as determined in the COSHH Assessment.
- II. Advice can also be sought from the Pool Water Monitoring Contractor (PWMC) or your local District Council's Environmental Health Department before disposal of unwanted chemicals. Disposable or non-returnable containers must be disposed of in accordance with the manufacturer/supplier's instructions and advice.
- III. It may be necessary to engage the services of a licensed Waste Disposal Contractor (licensed under the Provisions of the Environmental Protection Act).

#### **46 PERSONAL PROTECTIVE EQUIPMENT**

- I. COSHH assessments should set out what Personal Protective Equipment (PPE) that people handling, or who are likely to be exposed to chemicals, will be required to wear. When selecting PPE, the following should be considered:
  - Goggles, to an approved BS/CEN/ISO standard, appropriate to the chemicals used.
  - Impervious dust coat, apron or chemical suit for skin and clothing protection from dry chemicals.

- Rubber gloves, to an approved BS/CEN/ISO standard, appropriate to the chemicals used.
  - PVC apron for splashproof protection from liquid chemicals.
  - Dust mask, to an approved BS/CEN/ISO standard, appropriate to the chemicals used. For some a half face or full face respirator with disposable filters may be required.
- II. Equipment must be safely stored and kept in clean and serviceable condition. Regular inspections must be made of each item's condition to check for damage or deterioration.
- III. Equipment must be replaced immediately when found to be unserviceable. These replacements should conform to the same BS/CEN/ISO standards. Dust mask filters must be changed regularly in line with the manufacturer's recommendations.

<b>47</b>	<b>PLANT AND ELECTRICAL EQUIPMENT</b>
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- I. Swimming pool plant and equipment must only be operated by trained and competent staff. Modifications and repairs are not allowed unless approved by Property Advisers. Full operating instructions must be available at each establishment.
- II. All pool operating control valves etc., must be clearly labelled and identified. The functions and operating procedure for each valve should be set out in the operating instructions.
- III. Access to stop buttons, where provided, and access to isolation switches must be clear without any obstructions.

- IV. Electrical circuit protection devices (trip switches) should be tested at regular intervals to ensure that they function correctly. These tests should be recorded and any defects reported immediately to the Property Manager.
- V. Mains operated electrical equipment **must not be used** within the confines of the pool, plant rooms, chemicals stores or surrounding areas. Contractors will undertake to ensure that their own equipment meets all relevant safety standards for electrical equipment. If there are any concerns regarding suspect equipment, they should be recorded and reported to the Property Manager.
- VI. Pool carers can ask to be instructed on the specific operation of the plant for their pool water circulation system by the PWMC.

<b>48</b>	<b>MAINTENANCE - GENERAL REQUIREMENTS</b>
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- I. Many of the work activities encountered in the care of pools are controlled by regulations and approved codes of practice drawn up by the Health and Safety Executive (HSE) under the provisions of the Health and Safety at Work, etc. Act 1974.
- II. No work is to be carried out to repair or maintain the plant and equipment of a pool unless the person carrying out the work is authorised, suitably trained and competent to do so.
- III. All defects and malfunctions must be reported to the Property Manager for urgent attention. Regular and correct maintenance of the building/structure, mechanical plant, and electrical services is important to ensure the health and safety of all users, employees and others who may be affected.

## 49 NORMAL OPERATING PROCEDURES AND EMERGENCY ACTION PLAN

<p><b>NOPs</b></p> <p><b>Normal Operating Procedures</b></p>	<p><b>EAPs</b></p> <p><b>Emergency Action Plan</b></p>
<p>These are the day-to-day organisational systems based on risk assessment, and would typically include information relating to:</p> <ul style="list-style-type: none"> <li>• pool design and depth</li> <li>• potential areas of risk</li> <li>• arrangements for lessons</li> <li>• responsibility for safety</li> <li>• staffing levels and qualifications</li> <li>• supervision and student conduct</li> <li>• arrangements for students with particular needs (e.g. very young children, or those with SEND or medical conditions)</li> <li>• pool's safety equipment</li> <li>• clothing and personal equipment</li> <li>• maximum numbers</li> <li>• first aid provision</li> <li>• water quality</li> <li>• Pool Plan Diagram</li> </ul>	<p>This should establish who assumes leadership in managing emergencies and the action to be taken in relation to such issues as:</p> <ul style="list-style-type: none"> <li>• serious injury to bather</li> <li>• dealing with casualties in the water</li> <li>• sudden overcrowding in a public pool</li> <li>• sudden lack of water clarity</li> <li>• disorderly behaviour</li> <li>• faecal fouling</li> <li>• vomit</li> <li>• blood contamination</li> <li>• emergency action due to: <ul style="list-style-type: none"> <li>- fire alarm</li> <li>- bomb threat</li> <li>- power failure</li> <li>- structural failure</li> <li>- toxic-gas emission</li> </ul> </li> </ul>

For Normal Operating Plan and Emergency Action Plan - refer to Appendix 2 & Appendix 3 of this Guidance.

- I. A copy of the pool rules should be found in the swimming pool NOP. Rules will vary from pool to pool, so it is important that school staff familiarise themselves with the NOP for the site they are using before the first session.
  
- II. The pool rules should be displayed and explained to all pupils before their first School Swimming lesson. Pupils should be reminded at the start of each term and ideally coincide with the emergency procedures when being tested (i.e. alarms). The following are examples of standard pool rules. It is by no means a comprehensive list.
  - Pupils must not enter onto poolside unless a lifeguard/lifesaver is present,
  - Pupils must not leave the pool without permission, nor return without reporting to the person in charge,
  - Pupils must not approach or enter the water until instructed to do so,
  - Pupils must walk, not run on poolside,
  - Pupils must respond immediately to all instructions, and the use of a whistle
  - All those on poolside must understand and respond appropriately to pool emergency procedures,
  - Report any unacceptable, unsafe behaviour,
  - No food to be consumed on poolside, including sweets and gum,
  - No shouting,
  - No jumping or diving unless instructed to do so\*,
  - No jewellery to be worn,
  - No outdoor shoes on poolside,
  - Swim caps must be worn and other hygiene procedures for the pool followed,
  - Report any illness,
  - Medication that may be required should be on poolside.

- I. All schools should ensure they have procedures in place for First Aid including travel to, from and at the pool.
- II. In the event of an emergency evacuation, Emergency blankets should be available for all and clearly labelled.
- III. There must be a member of staff with an appropriate First Aid qualification on site at all times when the pool is in use. In pools used by children under 8, a First Aider should be qualified in Paediatric First Aid. In public pools this is the responsibility of the pool operator.
- IV. Accidents/Incidents requiring first aid need to be recorded on an accident form/book. Schools hiring the pool must request a copy of the form for their own records,
- V. Accidents/Incidents should be reported to the OCC Health and Safety Team and if warranted it may require reporting to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- VI. Headteachers are responsible for ensuring that first aid needs in their school have been assessed adequately. The findings of this assessment, including the number of trained first aiders and the level of first aid training required, must be implemented.
- VII. Advice and guidance on first aid requirements is available from the CCC's Corporate Health and Safety team.

- I. Each pool and each session, the children and the staff participating, will have unique features that make particular demands upon safety. Each pool and each session must therefore be dealt with individually and risk assessments produced to cover the activity.
- II. **Swim England, Safe Supervision for Teaching and Coaching Swimming (2017) recommendations**

<b><u>Pool design</u></b>	<p><i>The suitability of the general design of the pool area for teaching and coaching includes:</i></p> <ul style="list-style-type: none"> <li>• <i>shape and blind spots including those resulting from the position of equipment,</i></li> <li>• <i>special water features such as sprays, inlets and wave machines,</i></li> <li>• <i>glare, reflection, lighting and noise.</i></li> </ul>
<b><u>Depth</u></b>	<p><i>Its importance in relation to the ability and height of the pupils include:</i></p> <ul style="list-style-type: none"> <li>• <i>the depth and extent of shallow water areas,</i></li> <li>• <i>the extent of deep water areas, the pool floor profile, in particular sudden changes in depth,</i></li> <li>• <i>the possibility of being able to segregate the shallow water area (e.g. roping off and using a boom).</i></li> </ul>
<b><u>Water Quality</u></b>	<p><i>Two factors need to be considered:</i></p> <ul style="list-style-type: none"> <li>• <i>the temperature of the pool water (and the air) in respect of comfort - bearing in mind pupils' size, age and physical ability,</i></li> <li>• <i>clarity of the pool water.</i></li> </ul>



<p><b><u>Pool Organisation</u></b></p> <p><b><u>Staffing</u></b></p>	<p>The arrangements of the lesson must be considered:</p> <ul style="list-style-type: none"> <li>• <i>who has the responsibility for the pool?</i></li> <li>• <i>is there exclusivity of use?</i></li> <li>• <i>is there shared use with other activities?</i></li> <li>• <i>if use is shared what are the implications? (e.g. lifeguarding responsibilities),</i></li> <li>• <i>Nature of activities,</i></li> <li>• <i>Access/admission arrangements.</i></li> </ul> <p>The skills and experience of staff and the ratios of pupils to teachers/coaches are important therefore consideration needs to be given to:</p> <ul style="list-style-type: none"> <li>• <i>the qualification and number of teachers, coaches and lifeguards required,</i></li> <li>• <i>the skill of teachers, coaches and lifeguards,</i></li> <li>• <i>the degree of support and help provided by appropriate helpers, including parents, school assistants and auxiliaries.</i></li> </ul>
<p><b><u>Pupils and ability</u></b></p>	<p>The factors to be considered include:</p> <ul style="list-style-type: none"> <li>• <i>the age of pupils,</i></li> <li>• <i>the range of swimming ability. This should be known by the teacher or coach and each new pupil should be checked at the first lesson, in shallow water,</i></li> <li>• <i>the use of flotation aids,</i></li> <li>• <i>the ability of pupils to comprehend instructions including their command of the language in which the lesson is taught,</i></li> <li>• <i>Medical/additional needs.</i></li> </ul>

## 53 Record Keeping and the use of class registers

- I. The school must provide the Specialist Aquatics Teacher with a register, up to date medical information and any other relevant information (e.g. Additional Needs) about the children, at least one week before the swimming programme takes place. The completed register of children present should be updated and handed to the Specialist Aquatics Teacher for them to check before each lesson.
- II. Accompanying school staff are expected to undertake a dynamic risk assessment in situ each time they attend the pool. Staff should take action to control any identified changes such as:
  - Water quality and temperature,
  - Integrity of pool enclosure/building,
  - Availability and condition of rescue/emergency equipment,
  - The age, range of ability and numbers of children in each class,
  - The activities they will be undertaking,
  - The qualifications of the people leading and supporting the session,
  - Known additional needs/medical conditions,
  - Weather Conditions.

**If in any doubt about the safety of the lesson, don't proceed.**

- I. Swimming pool areas and associated chemical stores and plant rooms should all be covered within the school's Fire Risk Assessment. The Fire Risk Assessment should set out any additional measures, over and above those in force elsewhere on site, to be used in normal and emergency circumstances within the pool.
- II. Fires should only be tackled by suitably competent staff. The school's emergency procedures should be followed (i.e. the fire alarm should be actuated, the school evacuated and the Emergency Services called). Keep all personnel well away and upwind of the location until the fire is out and all fumes dispersed.



# Notes

## THE MANAGEMENT OF AQUATIC ACTIVITIES, SWIMMING AND SCHOOL SWIMMING

June 2019



Notes: