Central Bedfordshire Council
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Central Bedfordshire

Safe Practice in School Swimming

June 2011

SAFE PRACTICE IN SCHOOL SWIMMING

REVISED EDITION - JUNE 2011

This document completely replaces the Bedfordshire County Council Autumn 2008 first edition circulated to schools in the Spring Term of 2009.

We have included a section in this edition especially for those schools that have a shallow learner pool on their school site. Schools will find sections 15 – 23 particularly helpful in ensuring compliance with all the required Normal Operating Procedures and Emergency Action Plans in order to run a pool safely.

We have presented this edition as a loose leaf version already hole punched to enable you to use the templates and add your own sections where required. Please make sure this document is stored in a ring binder.

The document is available on the schools' Learning Portal as an electronic version to enable the templates to be customised by schools.

www.learning.centralbedfordshire.gov.uk

These guidelines should be shared with all staff and in particular the member of staff responsible for Physical Education and School Swimming.

Key Contacts

Compliance and Risk Adviser
Unit 16
Stephenson Court
Fraser Road
Priory Business Park
Bedford MK44 3WJ

Tel: 0300 300 4955

Health and Safety Team
First Floor
Technology House
239, Ampthill Road
Bedford
MK42 9BD

Tel: 0300 300 4983

The British Swimming and ASA websites www.swimming.org

The Association for Physical Education www.afpe.org.uk

The Royal Lifesaving Society (RLSS) www.lifesavers.org.uk

SAFE PRACTICE IN SCHOOL SWIMMING

Contents Page

1. INTRODUCTION

Swimming is an important life skill. In addition it is a highly beneficial activity for acquiring an increased movement vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our young people to give them the best chance to learn to swim, as well and as early as possible.

Nonetheless, it is one of the few recreational or teaching activities which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

The purpose of this document is to provide guidance on safe practice in school swimming, whether at a school pool, a public pool or open water.

Each school whose young people take part in swimming has a responsibility to ensure that it takes action to safeguard all staff and young people, it should be aware of:

- the Risk Assessment for the pool and the session
- the Normal Operating Procedures (NOP)
- the Emergency Action Plan (EAP)
- conditions of hire - if relevant
- pool rules
- any special needs or medical conditions of young people.

This document sets out the policies and procedures of Central Bedfordshire Council in relation to swimming pool safety. It should be read in conjunction with pages 264-279 of 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education issued to all schools in Autumn 2008.

Please ensure that all staff members or 'Adults Other Than Teachers (AOTTs)' who are involved with swimming provision for the school are made aware of these guidelines.

Notes page

2. RESPONSIBILITIES

Local Authority Responsibility

Central Bedfordshire Council has responsibility for ensuring safety in swimming in schools where it is the employer. As part of this responsibility the Council provides the safety policy, guidance and procedures for swimming, and ensures that its employees receive any necessary training to carry out their delegated tasks.

In Foundation, Voluntary Aided schools and Academies the Governing Body holds this responsibility.

School

The school should ensure that a nominated member of staff is delegated the responsibility of swimming co-ordinator and applying the swimming pool safety policy and procedures in the school. This will comprise of the correct operation of the school's own swimming facility or the use of a third party pool. This should include:

- risk assessments
- pool safety operation procedures (NOPs & EAPs)
- monitoring of staff training and maintaining records of qualifications
- all swimming related communications to staff
- conditions of pool hire.

School Staff

School staff have a duty of care that operates for any activity in which children are involved; they cannot transfer that duty of care to anyone else. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school, whether on or off the school site. In relation to swimming this means:

- ensuring that there is monitoring and assessment of progress and attainment of each individual child in relation to the National Curriculum guidelines
- appropriate supervision of children when changing and control of young people at all times
- head counts are taken prior to, regularly during and after every session
- normal and emergency procedures are enforced
- overall observation of the teaching of their children and the conduct of the class
- ensuring the delivery of the National Curriculum.

Because of the special knowledge and understanding they have of their young people, primary school teachers should accompany their own class to swimming whenever possible. Wherever this guidance is not followed, a Headteacher must have assessed and evidenced the competence of the member of school staff who does accompany the group. (Examples of competence assessment forms and other guidance can be found in the Central Bedfordshire Council AOTTs policy and the Educational Visits and Journeys policy.)

Adults other than teachers (AOTTs)

Adults other than teachers can be extremely helpful to support the delivery of school swimming and in the extended curriculum, whether on or off site. They can:

- support and work alongside teachers
- support the supervision of changing (CRB clearance required)
- administer first aid (if qualified)
- look after any unwell children or children who are not swimming (CRB required).

School staff cannot transfer duty of care to AOTTs not employed by the school, but where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming.

Higher Level Teaching Assistants who have the required specific competencies may replace a teacher, so long as there is always another competent adult present on poolside with the group. The pool environment is more isolated than a classroom where they can more easily call upon qualified teacher support if required.

AOTTs must be vetted by the Criminal Records Bureau to work with children.

Classteachers, Specialist Teachers & Swimming Instructors

Classteachers and Specialist Teachers have the responsibility for the delivery of the swimming programme. They should hold a relevant ASA Qualification if teaching in a deep water pool.

In on-site shallow water school pools the class teacher may be the only teacher present and will take on the responsibilities of the delivery of the lesson. They should not, however, work alone. Ideally they will hold a swimming qualification such as an ASA National Curriculum accreditation and have appropriate cover for effecting a rescue and administering first aid.

In deep water pools specialist teachers must ensure there is appropriate lifeguard cover or hold a rescue award themselves.

Swimming instructors will hold a relevant ASA teaching qualification and may be employed by a school to teach on or off the site. They have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training, which includes:

- planning, developing and monitoring the swimming programme in line with the National Curriculum elements
- preparing schemes of work appropriate to young people' ages, abilities and interests in line with the National Curriculum learning outcomes
- co-operating with the member of school staff to check numbers of young people before, during and after each session
- identifying specific groups for each swimming session

- being familiar with the Normal Operating Procedures (NOPs) & Emergency Action Plans (EAPs) for the pool

- enforcing emergency drills every term
- working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others.

All swimming teachers must be vetted by the Criminal Records Bureau to work with children. They will organise non-specialist class teaching staff or AOTTs and maintain their duty of care for the children. Ideally a Level 2 swimming teacher should always be present when children are being taught to swim.

Lifeguards

Pool operators have a responsibility for the safety of all who use their pools, including shallow water pools on school sites.

Whenever children swim, there must be someone present with appropriate lifeguarding, rescue and first aid skills.

In a school pool this will be a teacher, the swimming teacher or an AOTT
In a public pool this will be a qualified pool lifeguard

The person responsible for lifeguarding, rescue and first aid will:

- be familiar with the NOPs & EAPs
- be observant of the pool and pool users at all times
- initiate any rescues or other emergency action required
- be able to effect a rescue from the bottom of the deepest part of the pool
- administer first aid
- prevent unsafe activities
- assist in the running of emergency drills
- secure the pool against unauthorised access when not in use
- communicate clearly at all times with all users / teachers in the pool.

Lifeguards must work with school staff and teachers of swimming to ensure safe practices are adhered to. Lifeguard instructions for safe conduct in the pool should be followed at all times.

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

Duty of Care

The delivery of a school swimming programme may involve a number of partners including school teachers, swimming teachers provided by the Local Authority (LA) and private swimming teachers specifically bought in by the school. Whilst issues related to delivery are transferable, **duty of care must remain the responsibility of the designated member of school staff.**

Where the school swimming programme is delivered by an external partner, the school has a responsibility to ensure that the swimming teacher is appropriately qualified in the aspects being taught. They must ensure that the programme is

appropriate to the needs of the young people and the school. An ongoing dialogue between both parties will help to ensure that this requirement is met.

Some school teachers may also hold recognised national swimming teaching qualifications and can, therefore, assume responsibility for all aspects of the programme.

3. TEACHER TO PUPIL RATIOS

Each pool will have a designated maximum bather capacity appropriate to the size of the pool which should be specified in the Normal Operating Procedure. There are no written regulations but Headteachers and teachers must take into account the educational value and safety of allowing too many young people to swim at any one time.

With regards to teaching requirements, reducing ratios in school swimming has had proven results in providing the swimmers with a more quality experience and therefore where possible it is ideal to attempt to reduce the following ratios.

Ultimately they are determined by the risk assessment when the following are taken into consideration:

- the age and stage of learning of the young people
- the behavioural, medical and special needs of the young people – for example, additional adults could be needed for 1:1 in-water support to enable the swimming teacher / instructor to remain on poolside to keep an overview of the whole group
- the size of the pool
- the experience and qualifications of the teachers and other supervisors
- the nature of the swimming lesson e.g. lane swimming, synchronised swimming, fun activities, galas, etc.
- the nature of the lifeguard cover.

Irrespective of the ratio there must always be other supervisors present on the poolside alongside the swimming teacher, one of which must be responsible for lifesaving. The supervisors will be required to be able to effectively carry out emergency procedures.

The person who is leading the swimming lesson must remain on poolside to keep the overview of all the young people in the group. If a young person needs 1:1 support in the water, this can be given by an additional member of school or pool staff. (See section on Child Protection on page 41)

Please find a full outline of Teacher to Pupil ratios on the next page.

TEACHER TO PUPIL RATIOS

Who?	Ratio	Description
MAIN PUPIL / TEACHER RATIOS	1:20	You must not exceed this ratio. The majority of cases in primary school swimming should be less than this.
Children under the age of seven	1:12	Irrespective of their swimming ability, group size should be restricted.
Non-Swimmers and beginners	1:12	Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back and front.
Improving swimmers	1:20	Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their 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	1:20	Young people with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered.
Competent swimmers	1:20	Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.
Specialist swimming activities	Various	For more information about the appropriate ratios for specialist activities refer to www.swimming.org Tel: 01509 618700 or refer to the ISRM publication "Safe Supervision".
Swimmers with disabilities	1:8 (with an appropriate number of helpers)	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 a 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.
Social Swimming (Fun Swims) See Section 9		

4. SUPERVISION OF CHANGING ROOMS

Young people should always be supervised whilst changing. Additional supervisory guidance as follows:

- if young people are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise
- if using open-plan single-sex changing areas then it is highly desirable that staff of the appropriate gender should enter the changing room, this may not always be possible for Lower Schools
- for Lower Schools, a mixed gender group may use an open-plan changing room. In a public pool this will need to be notified to, and approved by, the pool management.

Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the young people are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through doorways, or entering changing areas in an emergency.

In public pools
Ideally young people will change in separate "school changing areas" as it is not desirable for members of the public to share changing provision with school children.

Pool operators should be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved appropriate supervision arrangements need to be agreed between the pool and the school.

Where changing takes place in open-plan public single sex changing rooms and the school is unable to provide staff of each gender, a specific arrangement must be made with the pool management to provide a suitable member of staff to patrol the changing area whilst children are present. This member of staff must have child protection training. To ensure that the allocated member of staff is not left alone with a single child all children must wait until everyone is together before moving off. All staff used to supervise changing rooms should be vetted by the Criminal Records Bureau (CRB)

In school pools
The arrangements for the supervision of young people should be as above. Greater care must be exercised when using parent helpers to ensure that neither they nor the children are placed in a vulnerable position.

Notes page

5. LIFEGUARD PROVISION

Ideally, there will be a designated person with an appropriate nationally recognised lifeguard qualification on duty. At the very least this should be a designated person trained to carry out a rescue and to effect cardio pulmonary resuscitation on poolside. This only applies to 'programmed' swimming. Programmed activity is defined as:

- with a formal structure
- disciplined
- supervised or controlled
- continuously monitored from the poolside.

In shallow water pools on school sites (those remaining under 1 metre in depth at the deepest point) the minimum requirement is that there should be a designated person trained to carry out a removal of a casualty from the water and to effect cardio pulmonary resuscitation on poolside.

For guidelines on discovering a casualty in the water refer to page 63 in the Emergency Action Plan section of the manual.

Headteachers and designated swimming coordinators must satisfy themselves that all staff involved in the teaching or supervision of swimming on the school site have been trained and are aware of the following:

- the pool routines, NOPs and EAPs and awareness of risk factors
- the person responsible for the application of expired air and cardio-pulmonary resuscitation in the water and on poolside
- how to initiate emergency procedures
- recognition of a young person in difficulties
- how to rescue a young person using reaching equipment
- how to transfer a young person from the water to the poolside

Emergency drills should be practiced and safe removal of a casualty from the water should be simulated to ensure staff are fully aware of the actions and responsibilities assigned to them.

Where lifeguards are present and responsible for supervising safety of the children being taught, teaching staff and AOTTs will not be required to have rescue skills.

In deep water pools, the minimum national qualification for the life guarding of a single group engaged in programmed activity is the National Rescue Award for Swimming Teachers and Coaches. Where the lifeguard function is being provided for a whole class the recommended national qualification is the RLSS Pool Lifeguard Qualification (NPLQ)

Un-programmed activity is defined as an end of term fun session or recreational swimming without the structured approach. Due to these sessions being unpredictable it is deemed that the minimum qualification held by the lifeguard would be the NPLQ. School staff and AOTTs should be trained to work as part of a lifeguard team to

supervise pre-determined zones. They should work under the direction of the pool lifeguard staff.

Further information on the qualifications for lifeguarding:

RLSS National Rescue Award for Swimming Teachers and Coaches Course
This is a 12-hour RLSS training course which includes theory and practical work, and covers the competencies and skill that enable teachers / supervisors to deal with an emergency in a pool. A section is devoted to first aid and the accreditation has a validity of two years.

National Pool Lifeguard Qualification
This is a 38-hour RLSS / ISRM qualification designed to equip lifeguards to supervise public recreational swimming, to implement safe practice, to operate the EAP and perform first aid if required. To maintain their qualification the NPLQ qualified lifeguard must also undertake regular monthly ongoing training and skills practice.

Courses can be located on the RLSS website by entering your postcode – visit www.rlss.org.uk

6. TEACHING QUALIFICATIONS FOR SWIMMING

The Headteacher has to ensure that any teacher responsible for the delivery of swimming and / or its associated disciplines is appropriately qualified to carry out the role effectively and safely.

It is desirable that for all school swimming lessons a class teacher accompanies their class to the pool. Wherever this guidance is not followed a Headteacher must have assessed and evidenced the competence of the other member of school staff. (Competence assessment forms and guidance can be found in Central Bedfordshire's AOTTs policy and the Educational Visits and Journeys policy.)

School teachers and other school employed staff

It is recommended that where the school teacher has specific responsibility for a group or groups of swimmers, the teacher should also hold an appropriate specialist qualification , for example the ASA National Curriculum Training Programme Module 1.

Teachers, Teaching Assistants, Higher Level Teaching Assistants and AOTTs who cannot swim should always be accompanied on poolside by a swimmer.

Ideally, the best-qualified swimming teacher should teach the least able young people. However this will need to take into account the ability of all staff in the team to effect a rescue at the depth of water at which they are working.

Teaching in on-site Shallow Water Learner Pools

In on-site shallow water school pools (1m and under) it may not be practical to have a specialist swimming teacher or instructor of swimming present. In these circumstances the member of school staff, trained to teach swimming, may be the only member of staff present and will take on the responsibilities of the specialist teacher. They should not however work alone.

- Teachers will be expected to develop their skills with supplementary training leading to a formal basic swimming teaching qualification as soon as possible. This qualification could be the ASA National Curriculum Training Programme Module 1 or Module 1 and 2 combined or a more advanced qualification such as ASA/UKCC Level 1 Award for Teaching Aquatics.

- The ASA Module 1 would be the recommended Central Bedfordshire minimum qualification for any member of staff who leads a lesson. A member of staff who does not hold Qualified Teacher Status (QTS) or this minimum swimming teacher training may not lead a lesson.

- Adults other than teachers are also eligible to access the National Curriculum Training Programme should they wish to gain this professional development.

The member of school staff or another on poolside must be able to effect a rescue from the bottom of the deepest part of that area of the pool in which they are teaching.

Teaching in Deep Water Pools

Schools using pools offsite should familiarise themselves with requirements for travelling to off-site facilities by referring to Central Bedfordshire Council's Educational Visits and Journeys Policy.

Swimming Instructors should hold as a minimum qualification:

- the ASA/UKCC Level 2 Award for Teaching Aquatics (or an equivalent qualification) to lead a session with a Lifeguard in attendance
- when teaching specialist groups, additional qualifications will be required appropriate to the group, for example, ASA Teacher for Swimmers with Disabilities.

Swimming teachers should keep their qualifications updated by attending a Continuing Professional Development (CPD) course every two years.

Specialist PE teachers and Classteachers

Specialist Secondary PE teachers may have undertaken a swimming teaching course as part of their Initial Teacher Training course. Ideally this would be a recognised qualification such as ASA Level 2 or the National Curriculum Training Programme Module 1 or 2 or the equivalent.

Where a Class Teacher is conducting a swimming lesson without a specialist PE teacher or instructor of swimming present, that teacher must be qualified to do so.

The Classteacher should hold as a minimum qualification:

- the ASA Level 2/UKCC Award for Teaching Aquatics or equivalent

Classteachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

Higher Level Teaching Assistant (HLTAs), Teaching Assistants (TAs) or Adults Other Than Teachers (AOTTs)

Where an adult other than a teacher assists with swimming they should be given a clear understanding of what is expected of them. If expected to help with the teaching on poolside under the direction of school staff, they should have some knowledge or understanding of the principles of teaching swimming.

HLTAs, TAs or AOTTs should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

Ideally class teachers should be present during the delivery of school swimming when school swimming is being delivered by HLTAs, TAs or AOTTs.

Importance of CPD

Continuing Professional Development (CPD) is the key to ensuring the best possible education in swimming. CPD training keeps school staff up to date with the latest developments, ensures they meet the requirements of the professional body and will help career progression.

For further information on qualifications visit: www.swimming.org.uk

SHALLOW WATER LEARNER POOLS ON SCHOOL SITES

SUMMARY OF MINIMUM QUALIFICATIONS

Schools are encouraged to take every opportunity to enable their staff to gain these accreditations.

ROLE	**TEACHING QUALIFICATION**	**LIFEGUARD** **(Cover Required)**
Classteacher either leading the session or supporting a qualified ASA teacher or instructor	National Curriculum Training Programme Module 1 (leading to Module 2 if desired)	There must be a person on poolside that can conduct a shallow water rescue and carry out CPR.
Swimming Teacher or Instructor for swimmers with disabilities	ASA Teacher (Disabilities) **or** National Curriculum Training Programme Module 1 (leading to Module 2) if working alongside ASA Teacher (Disabilities)	There must be a person on poolside that can conduct a shallow water rescue and carry out CPR.
HLTAs, TAs and AOTTs supporting a class teacher or an ASA qualified teacher or instructor	National Curriculum Training Programme Module 1 (leading to Module 2 if desired)	There must be a person on poolside that can conduct a shallow water rescue and carry out CPR.
HLTAs, TAs and AOTTs leading the session	National Curriculum Training Programme Module 1 (leading to Module 2 if desired)	There must be a person on poolside that can conduct a shallow water rescue and carry out CPR.
Lifeguard for un-programmed sessions		RLSS National Pool Lifeguard Qualification

DEEP WATER POOLS

SUMMARY OF MINIMUM QUALIFICATIONS

ROLE	TEACHING QUALIFICATION	LIFEGUARD (Cover Required)
Swimming Teacher or Instructor	ASA Teacher (Level 2) to lead the session **or** ASA Level 1 if working alongside a Level 2 Instructor	RLSS National Rescue Test for Teachers and Coaches if no NPLQ lifeguard is provided by the pool
Swimming Teacher or Instructor for swimmers with disabilities	ASA Teacher (Disabilities) **or** ASA Level 1 if working alongside ASA Teacher (Disabilities)	RLSS National Rescue Test for Supervisors of Swimmers with Disabilities if no NPLQ lifeguard is provided by the pool
Classteacher, HLTAs, TAs and AOTTs assisting the swimming teacher or instructor	ASA National Curriculum Training Programme Module 1	RLSS National Rescue Test for Teachers and Coaches if no NPLQ lifeguard is provided by the pool
Specialist PE Teacher	Should have undertaken a swimming teaching course as part of their ITT. Ideally this would be a recognised qualification such as ASA Level 2 or the National Curriculum Training Programme **Module 1 and 2** or the equivalent.	RLSS National Rescue Test for Teachers and Coaches if no NPLQ lifeguard is provided by the pool
Lifeguard for un-programmed sessions		RLSS National Pool Lifeguard Qualification

Notes page

7. NATIONAL CURRICULUM GUIDELINES

Key Stage 1

Key Stage 1 - SWIMMING ACTIVITIES AND WATER SAFETY

There is no statutory requirement to teach swimming at KS1 however, the following are non-statutory guidelines if swimming is taught:

Young people should be taught to:

- move in water (e.g. jump, walk, hop and swim, using swimming aids and support)
- float and move with and without swimming aids
- feel the buoyancy and support of water and swimming aids
- propel themselves in water using different swimming aids, arm and leg actions and basic strokes.

Programme of Study

Acquiring and developing skills
Young people should be taught to:

- explore basic skills, actions and ideas with increasing understanding
- remember and repeat simple skills and actions with increasing control and co-ordination.

Selecting and applying skills, tactics and compositional ideas
Young people should be taught to:

- explore how to choose and apply skills and actions in sequence and in combination
- vary the way they perform skills by using simple tactics and movement phrases
- apply rules and conventions for different activities.

Evaluating and improving performance
Young people should be taught to:

- describe what they have done
- observe, describe and copy what others have done
- use what they have learnt to improve the quality and control of their work.

Knowledge and understanding of fitness and health
Young people should be taught:

- how important it is to be active
- to recognise and describe how their bodies feel during different activities.

Key Stage 2

Key Stage 2 - SWIMMING ACTIVITIES AND WATER SAFETY

Swimming is a statutory requirement at KS 2.

Young people should be taught to:

- pace themselves in floating and swimming challenges related to speed, distance and personal survival
- swim unaided for a sustained period of time over a distance of at least 25m
- use recognised arm and leg actions, lying on their front and back
- use a range of recognised strokes and personal survival skills (e.g., front crawl, back crawl, breaststroke, sculling, floating and surface diving.)

Programme of Study

Acquiring and developing skills
Young people should be taught to:

- consolidate their existing skills and gain new ones
- perform actions and skills with more consistent control and quality.

Selecting and applying skills, tactics and compositional ideas
Young people should be taught to:

- plan, use and adapt strategies, tactics and compositional ideas for individuals, pair, small group and small-team activities
- develop and use their knowledge of the principles behind the strategies, tactics and ideas to improve their effectiveness
- apply rules and conventions for different activities.

Evaluating and improving performance
Young people should be taught to:

- identify what makes a performance effective
- suggest improvements based on this information.

Knowledge and understanding of fitness and health
Young people should be taught:

- how exercise effects the body in the short term
- to warm up and prepare appropriately for different activities
- why physical activity is good for their health and well-being
- why wearing appropriate clothing and being hygienic is good for their health and safety.

Where swimming is taught at KS3 and KS4 as part of the National Curriculum provision, programmes of study and schemes work can be downloaded from www.qca.org.uk.

Resources for delivering the swimming National Curriculum

- TOP swimming cards
- Hodder Primary PE, SWIMMING – Helen Elkington, Jane Chamberlain and Robert Halt – ISBN number - 0 340 65851 7

The following resources can be ordered from the Awards and Merchandising section of the British Swimming website, www.britishswimming.org.uk:

- Swimming games and activities – for individuals, partners and groups of children – Jim Noble and Alan Cregeen - £11.50
- The Non-Swimmer – From Pre-swimming to Deep Water Safe: A Teacher's Guide – Anne Eakin - £6.50
- Swimming – An illustrated guide to teaching early practices – Anne Eakin - £6.50
- The Competent Swimmer – An Illustrated Guide To Teaching Further Practices Anne Eakin - £6.50
- National Curriculum Resource Pack – For Swimming and Water Safety - £28.00

Safe Swimming website

The original QCA national curriculum safe swimming website has now been archived. Although it may take you a while to find, it is well worth it. You can still download all the teaching materials from the site – so do it quick before they close it altogether!

You can pick up the link to the National Archive from the new QCDA website. Or just search' National Archives'. You need to search within the site for 'safe swimming' and it will take you to the European Archive where if you search again it brings up the list.

Originally it was www.nc.uk.net/safeswimming/index.htm
You need to click on the listed title not the website address or it will take you back to the new NC page and there is no link there!

Notes page

8. OPERATING PROCEDURES

Risk Assessment

At each pool and in each session, the young people and the staff participating will all have unique features that make particular demands upon safety. Therefore, risks must be assessed for each pool and each session. A hazard is something with the potential to cause harm to an individual such as an activity, object or substance. A risk is determined as a likelihood that harm from the hazard is realised and can be categorised as low, medium and high.

Risk management includes a five-step process

Step 1
Identify the hazards
First you need to work out how people could be harmed.

Step 2
Decide who might be harmed and how
For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name but rather identifying groups of people i.e. non swimmers.

Step 3
Evaluate the risks and decide on precautions
Having spotted the hazards and identified the risks, you then have to decide what to do about them. (Put a control measure in place.) The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare with good practice.

Step 4
Record your findings and implement them
Putting the results of your risk assessment into practice will make a difference when looking after children and staff.

Step 5
Review your risk assessment and update when necessary
It is essential you review what you are doing on an ongoing basis. Each year review where you are, to make sure you are still improving, or at least not sliding back.

Remember the written RA is the process – what you do (Risk Management) is the vital part.

Normal Operating Procedures (NOP)

Schools with their own pools will need to draw up or review their own risk assessment as a basis for writing down the safe operating procedures for their pool. This will include the Normal Operating Procedure (NOP) to maintain safety and an Emergency Action Plan (EAP), detailing exactly what everyone does if an emergency occurs.

Schools using other pools will need to be aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the EAP to know what to do in an emergency.

Staff will need to be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term with the children in their classes.

Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a period of at least one year.
For schools with pools, drawing up an NOP should include:

- drawing of a plan of the pool
- a list the key hazards
- record of communications methods
- the rules of supervision
- systems of work and operational systems
- detailed work instructions
- first aid supplies and training
- details of alarm systems and other emergency equipment
- conditions of hire.

Emergency Action Plans

An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

- overcrowding
- disorderly behaviour
- assault
- lack of water clarity
- fire
- evacuation procedure
- structural failure
- emission of toxic gases
- serious injury to swimmer
- discovery of a casualty in the pool.

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

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency.

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

All school classes should run practice drills during the first lessons of each term in order that both staff and young people recognise the alarm signal and know how to respond to it.

Exit gates and signs, fire fighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire exits must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Safety Equipment

- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally, this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.
- There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.
- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to young people, especially beginners.
- In school open-air pools this could be a painted depth line on the fence so that children can stand next to it to see where the water will come up to when they get in.
- All signs should be compliant with the Safety Signs and Signals Regulations.
- A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.
- All pools should be able to be locked off and isolated to prevent unauthorised access when not manned. Failure to achieve this is a major cause of accidents in school and private pools.

First Aid Arrangements

All schools should make or check the arrangements for first aid.

In school pools

There should be a qualified first aider (holding First Aid at Work certificate) available within call at all times that the pool is in use. This can be a member of school staff or, when hired out to an outside group, the group must be required to provide a first aider. Where there is a lifeguard holding NPLQ, they will be qualified in first aid as the qualification encompasses a first aid module and would not be required to hold additional first aid certificates.

In public and other pools

It is the responsibility of the pool operator to ensure that there is a first aider on site or to ensure that the school provides their own first aider. In the event of an accident occurring which requires first aid, this must be recorded on the accident form of the pool being used and the school should request a copy for their own records. Accidents where a pupil is hospitalised should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations1995 (RIDDOR.)

Swimming Attire

Young people should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is

relatively tight fitting so as to minimise the effect of drag that water logged clothing can create. Sensitivity is required to ensure the correct balance when cultural demands require looser fitting garments and the need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning.

Goggles

- Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming.
- Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion.
- Goggles should only be worn by young people who suffer excessively from the effects of water chemicals.
- During the relatively short periods of time young people are in the water, it should be unnecessary for goggles to be worn.
- Goggles are usually worn by swimmers in training for competition events who spend long periods of time in the water.
- See afPE handbook page 271 (paragraph 26.2.55)

Pool Rules (for Lifeguards)

- Never leave the poolside unattended.
- Always secure poolside against unauthorised access when it is not staffed.
- Never turn their backs on the pool or engage in any behaviour, which results in not watching the pool when on lifeguard duty.
- Divide the area up into zones and use techniques to constantly scan the area, counting heads, watching out for vulnerable or weak swimmers.
- Keep alert, move position every five minutes or so - sit, stand, patrol.
- Rotate off poolside at least once in every hour.

There may also be rules for lifeguards to follow to ensure that they remain vigilant at all times. Where appropriate these techniques should also be practiced by school staff in supporting qualified lifeguards.

Temperatures

For shallow water learner **pools on school sites**

The desirable **minimum** temperature for **outdoor** shallow Learner pools is 20°C (68°F) for those young people learning to swim and 19°C (66°F) for those young people who can swim well. **At this minimum temperature, the air temperature should be considerably higher than the water temperature.**

The following should also be taken into consideration when deciding whether it is safe and suitable for young people to swim:

- the air temperature in relation to the pool temperature (common sense must prevail)
- the nature of the activity
- the age, ability and experience of the young people

- the type of weather conditions e.g., it may be warm but raining (never swim however if thunder or lightning threatens), the wind chill factor when young people are wet etc..

Records

Records of all qualifications of those involved in the teaching of swimming must be maintained, kept up to date and available for inspection if required. The person responsible for this is the designated person in charge of school swimming.

Records of incidents and accidents that occur in the swimming pool or pool area should also be maintained and should be available for inspection. An annual review of these will assist with the review of the risks associated with school swimming.

Records should also be kept of pool water tests taken in school pools. Tests should be taken manually at least twice a day, four times if used by the public as well. Records should be available for inspection if required. They should be signed by the person taking the test.

Notes page

9. RECREATIONAL, SOCIAL AND FUN SWIMS

Potentially this activity can be a far greater risk than the structured curriculum lesson. The biggest concern for the LA lies with large numbers of young people taking part in a recreational/fun swim, where head counting can pose difficulties for staff.

When a school proposes this type of activity the following points must be noted:

- approval must be sought from the LA if the nature of the swimming is deemed to be an 'Educational Visit or Journey'. That is it falls outside the normal timetabled curriculum weekly lesson content. Application for approval should be submitted on the 'Evolve' system together with attachment Appendix C, the detailed Risk Assessment (CBC Educational Visits and Journeys Policy) and a detailed itinerary. It must be submitted at least 4 working weeks in advance to the Compliance and Risk Adviser, Quality Assurance Team, Unit 16, Stephenson Court, Fraser Road, Priory Business Park, Bedford, MK44 3WJ
- young people must be fully aware of the purpose of the activity and be given clear instructions about behaviour and health and safety
- a full risk assessment of the activity should take place in advance and potential hazards carefully dealt with
- teachers will need to be extra vigilant and staff ratios will need to be increased to take into account the nature of the facility
- increased headcounts must be undertaken throughout the session
- parents should be made aware that the activity is taking place in addition to the normal structured activity, and what the 'fun swim' entails, written parental consent must be given
- teachers must evaluate the activity afterwards with a view to making improvements for the next occasion.

Using pools during Educational Visits

Where school parties use swimming pools as part of an educational visit the above conditions should be applied. These pools may be public pools, hotel pools or pools at activity centres. Pools outside the UK will have different Operating Procedures to those in the UK and lifeguard cover may not be standard.

Use is likely to be of a recreational nature. A qualified lifeguard must be on duty and teachers must work with the lifeguard to supervise the session.

If the pool has no lifeguard cover the school must provide its own appropriately qualified lifeguard and arrangements should be made to ensure sole use of the pool, so that other users do not increase the numbers in the water, or expect the school staff to act as a lifeguard to them.

Notes page

10. SWIMMING IN THE SEA OR IN OTHER NATURAL WATERS

Swimming in the sea is considerably less safe than in a swimming pool. **LA advice and approval must be sought at least 4 weeks in advance for this type of activity.** Advice should be sought from the LA Compliance and Risk Adviser.

It is not normal practice to approve this type of activity but individual applications will be considered.

The Headteacher and staff must make themselves familiar with any risks of danger from currents, tides, holes, sudden shelving off the shore, areas of weeds, sluices and other local conditions which may constitute a hazard, and should also know the best places for swimming for young people.

Contact with the local coastguard, harbour master, ranger, lifeguard or tourist information office can provide valuable information and advice on the nature and location of hazards including tides, rip tides and sandbanks and the timings and exit routes for such locations.

Swimming and paddling should never be an impromptu activity. In-water activities should only take pace when a full risk assessment has been completed and proper measures put in place to control risks. The activities must be seen as formal and supervised.

Swimming must only take place in recognised, designated areas that have official surveillance, that is, lifeguard cover. Group leaders must be aware at all times where their young people are and must keep them all in view. They must be within reasonable reach of their supervisors at all times.

Where official lifeguard cover is not available the Group Leader or another designated adult must hold a relevant lifesaving qualification; that is an 'Open Water Rescue Award' such as the 'National Beach Lifeguard Award'. Where safe swimming areas are not designated, Group Leaders must have prior knowledge of the area and must gather local advice with regards to tides, currents, shelving etc., before making their risk assessment.

A group of up to 8 young people must be under the supervision of at least two adults, one of whom must be a teacher or member of staff from the school. Thereafter the ratio must be at least 1:8. At least one member of staff must remain on watch and this duty must preclude being in the water themselves. It is advisable to only swim in small groups and not allow a larger group to be in the water at the same time. Staff should clearly mark the swimming area by being on the outer edges of the group to prevent young people going out of their depth or becoming detached from the main group.

Open Water

Open inland water such as rivers, lakes, reservoirs or canals present unacceptable levels of risk. These may include vegetation and other underwater obstructions, sudden changes in depth and pollution.

The only exception will be where swimming takes place as part of a watersports activity such as canoeing, windsurfing or rafting, supervised in accordance with the LA Educational Visits and Journeys Policy.

If the open water is a recognised swimming place, then the safety rules relevant to swimming in the sea must apply.

The LA recognises that the activity of 'cooling off in natural waters' may be part of local cultures and could be seen as a group activity. The starting point is for common sense to prevail. Check the location e.g.

- The bed of the river
- The speed of the water flow
- How to get in
- The ability of the group
- How to exit.

Ensure that the group know that when paddling at the water's edge that means **no deeper than mid-calf.**

11. DIVING

Standing dives from poolside should only take place in water that is 3m or more in depth.

There should be no head first diving into shallow water pools and this includes surface dives.

Shallow water learner pools are unsuitable for diving activities of any nature and must not be allowed to take place.

(Refer to pages 273 – 276 afPE Safe Practice in Physical Education and School Sport for further guidance)

Notes page

12. CONDITIONS OF HIRE

Shallow water learner pools on school sites should not be 'let out' to an outside organisation.

A school pool may be used for young people during the school holidays or as an after school club operated by parents on behalf of the school. It may also be used by other Local Authority schools and by other Local Authority organisations such as Children's Centres.

The numbers of swimmers must not exceed 20. At least 2 adults should be responsible for maintaining supervision, one of whom should be able to effect a rescue and carry out resuscitation for any child in need.

Only children between the ages of 4-9 years (for Lower School pools) and 9-13 years (for Middle School pools) are permitted to use the pool. Adults accompanying children are not permitted to participate in the swimming activities.

Supervising adults must always be on poolside to ensure that in an emergency, users of the pool are directed out of the pool and that assistance is available.

The pool operator, who will be the operator employed by the LA or Governing Body, will play a key role in the letting of the pool for use outside of school hours. It is recommended that they should be available throughout the period of use and paid at their normal hourly rate.

Pool operators cannot delegate responsibility for what happens in their pools, therefore if a school pool is hired to an outside organisation the school will need to ensure that the outside organisation will use the pool in a safe manner. Equally if a school hires a pool from someone else, that organisation will need to make sure that the school is supported in the safe use of the pool.

Conditions of hire should include:

- the name and address of the group hiring the pool
- the name and address of the pool being hired
- the name of the hirer's representative (the responsible person / first point of contact) and contact details
- details of who is to be responsible for what in the event of an emergency (Normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)
- any safety advice to be given to swimmers and any specific rules that should be enforced
- a signature from the hirer that they have received and read copies of the NOP & EAP
- appropriate third party liability insurance.

Advice must be sought from the Health and Safety Team and the Compliance and Risk Adviser if a pool is to be hired outside of normal school operating times.

Notes page

13. CHILD PROTECTION

Most schools will have well-established procedures related to child protection. Consideration must be given to how these procedures may need to be adapted when young people are off the school site for activities. In the context of swimming this may include the use of public facilities and possibly shared changing facilities. The LA and the school will have their own child protection procedures and so too should the pool. It is important that the pool procedures relates to those of the LA. Each school and pool provider should establish a protocol identifying the relationship between their respective procedures. Ideally this should be within the conditions of hire

Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school in order that concerns can be reported to them.

All persons working with young people should have a CRB Disclosure.

Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise young people and that young people are safeguarded from members of the public.

When supervising young people changing or assisting them with their swimming, pool and school staff and AOTTs should avoid physical contact with young people unless it is:

essential to develop a swimming skill or technique

- to treat an injury or to prevent an injury
- to meet the requirement of the activity (e.g. Lifesaving)
- to lift or manually support a child with disabilities.

In these circumstances the adult should explain the reason for the physical contact to the young person. Unless the situation is an emergency the adult should ask the young person for permission. If young people have disabilities they and their carers need to be involved in deciding what assistance should be offered and the young person should be treated with dignity and respect.

Where young people sustain an injury and any first aid is administered the parents/carers should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents which occur at a public pool should also be recorded by pool staff on their own forms for their records.

In the event of a young person needing to be taken to hospital for treatment, a representative from the school should always accompany the young person. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the young person should be informed as soon as possible.

Staff and AOTTs should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view.

14. RESPONSIBILITY GUIDELINES FOR SAFE PRACTICE IN SCHOOL SWIMMING

The Headteacher must:

i. Check under what circumstances the LA guidance and policies allow non-teaching staff to take a lead role in escorting classes off-site without a teacher being present
ii. Nominate a qualified teacher to act as the Swimming Co-ordinator with responsibility for the supervision and direction of other teaching staff and AOTTs and liaison with off-site pool providers
iii. Check LA insurance, disclosure or qualification requirements are met
iv. Meet any required adult-pupil ratios
v. Ensure that a contingency plan exists in the event of an emergency
vi. Ensure a risk assessment is carried out to check members of school staff have a clear understanding of their roles and have appropriate:
    - Leadership skills
    - Organisational skills
    - Control and discipline
    - Communication skills
    - Competence/expertise
    - Experience and/or qualifications to match the demands of the young people or activity to be undertaken and the ability to fulfil the tasks delegated to them
    - Knowledge of their role and responsibility
    - Knowledge of the school's emergency procedures and the emergency procedures of the pool if off-site (NOP and EAP)
vii. Confirm suitability of member of staff to work with young people
viii. Check member of staff applies the school's ethos, procedures and standards appropriately
ix. Monitor that the National Curriculum is being delivered
x. Monitor staff training and maintain records of qualifications
xi. Check conditions of pool hire
Xii. Provide and encourage Continuing Professional Development
Xiii. Regularly and systematically monitor and review the quality of provision

The Swimming Co-ordinator must:

i. Apply the 'Safe Practice in School Swimming Policy' and procedures for both on-site and off-site swimming
ii. Be familiar with the LA policy for Educational Visits and Journeys (for those using off-site pools)
iii. Communicate with the maintenance department regarding health and safety, security and condition of on-site pools
iv. Liaise with the pool provider when using a third party pool
v. Ensure that the class teacher or specialist teacher has the relevant ASA qualification if teaching in a deep water pool
vi. Provide any relevant schemes of work to swimming teachers and ensure that the National Curriculum is being delivered
vii. Ensure the progress of all young people is being monitored by school staff
viii. Check teacher-pupil ratios if using a third party pool which provides specialist swimming teaching
ix. Ensure someone is present with appropriate lifeguarding, rescue and first aid skills whenever children are swimming,
x. Provide non-teaching school staff accompanying pupils to off-site pools with relevant documentation regarding off-site pool emergency procedures (NOP and EAP)
xi. Brief school staff on matters relating to safeguarding children, physical contact, and matters relating to school procedures e.g. rewards and sanctions
xii. Keep a record of incidents and accidents which occur in the swimming pool or pool area
xiii. Ensure clear roles and responsibilities are allocated to school staff escorting children to off-site pools
xiv. Ensure school staff taking children off-site have up to date lists and emergency contact details and relevant medical information
xv. Instruct school staff to communicate relevant information about the group to other adults assuming some responsibility for any of the group – for example the number in the group should be given to the specialist swimming teacher or lifeguard as the group enters the poolside
xvi. Ensure school staff are aware of First Aid procedures

School Staff must:

i. Assume a duty of care. It cannot be transferred to anyone else. This means school staff should:
   - Ensure there is monitoring and assessment of progress and attainment of each individual child in relation to the National Curriculum guidelines
   - Check teacher-pupil ratios are correct
   - Provide appropriate supervision of children when changing
   - Have control of young people at all times
   - Conduct head counts prior to, regularly, during and after every session
   - Ensure Normal and Emergency Procedures are enforced
   - Have overall observation of the teaching of their young people and the conduct of the class.
   - Be aware of first aid management

ii. Hold the relevant ASA Qualification if teaching in a deep water pool. Class teachers teaching swimming and Specialist Teachers have the responsibility for the delivery of the swimming programme.

iii. Make specialist swimming teachers aware of any special needs or medical conditions of the pupils

iv. Ideally hold a swimming qualification such as an ASA National Curriculum accreditation. They may be the only teacher present when teaching in a shallow-water pool on-site but must never work alone. They should have appropriate lifeguard cover in a deep water pool or hold a rescue award themselves

v. Accompany their own class to swimming whenever possible because of the special knowledge and understanding they have for their pupils.

vi Take an active part in the teaching and learning of their pupils when being taught by specialist swimming teachers or instructors. This means at the very least, they should be on pool side observing what is being taught and what progress pupils make in relation to the expectations of the national curriculum.

Off-Site Pool Providers must:

i. Liaise with the School Swimming Coordinator

Ii. Provide information regarding Conditions of Hire

Iii. Provide the School Swimming Co-ordinator with the NOP and EAP. Pool operators have responsibility for the safety of all who use their pool

iv. Provide the school with Poolside Rules

v. Provide the School Swimming Co-ordinator with an up-to-date list of qualifications for swimming teachers and lifeguards to be used for the school groups

vi. Ensure all swimming teachers are vetted by the Criminal Records Bureau to work with children

vii. Where possible make arrangements for separate school changing areas as it is not appropriate for members of the public to share changing areas with school children. Where this cannot be achieved, appropriate supervision arrangements need to be agreed between the pool and the school

viii. Provide a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them

ix. Ensure Swimming instructors hold a relevant ASA teaching qualification. Swimming instructors provided by the pool, who are employed by the school, have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training, which includes:
   - Ensuring that planning, developing and monitoring the swimming programme is in line with the National Curriculum elements
   - Preparing schemes of work appropriate to young people' ages, abilities and interests in line with the National Curriculum learning outcomes
   - Co-operating with the member of school staff to check numbers of young people before, during and after each session
   - Identifying specific groups for each swimming session

x. Being familiar with the Normal Operating Procedure (NOP)

xi. Have an Action Plan (EAP) for the pool

xii. Enforce emergency drills every term

xiii. Work with the lifeguards on duty or, if there are no lifeguards, provide lifesaving and first aid skills on their own or with others

xiv. Effect a rescue if necessary.

Section 2

The next section of the document provides those schools with on-site shallow learner pools, guidelines for producing their own Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs).

The intention is that schools will use the templates and insert their own information replacing the *words in italics.*

The electronic version of the document can be located on the Schools' Learning Portal.

15. Template for Normal Operating Procedure for a Shallow Learner Pool

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 to establish a safe working routine and environment.

Objective and Scope

This procedure identifies the processes designed to control pool:

- supervision
- safety
- teaching
- hiring to External Users

Reference Documents

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

- normal Operating Procedures (NOP)
- emergency Action Plan (EAP)
- CBC Policy Safe Practice in Swimming Pools
- staff training register
- risk assessment

Detail of the Pool

School Name and Address:

Pool Details	
Length	
Width	
Maximum Depth	
Minimum Depth	
Maximum Capacity	

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, this assessment covers:

- pool environment
- pool supervision
- pool plant
- sessions users

- 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. *It would be useful to list key risks.*

Known Hazards

- Children accessing the pool when it is not in use and not supervised
- Children who cannot swim getting out of their depth
- Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury
- Recreational swimming
- Prior health problems
- Absence of, or inadequate response, from pool staff in an emergency

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
- 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.
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, 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, 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

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 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

Use of Private Pools

If schools consider using private pools then they must ensure that all the pool is maintained and has all relevant risk assessments and operating procedures. In addition guidance should be sought from the health and safety team who may conduct an inspection of the pool.

Equipment

Safety equipment, including the pool alarm system, must be checked daily prior to pool opening and records of these checks must be kept (check sheet attached).

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.

First Aid

Qualified first-aiders and adequate first aid facilities must be available for all foreseeable types of accidents to employees AND pool users.

Reporting of Accidents and Incidents

Any accident, incident, near miss should be reported on the CBC accident / incident form and logged onto Assessnet the online accident reporting system.

Maintenance

Regular and correct maintenance of the pool, pool plant and electrical equipment is important in ensuring the safety and health of pool users and employees.

Inspections, tests and thorough examinations must be carried out at frequent intervals. Records must be maintained of all inspections made and remedial works carried out. Floors, passages, ramps and stairs must be properly maintained and left free of obstructions and of any substance likely to cause slipping.

Training

Staff must be adequately trained for the duties they will carry out. Relevant records of such training must be maintained. Training can be provided by Lew Keay & Sons Swimming Pool Contractors on 07980807384.

Inspection

Central Bedfordshire Council will carry out periodic inspections and reserves the right to carry out spot checks.

Notes page

16. Health & Safety in School Shallow Learner Pools

Location and Dimensions:

Insert:

- *Location and dimensions of pool*
- *Photograph of pool*
- *Details of pool type, liner, depth*
- *Pool Temperature*

Changing Facilities:

Add description of changing facilities here

Opening Period and User Groups:

Insert details of when the pool is open and the groups that use it, including groups who hire it.

Qualified Plant Operators:

Insert details of persons who operate the pool plant and their qualifications together with the dates qualifications were obtained.

Filtration and Dilution:

Insert details of the filtration system and when the media was last changed.

Insert details of who carries out the backwash procedures and how often they are carried out.

In addition to backwash procedures the schools also needs to take into account the recommendation of 30 litres per bather per day in respect of dilution of pool water.

Dosing of Chemicals and Water Testing:

Insert details of chemicals used and how they are added to the water.
Include details of the balanced water testing frequency and recording of results
Insert details of microbiological testing frequency and the recording of the results.

Teaching Qualifications:

Insert swimming qualifications held by members of staff including support staff and pool rescue together when dates this training was received.

Normal Operating Procedures:

Insert details of Normal Operating Procedures

Emergency Action Plan:

Insert details of emergency action plan

Risk Assessments

Insert Details of risk assessment

Control of Chemicals

Insert details of COSHH assessments

Health and Safety Risk Assessment

Site:	Date:

Task/Activity
Use and Maintenance of a Shallow Learner Pool

Who is at risk from the activity?
Children
Teachers
Teaching Assistants
Parent Helpers

What are the hazards (dangers)?
Slips/ trips around poolside
Poor Supervision
Infection from Poorly maintained Pool
Abrupt changes in pool depth
Poor definition of Pool edge
Projecting rest ledges
Projecting steps
Pool water quality
Inadequate Supervision
Hazardous Substances
Access/Security
Water Clarity
Unsafe behaviour

What are the potential outcomes from the hazards?
Cuts / Bumps
Infection
Drowning
Chemical Burns
Vandalism to Pool

How do we currently control these risks?
Appropriate Supervision
Emergency procedures
Safe storage of Chemicals
COSHH assessment
Pool secured – limited access
Regular water quality checks
Regular maintenance
Staff First Aid trained

What is the likelihood of the risk occurring?

High **Medium** **Low**

Is service/curriculum delivery affected? How?

What else can we do to control the risk? Regular refresher training on Pool Maintenance

Who needs to know about these findings Teachers Teaching Assistant Parent Helpers Site Agent

Assessment completed by:

Job Title:

Review Date:

17. POOL SAFETY OPERATING PROCEDURES

To ensure that swimming pools are operated safely and all members of staff are aware of the procedures there should be a written Pool Safety Operating Procedure (PSOP). Consisting of a Normal Operating Plan (NOP) and an Emergency Action Plan (EAP). All operating staff should be fully conversant with and trained to work in accordance with the provisions of the plans.

The NOP should set out the way a pool operates on a daily basis. It should include details of the layout, equipment, manner of use, user group characteristics and any hazards or activity related risks.

The EAP should give specific instructions on the action to be taken, by all staff, in the event of any emergency.

Water Clarity

Guidance: Unclear water is a safety hazard. It makes it more difficult to see a casualty in the water. Poor water clarity also indicates that water treatment is inadequate.

NOP: The bottom of the pool must always be visible; in particular, the grill and outlet covers in the deepest part of the pool must be in view. The clarity should be constantly monitored and, should it begin to deteriorate, the pool must be evacuated until a satisfactory standard once again exists. In addition, debris may on occasion be detected in the pool, i.e. glass, faeces, etc.

Should the water clarity deteriorate in any way, the matter must be reported to Pool Operator.

Water Quality

Guidance: The standard of water quality is extremely important to reduce the risk of infection. Lack of clarity of water will indicate a problem with the standard of the water. This is in addition to the safety hazard presented by cloudy water, preventing persons from being seen at the bottom of the pool.

Various forms of pollution from swimmers themselves and also from other sources are introduced almost continuously into the water and environment of swimming pools. If left untreated, the pollutants build up with the risk of infection from increasing numbers of bacteria and other micro-organisms.

Pollution derived from swimmers includes:

- material from swimmers such as mucus from the nose, saliva from the mouth, sweat, hair and scales from the skin as well as urine and faecal matter
- material on swimmers' bodies such as general dirt
- materials on swimmers' bodies such as powders, creams, lotions and oil.

Many products such as cleaning materials used for the pool surrounds may contaminate the pool water. Care must be taken over the use of such products. Open air pools become contaminated directly by dusts, leaves, grass, soil, etc.

Recording Use of Pool

It is important to record the usage of the pool in order to assist any risk management process, assist any accident investigation, assess the usage in relation to the water treatment and plant etc.

The following should, whenever possible, be recorded at the beginning of each lesson:

- nature of the session
- maximum usage during the hour
- minimum usage during the hour
- age profile of the swimmers
- number of Lifeguards
- name of Lifeguard/s

Cleaning

Site agents / pool operators should not enter a pool (other than learner pools) to carry out cleaning or maintenance work when it has been drained. This work will normally require a contractor and the use of access equipment.

Care must be taken to ensure that any persons who may be present at the establishment during work activities are not subjected to hazards to their health and safety. It is recommended that effective measures should be taken to prevent unauthorised access to the pool intended to be out of use. Consideration should be given to those at risk if the pool is empty and the need for edge protection, if necessary.

Maintenance

Floors, passage ramps and stairs should be properly maintained and kept free of obstructions and any substance likely to cause slipping. All paths, paved areas, pool surrounds, fencing and equipment should also be properly maintained at all times.

Floor surfaces in wet areas where people walk barefoot should be carefully maintained to avoid injury from sharp edges.

It is important in wet areas that:

- broken or missing tiles are replaced quickly.
- there is no accumulation of working materials or other debris which could cause injury to bare feet.
- drainage is adequate to avoid surfaces becoming slippery.

The following checks will be carried out at the frequency indicated below.

Daily Checks/Duties

- Check Emergency alarms
- Check Emergency equipment and in position
- Two daily check pH, disinfectant and clarity of water
- Remove debris floating on the surface of the swimming pool
- Ensure that filters, pumps, etc are operating satisfactorily
- Inspect and check emergency lighting
- Clean changing areas with disinfectant and clean surrounds
- Floor thoroughly cleansed, with pool water, by a combination of hosing, mopping and scrubbing

Weekly Checks/Duties

- Thoroughly clean pool surround and equipment
- Clean surface water skimmer baskets of debris
- Backwash filter plant or renew filter material, according to type of filtration plant fitted and ensure that the equipment is functioning efficiently
- Clean the floor of the pool
- On Fridays, if the pool is not in use over the week-end, following the last swimming session, ensure that all equipment is functioning efficiently and left operational. Shock dose the swimming pool to cover the weekend

Outdoor pools

- Inspect for debris and defects

Notes page

18. EMERGENCY ACTION PLAN

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

Staff 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
- adverse weather, thunder and lightning in an outdoor pool
- emission of toxic gases
- serious injury to a swimmer
- discovery of a casualty in the water

The plan takes into account 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.

Responsibility

The Teacher, or other person, in Charge of Swimming, should ensure that:

- all staff are adequately trained in the procedures detailed hereafter
- notices are displayed to advise the general public of the arrangements
- exit door, signs, alarms, fire-fighting equipment and break glass call points are regularly checked and kept free from obstruction
- all exit doors operate without the aid of a key whenever the premises are occupied

(Named Position/person) will be responsible to take charge in the event of an emergency.

(Named Position/person) will be responsible to summon the emergency services in the event of an emergency.

In a school pool the Teacher in Charge of Swimming 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.

Overcrowding

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. *(State pool capacity in the NOP)* However some areas of the pool may at times become over crowded.

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.

Disorderly behaviour

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

Lack of water clarity

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

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.

Outbreak of fire or building evacuation

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

- the fire alarm is activated by……..
- break glasses are located……..
- the alarm sounds like…….
- on hearing the alarm *who does what* to initiate an evacuation?

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

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

The person responsible for the swimming pool should be notified by the person raising the alarm as to the location and nature of the fire. *This person* will then liaise with *lifeguards / staff* and co-ordinate the evacuation process. *This needs detailing for*

individual buildings and for the full range of potential types of use of the pool stating exactly who does what.

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.

Everyone should be directed to the nearest emergency point, away from the source of the fire and to the evacuation point at…….. Thermal blankets will be issued if necessary and will be brought to the assembly point by……..

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

Bomb Threat

Should a telephone message be received that a bomb is in the building the person taking the call should gather 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

As soon as the call is over notify the *person in charge of the pool.*

The *person in charge of the pool* will inform all staff to turn off radios and avoid pressing the pool alarm transmitters - as both of these can inadvertently detonate a bomb. The public address system may normally be used but not a radio microphone - whistles and hand signals should be used instead.

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

If the decision is made to evacuate this will be in accordance with the fire procedure. Once the building is evacuated a thorough search will be made by the *person in charge of the pool* and police.

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

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

Adverse weather, thunder and lightning in an outdoor pool

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.

If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

Emission of toxic gas

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.

If evacuation of the building is deemed necessary exits must be used which lead customers / pupils away from the danger area. *The plan needs to state where these are and that could be a plan of the building in the fire section or at the end of the document*

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 *person in charge of swimming* should immediately be informed of the situation.

Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.

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 as should be given.

The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the *person in charge of swimming or the Headteacher to* initiate reporting, to the *appropriate Safety Officer in the first instance, or following laid down procedures*.

Serious injury to a bather

Call for the assistance of *another member of school staff* either by using *a two-way radio*, operating the pool alarm system or blowing three blasts on a whistle.

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.

Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.

All cases of head injury should be treated as serious. An ambulance will be called *by the person in charge* 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.

The *person in charge* will telephone for an ambulance and assist with first aid if necessary.

It is important that staff support casualties by speaking to them confidently and reassuringly.

All accidents to staff, pupils and hirers must be reported fully in the accident form and on Assessnet.

Discovery of a casualty in the water

Before entering the water to recover a casualty attract the attention of *a lifeguard / rescuer and / or activate the pool alarm system.*

If possible, place the two way radio on the poolside.

As soon as the alarm is activated, support staff implements a backup action; *this needs to be detailed to say who does what. Someone will need to find out the nature of the emergency and will need to instruct an ambulance to be called.*

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.

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.

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.

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.

Staff should ensure that a crowd does not gather around the casualty.

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.

As soon as possible after the incident all staff involved will be required to make a written statement.

No statements shall be made to the press or other members of the public.

Removal of a casualty with a suspected spinal injury

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. *Normal Operating Procedures should detail safe use of equipment and specify a diving policy for each particular pool.*

Priorities

- If the casualty is in a face-down position, they must be turned into a face-up position urgently.
- If the casualty is not breathing, commence Expired Air Resuscitation even if the action risks further damage to the spinal cord.
- Stabilise the casualty's head.
- Maintain the casualty in a horizontal position.

Procedures need to be in place for rescue from water (deeper than 0.7m) and staff need to be trained in these procedures. The NOP should specify the minimum number of persons required to complete a rescue - normally a minimum of four using a spine board, more without a board and these people should be present in the building to urgently assist in the event of an accident of this nature.

Dealing with blood, vomit, faeces etc

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

Diarrhoea

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.

The *person in charge of swimming* will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

A flocculent will be added to the pool water treatment system prior to the filters if a medium rate filter is in use.

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.

Solid stools

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.

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.

Blood and vomit

If substantial amounts of blood and vomit enter into 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.

Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant of 10ppm should be washed over the area.

The cloths used for this purpose should immediately be safely disposed of.

Notes page

19. POOL OPERATORS' INFORMATION

The Pool

Swimming pools fall into two basic groups:

Concrete Pools - These pools are sunk into the ground and constructed of concrete with concrete or paved surrounds. They are sometimes referred to as permanent pools.

Prefabricated Pools - These pools are generally above the ground and are made up of prefabricated timber side sections with a plastic liner used to hold the water, the base of the pool liner resting on a bed of sand. These liners are quite tough and will withstand normal use. They can, however, be easily pierced with anything sharp, and should such articles find their way into the pool they must quickly and carefully be removed.

If the pool is pierced the pool repair contractor should be called in before the object is removed, this may enable the water to be saved.

Filter Plant

The exact operating procedure will be set down in the Manufactures instructions, but the following can be taken as a general guide.

The plant comprises of a re-circulation pump, coarse strainer box, filter unit and selector valve or three or four individual valves.

Water is drawn from the pool outlet (and surface skimmer if fitted) and arrives at the plant room. It passes through the coarse strainer basket and into the filter unit where it is cleaned and then returns to the pool. It takes several hours for all the water to pass through. This is known as the turnover period. The filter element is housed in the filter body and holds the sand, which is responsible for the actual cleaning of the water.

Preparation and Maintenance

Preparation - It may be necessary to empty the pool for the new swimming season. Surface pools must be emptied by siphon action and on no account should the plant be used for this operation. In the case of sunken pools the plant will have to be used but it should be adjusted to the waste position. Under no circumstances should dirty water be drained through the filter body. Care must be taken to ensure that the water is discharged to the approved position and does not cause a nuisance to the school or adjacent properties. Draining of sunken pools cannot take place until the plant has been commissioned.

The pool should now be hosed and scrubbed and special care should be taken when cleaning prefabricated pools because of the plastic liner.

A coat of protective paint may be applied to concrete pools.

The pool should be filled with fresh water from the mains supply. Add Fi-Chlor as the pool fills. The swimming pool edge and steps should be washed down.

Chlorine levels should be balanced with readings at acceptable levels before swimming commences.

Pool Heating - Pool heating can only take place with the permission of the Headteacher. If permission is given and the pool has the necessary equipment for heating the following points must be noted:

- the heating plant must never be run unless there is proper water circulation through the filtration plant
- during prolonged periods of sunshine the solar gain will be far more effective in raising the pool water temperature than the heating plant
- temperature in excess of 27C (80F) will cause deterioration of the filter process and consequently it will be necessary to backwash more frequently
- if the water temperature approaches 27C steps must be taken to lower the temperature. Therapy pools are the exception and are designed to run at higher temperatures

Emptying the Pool - No emptying should take place by means of pump or any other method except in preparation for the new swimming season. If it is thought that the pool needs to be drained at any other time then the Headteacher must be consulted.

If a severe leak occurs in the pool, the filter plant should be put in the waste position and run so as to ensure that as much water as possible is drained away to the approved position, thus limiting the amount of water which is escaping from the leak and possibly causing a nuisance.

Outdoor Pools only

Winterising

Following maintenance and draining of pipe work and filters, action should be taken to ensure that the equipment remains protected from frost and that the pool remains 2/3 full of water.

Pool heavy duty covers should be put on.

Periodically check that there is no loss of water through leakage or other defects.

Defects in the pool structure or equipment should be rectified as and when they are identified. Failure to do so can lead to costly repairs and delay the re-commissioning of the pool.

Weekly inspections should be carried out and documented during the winter and any debris removed.

Recommissioning

The pool must be drained, thoroughly cleaned and refilled. The filter plant and heating equipment must be put back into commission.

The condition of fencing, coatings on timber and metal work should be inspected at regular intervals, all defects should be rectified.

Gates to pool surrounds and plant room must be kept locked when the pool is not in use.

Moving and Handling

The Manual Handling Operations Regulations require that manual handling tasks are identified and avoided where possible. Where moving and handling tasks cannot be avoided an assessment of the activity must be carried out.

When chemicals are delivered, sufficient space for parking should be provided close to the storage area to minimise any moving and handling. When handling chemicals suitable scoops have been provided to discourage manual handling.

Risk assessments will be completed for any moving and handling tasks that cannot be eliminated.

Only those employees who have received training on the use of hoists may operate the equipment. The hoists will be tested every six months in line with current legislation.

Employees who are required to undertake moving and handling activities must be competent in the correct handling techniques.

COSHH

Under the Control of Substances Hazardous to Health (COSHH) Regulations a COSHH assessment must be undertaken of all the hazardous substances before the substance is used. The COSHH assessment will identify the hazards associated with the substances, the control measures to be put in place to minimise the level of risk, any personal protective clothing/equipment identified and operator training. Safe systems of work must also be devised and followed to protect employees and others from contacting, ingesting or inhaling harmful materials.

Depending upon the type of disinfection system, some or all of the following protective clothing may be needed during delivery, handling of materials, cleaning or maintenance:

- impervious boots
- impervious aprons
- impervious gauntlets
- eye protection to BS2092:1987 (BS EN 166, 167 and 168)
- respiratory protection to BS4275 and BS2091 for systems using normal plant operation implies a list of exposure to toxic gases

When handling dry materials, employees, pupils or visitors should not be exposed to excessive dust. Where necessary conditions for weighing or measuring out materials should be carefully controlled. Exhaust ventilation may need to be considered. Emergency arrangements for serious leaks/spillages must be devised and written down, as must a safe disposal system, safe delivery and storage arrangements.

Chemicals should be stored in their original containers and care taken to ensure that containers are kept tightly closed; that they do not leak and are clearly marked to show what they contain.

Chemicals should be stored in their original containers and care taken to ensure that containers are kept tightly closed; that they do not leak and are clearly marked to show what they contain.

Different chemicals should never be mixed and steps should be taken to prevent the possibility of accidental mixing. Chlorine compounds used at swimming pools must be kept apart from acid materials as mixing of even small quantities may cause rapid generation of highly toxic chlorine gas.

Vessels used to measure or otherwise contain chemicals should be well washed out with water before and after use.

When diluting or dissolving a chemical, where this is appropriate, always add the chemical slowly to the water, never the water to the chemical.

Chemicals must not be stored in boiler rooms. Ensure that rooms in which chemicals are used and stored are cool, dry and well ventilated and secure and that they are kept clean.

Rooms, cupboards and other places used for the storage and handling of swimming pool chemicals must be kept locked and only entered by authorised persons.

Spilled chemicals must be cleared away and disposed of safely following the suppliers/manufacturers guidance, washing down as necessary. Empty chemical containers must also be disposed of safely.

Training

Pool operators must receive Pool Operators training this is conducted by Lew Keay & Sons Swimming Pool Contractors lksswimmingpools@btinternet.com
Tel 0798080738412

20. FREQUENTLY ASKED QUESTIONS

What are swimming pool chemicals?

- Swimming pool chemicals include various kinds of disinfectants and sanitizers, which work to control the growth of certain kinds of algae and bacteria in the pool water.

- Swimming pool chemicals may also be used in hot tubs, spas, wading pools, and whirlpools.

- Various kinds of disinfectants and sanitizers are used but the "chlorine" type is the most common. The chlorine usually comes from "chlorinating agents" that release chlorine when they are dissolved in the water. Chlorine gas may be used in large pools.

- The chlorine-based disinfectants may be called "chlorinating liquid", "dry chlorine" or "liquid chlorine". The so-called "dry chlorine" is actually one of the chemicals in granular or tablet form while "liquid chlorine" and "chlorinating liquid" are solutions of these chemicals dissolved in water. This document will summarize the safe use of these chlorinating agents.

What are the types of chlorinating agents?

There are two main types of chlorinating agents:

- inorganic chlorinating agents such as calcium hypochlorite, lithium hypochlorite, sodium hypochlorite, and;
- organic chlorinating agents such as trichloroisocyanuric acid, potassium dichloroisocyanurate, sodium dichlorocyanurate [as anhydrous or dihydrate forms].
- organic and inorganic chlorinating agents are not compatible with each other.

Many incidents occur when the same scoop or pail is used for both chemicals with out cleaning them or when adding one product after the other or in the pool chlorinator.

Why should I be careful when using and storing these chemicals?

- Swimming pool chemicals can also be oxidizers and corrosives.
- Oxidizing materials have the ability react chemically to oxidize combustible (burnable) materials. To be an "oxidizer", the material itself provides oxygen which combines chemically with another material in a way that increases the chance of a fire or explosion. This reaction may be spontaneous at either room temperature or may occur with slight heating. Thus, oxidizing liquids and solids can be severe fire and explosion hazards. Bromine and fluorine are also oxidizers.
- Corrosives are materials that can attack and chemically destroy body tissues on contact.
- Corrosives can also damage or destroy metal. The effects on tissues and metals depends on what the corrosive agent is and how concentrated it is. They can

begin to cause damage as soon as they touch the skin, eyes, respiratory tract, digestive tract, or the metal.
- Safety Data Sheets provided by the supplier / manufacturer or product labels should be consulted for the specific effects on tissues or metals and for procedures to follow in cases of spills or splashes.

What are some tips for handling chlorinated swimming pool chemicals?

DO

- Read and follow instructions carefully. If there is anything you do not understand, ask your pool chemical supplier for help. Keep all chemicals out of the reach of children**.**
- Containers should always be kept closed when not in use.
- Use separate, clean metal or plastic measuring cups for each chemical to transfer or measure chemicals. (Scoops should not be made of wood.)
- Wear appropriate protective equipment and clothing including gloves and footwear.
- Protect chemicals from moisture and water. Even putting the wet scoop back into the pail may cause a reaction.
- Always add the chemical to the pool water - never the other way around (never add water to the chemical).
- Wash your hands thoroughly after handling any chemicals

DO NOT

- Do not use contents of unlabelled containers.
- Do not mix different chemicals together.
- Do not put spilled chemicals back into their containers.
- Avoid touching the undiluted chemicals with your hands.
- Do not smoke when handling chemicals.
- Do not expose to heat or flame.
- If a fire breaks out, do not use a "dry chemical" fire extinguisher. Only use large amounts of water. If you cannot extinguish the flame immediately, leave the area and call the fire department.

What are tips for safe storage of pool chemicals?

- Store in a cool, dry place away from sunlight.
- Keep out of reach of children and pets.
- Store chemicals in the original containers.
- Never store oxidizers and acid near each other. Oxidizers will release chlorine gas if they come in contact with acids.
- Do not store liquids above powders or solids.
- Do not store materials or chemicals above your head.
- Do not store pool chemicals near gasoline, algicides (algaecides), fertilizers, herbicides, grease, paints, tile cleaners, turpentine, or flammable materials. This tip is especially important when pool chemicals are stored in sheds or small storage rooms.
- Do not reuse containers. Wash out the container when empty and then dispose of it.

How should I clean up small spills?

- Any spills larger than 50 kg should be handled as an emergency and the fire department called immediately. If in doubt of what to do, call the fire department or your local chemical spill emergency response centre.
- Before cleaning up a small spill:

    - Make sure that the material is dry and has not mixed with other chemicals.

    - Do not clean if the chemicals has mixed with other materials (such as grass, paper, etc) or if the material is reacting (hissing, bubbling, smoking, gassing, burning) or the containers are bulging.

    - If there is any sign that a chemical reaction is happening, evacuate the area immediately and contact your local fire department for help.

DO

- Wear protective gloves, boots and aprons made of butyl rubber or neoprene (or other material specified in the Safety Data Sheet).
- Wear safety glasses or goggles - goggles offer better protection against liquid splashes and airborne dust than glasses.
- Ventilate the area if indoors.
- Carefully place the spilled material in a clean, dry plastic bag or container. Place this filled plastic bag inside another bag when finished.
- Keep an eye on the material once it has been picked up. A reaction may be delayed.
- Dispose of the material according to manufacturer instructions and according to local regulations.

DO NOT

- Do not place spilled material back in the original container.
- Do not generate dust when cleaning up a powder or solid. The dust may react with the moisture on your skin and cause injury.
- If using a container to hold the spill, do not seal.

In general, what do I do if someone needs first aid?

- Call for medical help immediately.
- Quickly move victim away from the chemical
- Flush with lukewarm, gently flowing water until the chemical is removed.
- Gently remove clothing or jewellery that may restrict circulation or that may trap some of the chemical beneath it.
- Follow the first aid instructions on the container.

CENTRAL BEDFORDSHIRE COUNCIL SWIMMING POOL LOG SHEET

Name of School:
To be completed twice daily

Date	Free Chlorine (DPD No 1 Tablet)	Total Chlorine DPD No1 & No 3 Tablets)	Combined Chlorine Total Free	PH Value	Water Temp	Estimated No. of Bathers	Appearance of Pool / Comments	Sig

Daily / Weekly Checklist

Name of School:

Daily Checks	Date and signature	Comments
Emergency Alarms		
Emergency Equipment and in position		
Remove Debris floating on surface of swimming pool		
Ensure filter, pumps are operating satisfactorily		
Inspect / check emergency lighting		
Clean changing areas with disinfectant and clean surrounds		
Weekly Checks		
Thoroughly clean pool surround and equipment		
Clean surface water skimmer baskets of debris		
Backwash filter plant or renew filter material according to type of filtration		
On Fridays, if the pool is not in use over the weekend, following the last swimming session, ensure all equipment is functioning efficiently and left operational. Shock dose the swimming pool to cover the weekend.		

Contact us*…

by telephone: 0300 300 8305
by email: customer.services@centralbedfordshire.gov.uk
on the web: www.centralbedfordshire.gov.uk
Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

*For enquiries regarding this policy please find Key Contacts on inside front cover