



HERNE VIEW CHURCH OF ENGLAND PRIMARY SCHOOL

including Apple Orchard Pre-School

Swimming Pool Policy

Review Date	Version No	Date of last Review	Changes from last review
Spring 2 2024	1	n/a	This policy now includes the NOP and EAP Swimming documents and appendices

Date approved by the Board	Chair	Signature
21 st March 2024	Guy Adams	

Our Vision

Building for tomorrow, we share knowledge and foster aspirations through acceptance and welcome. We strive to strengthen our connection to the whole community through dignity and respect. Children are the heart of Herne View Primary and we celebrate the worth and uniqueness of all.

'...let your light shine.' Matthew 5:16

Care

Friendship

Respect



We are very fortunate to have our own swimming pool run by the PTA (Parent Teacher Association), due to this all our children have the opportunity to swim on site. We believe swimming is important for the following reasons:

- To meet the requirements of the National Curriculum; All schools must provide swimming instruction either in key stage 1 or key stage 2. In particular, pupils should be taught to:
 - swim competently, confidently and proficiently over a distance of at least 25 metres
 - use a range of strokes effectively [for example, front crawl, backstroke and breaststroke] perform safe self-rescue in different water-based situations
- To develop the personal and social development of children and their health and well-being.
- To promote a valuable life skill

Roles and responsibilities

Our pool is run and funded by the PTA who are also responsible for all lettings outside of school hours.

Vernon Higgins is our named co-ordinator for swimming pool maintenance and liaises with XXX who provide professional support for the pool maintenance. His role covers:

- Ensuring all pool maintenance is undertaken
- The testing is recorded in line with health and safety expectations
- Training records are maintained for all volunteers involved in maintenance.

Sian Sainsbury is our named school swimming co-ordinator as part of her PE Subject lead role. Her role includes:

- To undertake a risk assessment of the school's swimming provision annually and monitor its implementation on an ongoing basis;
- To ensure that the law relating to SEND is followed whereby schools take all reasonable steps to avoid discriminating against pupils on the grounds of their disability.
- To maintain and keep a record of the pupils' swimming achievements inside and outside of school.
- To report to the governing body annually on the impact of the school's swimming provision. Ensure the recommended teacher ratios are adhered to. (See Appendix 1)
- To ensure annual briefing sessions take place with all staff involved with swimming provision and that staff are aware of the documentation they need to sign for each session. See appendix 2

Teaching staff lead each session, their responsibilities are:

- The welfare of children when changing;
- Overall maintenance of good discipline;
- Counting children into and out of the building and recording these numbers so that they are visible;
- Ensuring the water safety of all children and maintain a safe working environment
- Make arrangements about the provision for children with special needs and confirm risk
- assessment;
- Adhere to health and safety requirements;
- Make sure all children and teachers know safety drills.
- Have all equipment ready and in the correct place in the teaching area
- Ensure children know the procedure for the start/end of lesson, their grouping and assigned area of pool and teacher.
- To assess and record pupil progress.
- Organise classes according to:
 - Class numbers.
 - Pupil ability.
 - Numbers of teachers/adult helpers

Health and Safety

This is paramount with swimming and as a school we follow the Somerset Council guidance.



Swimming - info
sheet 51.pdf

We also follow agreed Normal Operating Procedures NOP and Emergency Action Planning EAP which can be found in Appendix 3 and 4 respectively.

Behaviour

The swimming pool is a place of work and should be treated as a classroom with the same rules regarding behaviour.

Attendance

All parents must ensure that their children attend all allocated lessons. As swimming is a statutory part of the National Curriculum. Parents do not have the right to withdraw their children from this statutory element of the National Curriculum, unless the child has an EHCP (Education Health Care Plan). Older children are encouraged to be independent in terms of organising their swimming kits. Children who forget their swimming kits or cannot participate in

the lesson for any reason will be required to attend and observe the lessons from the side of the pool. This is in line with the other aspects of the PE curriculum delivery.

Parents of children returning from an illness that would prevent them from swimming for a short period of time must provide the school with medical evidence of the illness in order that they may be excused from the lesson. Should a child not be able to swim for an extended period of time, a Doctor's letter must be provided.

Swimming Kit

Girls should wear a one-piece swimsuit and boys should wear swimming trunks (not baggy 'board shorts'). Children may wear a swim hat, with girls and boys ensuring that any longer hair is tied up. Provision will be made for alternative religious/cultural wear when a request is made. We do not encourage beginner swimmers to wear goggles and should goggles wish to be worn families will need to sign a consent form available from the school office.

Appendix 1 – Teacher to pupil ratios

Please note that irrespective of the ratios below, there must always be at least 2 qualified 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 ability (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.

Herne View Church of England Primary School

Swimming lesson check list

**(as per agreed instructions in Normal Operating Procedure /
Emergency Action Plan)**

The check of this list MUST be signed for at the start and end of each lesson on the sheet within the class swimming pack. Spot checks on these will be made throughout the swimming seasons.

Please note this continues overleaf.

- Ensure all staff are familiar with Normal Operating Procedure and emergency Action Plan documents as all of these cross reference and staff must be aware of all details within these documents.
- Check all emergency equipment is in place e.g. grab bars/ropes etc before starting your session and ensure this is properly put away at the end.
- Has the division rope been placed in the pool with younger children to prevent them getting out of their depth? Has this been removed at the end of the last session of the date?
- Ensure children are counted in and out and this is recorded on the board.
- Do any children who need specific medication e.g. inhalers have these with them?
- All supervisors MUST carry a whistle.
- Swimmers must practice a simple whistle drill at the beginning of a new swimming programme – one blast stop means stay still, continuous blasts mean go to the side of the pool and wait for instructions
- There must be a minimum of two qualified pool supervisors (one teacher and another teacher or LSA) present at all times; one person must be nominated as the lead supervisor; if the teacher is present then this will be the teacher. Supervisors must be on the poolside; staff in the water do not count in the pool supervision ratios.
- Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds. At least two supervisors should be at the poolside before swimmers are admitted to the pool area.

- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles. First Aid trained staff are listed on the boards in school (all staff should be aware of who holds a qualification) – if required a staff member or if of suitable age, a child should go to the office to request one is sent over.
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop. This may be caused by the condition of the water or wind or heavy rain creating surface distortion. This must then be reported to HT/ AHTs or Vernon Higgins (H&S rep)
- Any incident necessitating the evacuation of the pool or use of the First Aid Kit must be reported as per EAP section 4.2 (Headteacher/Assistant Headteachers – Senior Staff) or Vernon Higgins (H&S rep) who will then contact HT/AHTs at the earliest opportunity. This is so that medical attention can be gained promptly where required, especially in the case of potential/suspected secondary drowning which must be checked by trained medical professionals – if parents cannot come promptly e.g. with 15mins an ambulance should be called.

Herne View Church of England Primary School

Swimming season: _____

By signing this form you agree that you have read the NOP and EAP documents and the checklist sheet and will follow these in all class swimming lessons. It is also your responsibility to ensure these rules are shared with any other supervisors in your lessons.

Class	Teacher's signature	Date
Dove		
Pippin		
Sandew		
Golden		
Puffin		
Camelot		
Dunkerton		
Hook		
Morgan		
Ashton		
Coopers		
Gatcombe		
Bartletts		
Russett		

Langworthy		
Stembridge		
Clarinette		

Herne View Church of England Primary School



Name of School Herne View Church of England Primary School	Issue Date March 2024
Approved by Governing Body Date:21.03.24	

NORMAL OPERATING PROCEDURE

March 2024

THIS DOCUMENT SHOULD BE ADAPTED AND AMENDED AS NECESSARY TO FIT THE REQUIREMENTS OF EACH SCHOOL POOL. IT SHOULD IDENTIFY WHAT NEEDS TO BE DONE BY WHOM TO ESTABLISH A SAFE WORKING ROUTINE AND ENVIRONMENT. IT IS A STAFF HANDBOOK FOR THE SAFE USE OF THE POOL AND THE PROCEDURES WILL ALSO APPLY TO THOSE WHO HIRE THE POOL.

ONCE AMENDED THE DOCUMENT SHOULD BE ADOPTED AS PART OF THE SCHOOL'S SWIMMING POLICY THROUGH THE GOVERNING BODY.

Normal Operating Procedure

1. Changes from Last Issue (updated, previous version 3 last shared March 2023)

None: Section 10 recording of cleaning

Date: March 2024

2. Objective and Scope

This procedure identifies the processes designed to control pool

- Supervision
- Safety
- Teaching
- Hiring to external users.

3. Reference Documents

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

- Normal Operating Procedure
- Emergency Action Plan
- County Policy on Swimming
- Conditions of Swimming Pool Hire
- Staff Training Register for School Staff (life guarding, teaching and plant maintenance).

4. Details of the Pool

Pool Details	
Length	18m
Width	6m
Maximum depth	1.2m
Minimum depth	0.3m
Number of lanes	n/a
Total surface area	108 sq m
Maximum capacity (people)	36

The pool is used for school swimming sessions and is also hired to private users.

Plans of the Building and Layout

A plan of the school building and pool area showing emergency exits and evacuation routes can be found in Appendix A. This should also include the location of alarms and safety equipment, and entry and exit points to the pool.

Consider signage too. Signage showing pool depths, first aid points, emergency exits, and prohibition signs will be determined by your pool and associated risk assessment/fire requirements.

5. Potential Areas of Risk - Risk Assessment

- A separate documented assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety
- Your swimming risk assessment should consider
 - Pool environment (e.g. changing, first aid, pool and its surround, signage etc)
 - 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)
- All leaders of groups using the pool must have had sight of or access to the Risk Assessments and must be aware of the risks identified at this pool and the actions necessary to control them.

Known Hazards

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- d) Recreational swimming
- e) Horseplay or misadventure in the pool or on the poolside
- f) Prior health problems
- g) Absence of, or inadequate response, from pool staff in an emergency
- h) Slips, trips and falls around the pool
- i) Water contamination/chemical leaks and spillages

Standard Procedures for school lessons

- To ensure unauthorised access the pool must be locked when not in use
- Swimming will not take place until one hour after a meal
- Before a lesson commences all emergency equipment will be in place
- All staff responsible for pool safety must make themselves aware of the location of the rescue equipment, first aid kit, emergency exits etc.
- The person in charge of swimming will keep a register of all those participating in swimming lessons.

- A headcount will be taken of those entering the pool and this will be recorded.
- Safeguarding measures and procedures to be followed.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, and epilepsy. Ventilators should be within easy access to swimmers who may need them. Where epilepsy is totally controlled by medication no special precautions are necessary.
- All supervisors should carry a whistle
- Swimmers must practice a simple whistle drill at the beginning of a new swimming programme
 - one blast stop means stay still,
 - two short blasts calls for the attention of a lifeguard or member of staff
 - three short blasts indicate a lifeguard taking emergency action
 - continuous blasts mean go to the side of the pool and wait for instructions
- Diving is prohibited and swimmers must not be allowed to enter from the pool sides –all entry and exit must be from the pool steps
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop. This may be caused by the condition of the water or wind or heavy rain creating surface distortion
- Swimmers must not be allowed to go back into the pool area unattended
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms
- All swimmers should be counted out of the pool at the end of the session, and a supervisor should be the last to leave locking the door behind them

6. Pool Rules

- No running on the pool side
- No diving or jumping from the side into the pool
- Enter and exit the water by the steps only
- No jewellery is to be worn in the pool
- No entry until instructed to do so
- No shouting
- No acrobatics
- No pushing or ducking other swimmers
- No outdoor shoes permitted on the poolside in indoor pools.
- 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 (e.g. lack of water clarity, chemical leak, or the excretion of bodily fluids)

7. Supervision of Swimming Activities

There must be a minimum of two qualified pool supervisors present at all times; one person must be nominated as the lead supervisor. Supervisors must be on the poolside; staff in the water do not count in the pool supervision ratios.

When dealing with minor first aid and other minor incidents that may reduce the poolside supervision ratios, the class should stop all activity and remain at the poolside until full supervision levels are resumed.

Pool supervisors must always carry a whistle with them.

Pool supervisors must be in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors must remain on the poolside at the end of a session until all swimmers have left the area and the pool is secured.

Supervisors should be positioned so that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.

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

8. Club Use/Private Hire

The members of staff responsible for swimming shall ensure that private organisations are aware of the requirements and rules when confirming the booking. A formal application and agreement must be issued to confirm the arrangements to be in place. The organisation shall be issued with a copy of this procedure and given a copy of the Emergency Action Plan (EAP).

A code of conduct may also be supplied if the school pool is used for community events or local hire.

The members of staff responsible for swimming shall ensure that all qualified Lifeguards and supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. The person(s) representing the hiring body is qualified either in RLSS National Rescue Award for Swimming Teachers and Coaches (programmed session) or RLSS National Pool Lifeguard Qualification (which covers un-programmed sessions) or equivalent.

The members of staff responsible for swimming shall monitor club/private hire use to ensure the requirements and rules are being adhered to.

All clubs shall also provide evidence of DBS checks for their personnel.

9. Equipment

Safety equipment (e.g. life buoys, Ring Pole, Reach Pole) including the pool alarm system, must be checked daily prior to pool opening and records of these checks must be kept.

Problems/shortfalls must be reported to the member of staff responsible for school swimming.

Records of checks and problems raised are reported to and kept by the person in charge of swimming.

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Floats etc are stored in the cupboard in the swimming pool area. Equipment should be put away after every lesson.

10. Cleaning

Cleaning procedures need to be detailed, specifying frequency, what is cleaned and how and by whom.

Process	Action	Frequency
Full Pool Clean	H2O	weekly
Bottom of pool	swept or vacuumed to remove foliage, litter	weekly
Pool Covers	e.g. back rolling, spraying and brushing with a mild disinfectant.	fortnightly
Pool Surround	e.g. prior to the use of the pool	daily

All chemicals used for cleaning pool surrounds and changing rooms shall be listed and a risk assessment completed against the Material Safety Data Sheets and kept with the chemicals to advise users of safe methods and dilutions rates, dealing with accidents, storage etc.

Staff using cleaning material should be trained in their safe use.

Personal Protective Equipment (PPE) should be worn if required.

11. Pool water testing/treatment

The pool is chemically maintained by a professional company, H2O, who also administer the maintenance of the associated plant. They make weekly visits and store/supply all chemicals.

- A guidance document entitled "Swimming pools – Basics of Chemical Treatment" has been prepared by Somerset Scientific Services
- Chemical treatment – the pool is dosed with chemicals from an automatic system. Maintenance of this is done weekly and other visits made if needed.
- Pool water testing, dosing with chemicals, day tanks, ordering, delivery and storage: all done by professional company.
- Backwashing - all done by professional company.

- Training is also provided by the professional company used to maintain the pool.

The following chemicals are used for the cleaning and treatment of the swimming pool:

Sodium hydrogen/sodium bicarbonate

Sodium hypochlorite

KLERAL water treatment chemicals

12. Reporting of accidents and incidents

- Where schools are running swimming-based activities, incidents must be recorded on the EEC H&S Management system.
- Incidents should be investigated by the school to identify any measures or actions to avoid future incidents of a similar nature. Consider:
 - How did the incident happen?
 - Why did the incident happen?
 - Could this type of incident happen again?
 - What actions have been taken to help avoid a re-occurrence?

Appendix 4 EAP

Appendix

Herne View Church of England Primary School



EMERGENCY ACTION PLAN

March 2024

1. Changes from Last Issue

None: First issue (new document from Somerset Council, previous versions issued by school last was issue 2 March 2023)

Date: 21st March 2024

.Signature

Position: Chair of Governors

Print Name: Guy Adams

2. Objective and Scope

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- Overcrowding
- Disorderly behaviour
- Lack of water clarity
- Outbreak of fire or building evacuation
- Bomb threat
- Lighting failure
- Adverse weather, thunder, and lightning in an outdoor pool
- Structural failure
- Emission/spillage of toxic gases
- Serious injury to a swimmer
- Discovery of a casualty in the water
- Release of Bodily fluids

The plan considers the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

3. Reference Documents

INTERNAL (Created by School)

Pool Hirers Normal Operating Procedure
Plans of the Building
Lifeguard Training Schedule
Conditions of Swimming Pool Hire
Staffing Daily Rota

Staff Signing-in Book
Pool Training Log/Attendance Register
Individual Lifeguard Training Record

EXTERNAL

HSE Guide to Managing Health and Safety in swimming pools [HSG 179 - Managing Health and Safety in Swimming Pools](#)
Royal Life Saving Society [The Royal Life Saving Society UK \(RLSS UK\)](#)
Swim England School Resource Pack [Curriculum Swimming and Water Safety Resource Pack](#)

4. Responsibility

- 4.1 The Teacher, or other person, in Charge of Swimming, should ensure that:
- a) All staff are adequately trained in the procedures detailed hereafter
 - b) Notices are displayed to advise the public of the arrangements
 - c) Exit door, signs, alarms, fire-fighting equipment, and break glass call points are regularly checked and kept free from obstruction
 - d) All exit doors operate without the aid of a key whenever the premises are occupied
- 4.2 The teacher in charge of the session will be responsible to take charge in the event of an emergency.
- 4.3 The teacher in charge of the session will be responsible to summon the emergency services in the event of an emergency.

In a school pool the Teacher in Charge of Swimming/PTA (our pool lettings out of school time are run by the PTA) must ensure that when the pool is let to an external user the method of summoning the emergency services is at least as adequate as the school system, e.g. when the school office is locked and not manned.

5. Overcrowding

5.1 Overcrowding should not occur if there is a system in place for controlling access and the number of swimmers admitted does not exceed the maximum pool capacity. (see NOP) However some areas of the pool may at times become overcrowded.

5.2 If this happens the person in control of the group using the pool should disperse the grouping within the pool or ask some swimmers to leave the pool temporarily.

6. Disorderly behaviour

6.1 Any behaviour, which is likely to cause a nuisance or is dangerous to others should be stopped immediately.

7. Lack of water clarity

7.1 If the water becomes cloudy alert the person responsible for pool maintenance.

7.2 The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality.

7.3 If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness. (See also 10.6 Adverse Weather).

8. Outbreak of fire or building evacuation

8.1 The arrangements in place to raise the alarm are as follows:

- The fire alarm is raised by the continuous blowing of a whistle
- On hearing the alarm the person in charge must immediately initiate an evacuation. The assembly point is the front path leading to the school door.

A plan of the building is attached and shows the location of fire exits, fire fighting equipment and the assembly point.

8.2 Once the alarm has been raised *those on poolside* should blow their whistles loudly and clearly to clear the pool as quickly as possible.

8.3 The Headteacher should be notified by the person raising the alarm as to the location and nature of the fire. This person will then liaise with staff and co-ordinate the evacuation process.

8.4 In the event of an evacuation the emergency services should be called. The person making the call should ask for the Fire / Ambulance Service (as required) and tell them the name of the pool, its location and the location of the fire giving as much information as possible.

8.5 Everyone should be directed to the nearest emergency door, away from the source of the fire and to the evacuation point at the front of the school Thermal

blankets will be issued if necessary and will be brought to the assembly point by the person in charge.

- 8.6 Once at the assembly point the person responsible for the pool will check all staff are present against the register and people in charge of groups using the pool will check that all their group members are present and correct.

9. Bomb Threat

- 9.1 Should a telephone message be received that a bomb is in the building the person taking the call should glean as much information as possible from the caller and find as much information as possible. Where possible this should include:

- Location of the bomb
- Time set to go off
- Why it has been left
- Any background noises on the telephone line
- Accent of the caller

- 9.2 As soon as the call is over notify the Headteacher.

- 9.3 n/a

- 9.4 The person in charge of the pool will telephone the police and ask for their assistance.

- 9.5 A search of the building should be made looking for any suspicious objects or parcels. In liaison with the police the person in charge of the pool will decide whether to evacuate the building.

- 9.6 If the decision is made to evacuate this will be in accordance with the fire procedure detailed in section 8.

- 9.7 Once the building is evacuated a thorough search will be made by the person in charge of the pool e.g. Headteacher and police.

- 9.8 No person will be allowed to enter the building until given the all clear to do so.

- 9.9 As soon as possible after the incident the person in charge of the pool/Headteacher will be required to make a written statement. No statements will be made to the media or members of the public.

10. Lighting failure

- 10.1 Should the lights fail; the emergency lighting will come on automatically. Notify the person in charge of the pool/school office in case they are unaware of the lighting failure.

- 10.2 Supervising adults / staff should ensure that the pools are cleared immediately and swimmers / pupils asked to wait on the poolside away from the pool edges until further information concerning the situation is available.
- 10.3 Should the person in charge of the pool/Headteacher deem the emergency lighting to be inadequate then the pools will be cleared.
- 10.4 If the lighting failure is prolonged, swimmers / pupils should be organised into groups and led out of the swimming pool.
- 10.5 The controlled method of changing (should this be required) will alter depending on the availability of natural light and emergency lighting. Directions will be given by the person in charge of the pool.

11. Adverse weather, thunder, and lightning in an outdoor pool

- 11.1 If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately, and all swimming ceased.
- 11.2 If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

12. Structural failure

- 12.1 Should a structural failure occur, or if danger is suspected from the building structure, inform the person in charge of the pool / school office.
- 12.2 An evacuation is to be initiated.
- 12.3 Evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.
- 12.4 If the changing area lies within the structural failure area children should be taken to a place that is secure and warm.

13. Emission/Spillage of toxic gas

- 13.1 An emission of toxic gas would most likely come from the mixing of bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process used in the pool water disinfection system.
- 13.2 If evacuation of the building is deemed necessary exits must be used which lead swimmers / pupils away from the danger area.
- 13.3 If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing doors if possible to prevent the gases escaping

other occupied areas. The Headteacher should immediately be informed of the situation.

- 13.4 Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.
- 13.5 Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given.
- 13.6 The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the Headteacher to initiate reporting.

14. Serious injury to a bather

- 14.1 Call for the assistance of school staff / another adult by blowing three blasts on a whistle.
- 14.2 Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.
- 14.3 Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.
- 14.4 All cases of head injury should be treated as serious. An ambulance will be called *by the person in charge / school office* and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.
- 14.5 The person in charge / school office will telephone for an ambulance and assist with first aid if necessary.
- 14.6 It is important that staff support casualties by speaking to them confidently and reassuringly.
- 14.7 All accidents to staff, pupils and hirers must be reported fully on the appropriate accident form kept in the emergency telephone box or the school office.
- 14.8 Accidents and dangerous occurrences reportable to the Health and Safety Executive will be reported.

15. Discovery of a casualty in the water

- 15.1 Before entering the water to recover a casualty attract the attention of another adult who should send the alarm by blowing the whistle three times.

- 15.2 n/a
- 15.3 As soon as the alarm is activated, support staff implement a back up action; the person in charge will ascertain the nature of the injury and detail another adult to arrange for the emergency services to be called.
- 15.4 Enter the water in a safe manner and land the casualty at the most suitable landing point. Where the pool is an above ground construction the casualty will need to be handed from in the pool to someone standing on dry land; this procedure needs practice and should be conducted with due care to the casualty. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.
- 15.5 If breathing has ceased, commence expired air resuscitation immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The person in charge will arrange for an ambulance to be called.
- 15.6 If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.
- 15.7 Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues. If necessary to ensure safety the pool should be cleared.
- 15.8 Staff should ensure that a crowd does not gather around the casualty.
- 15.9 One member of staff will be designated to meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the emergency exit doors adjacent to the location of the incident.
- 15.10 As soon as possible after the incident all staff involved will be required to make a written statement.
- 15.11 No statements shall be made to the press or other members of the public.

16. Removal of a casualty with a suspected spinal injury

- 16.1 Spinal injuries may be caused by diving into water of an insufficient depth - particularly when features such as active wave machines are operating - collisions, misuse of diving equipment or other equipment provided for swimmers' use, or where swimmers land on top of each other. No diving is allowed in the pool.
- 16.2 Priorities
1. If the casualty is in a facedown position, they must be turned into a face-up position urgently.

2. If the casualty is not breathing, commence Expired Air Resuscitation even if the action risks further damage to the spinal cord.
3. Stabilise the casualty's head.
4. Maintain the casualty in a horizontal position.

17. Dealing with bodily fluids

The following circumstances in which pool staff should take immediate action:

Diarrhoea

- 17.1.1 If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected, then the pool should be immediately closed to bathers.
- 17.1.2 The person in charge of swimming maintenance will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.
- 17.1.3 A flocculent will be added to the pool water treatment system prior to the filters if a medium rate filter is in use.
- 17.1.4 The pool will remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, then the filters are backwashed and, having established that free chlorine levels are within the appropriate range, the pool will be reopened. For a small pool with minimum water content it may be quicker to drain and refill the pool.

17.2 Solid stools

- 17.2.1 If the presence of these is spotted by pool or teaching staff or are reported by customers / pupils they should be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet.
- 17.2.2. After their retrieval, the person in charge of pool maintenance should be informed and will immediately carry out a water test to establish that free chlorine level and other plant operation aspects are within the recommended ranges.

17.3 Blood and vomit

- 17.3.1 If substantial amounts of blood and vomit enter the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.
- 17.3.2 Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant equating to 10ppm Hypochlorite should be washed over the area.
- 17.3.3 The cloths used for this purpose should immediately be safely disposed of.

In event of fire, please make your way out of the building via the door. Private lettings should move away towards the Silver Street entrance, during school time use the school agreed protocol should be followed.

