



# **POLICY FOR SWIMMING POOL PROCEDURES**

**Presented to:**

**Local Governing Committee  
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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus three years

## SWIMMING POOL NORMAL OPERATING PROCEDURES (NOPs)

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## 1.0 **Objective and Scope**

- 1.1 It is the objective of Arthur Mellows Village College to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial practice. This policy identifies the processes and procedures designed to ensure a safe, healthy and controlled environment for all users. The procedures are used in conjunction with other operational procedures to satisfy the relevant requirements of 'Safety in Swimming Pools' and the requirements of the Health and Safety at Work Act (HSE) and regulations made thereunder, the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Management and Health and Safety at Work Regulations 1999 which require the assessment of risks of swimming pool activities and the making of arrangements for implementing health and safety measures identified to reduce risk appointing competent people to help implement arrangements, provide clear information and training to employees establishing procedures for employees to follow. These procedures have been reviewed by reference to the HSE document 'Managing health and safety in swimming pools', HSG179 (Fourth edition, published 2018).

## 2.0 **Details of the Pool**

- 2.1 Outdoor heated pool - Length: 25m, Width: 10m, Depth: 1m sloping down to 2.2m at a distance of 4m from the deep end. The deep end is 1.8m sloping down to 2.2m. Pool surround: non-slip concrete edgings. The paving around the pool is concrete. Water depths are marked on the concrete pool edgings and there are signs on the fence. There are 4 sets of steps to enter/leave the pool by. Shallow and deep ends are clearly marked. Lifesaving equipment is positioned at the side of the pool.

## 3.0 **Access to the Pool**

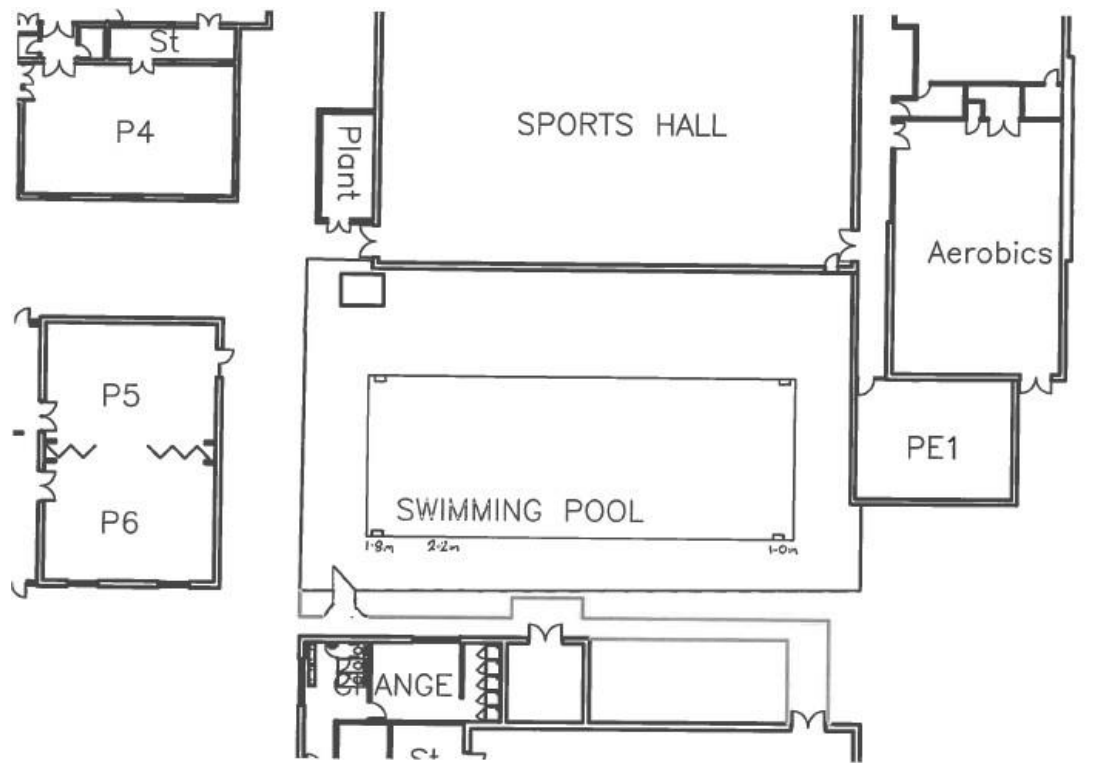
- 3.1 Entry to the pool is via. the gate near the Gym or the door from the Sports Hall. Both the gate and the door shall be kept locked when the pool is not in use. They shall only be unlocked when there are sufficient numbers of supervisory staff present. They shall both be locked at the end of each session when it has been checked that all users have left safely.

## 4.0 **Changing Room Supervision**

- 4.1 Supervisors have access to the changing rooms to check behaviour and safety of pool users. Supervisors will use their discretion when entering the changing rooms. Only staff employed by the College and those adults who have been given specific permission by the Head of College may enter the changing room areas during normal school hours. Supervisors have authority to check showers, seating, floors, equipment and toilets.
- 4.2 The changing rooms must always be supervised by a member of staff during College swimming sessions.
- 4.3 Supervisors and all staff involved in swimming teaching and supervision will have due regard to the terms of the College's Safeguarding and Child Protection Policy.

## 5.0 Plan of Pool

5.1



## 6.0 Risk Factors

### 6.1 Awareness of Risks

General Hazards and High Risk Users are assessed under the basic principles of risk assessment informally on a daily basis (whenever the pool is in use) by supervisory staff. Formal risk assessments are prepared and reviewed annually before the start of the pool use season by the Head of PE and the Site Manager who also checks that safety equipment is in place and is fit for use. From time to time on an informal basis the PE staff and swimming coaches will check the safety equipment. The NOP/EAP (Normal Operating Procedures / Emergency Action Plan (see Appendix A)) is reviewed and amended as necessary on an annual basis by the Site Manager in conjunction with the Head of PE. There is hence continual on-going assessment of risks in and around the pool.

### 6.2 Known Hazards

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and therefore should be considered as risks:

- Prior health problems eg heart trouble, asthma, epilepsy etc
- Youth and inexperience (half of those who drown are U15)
- Alcohol, drugs or food before swimming
- Poor behaviour – running on poolside
- Direct access from all changing rooms
- Possible breakage of large glass windows on either side of pool
- Reduced visibility due to reflection from windows/glare factor
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water
- Pool users returning to the pool from the changing rooms after supervised session has ended
- Missing students
- Unruly behaviour and misuse of equipment

- Swimming aids and other objects in the water can obscure the supervisor's view
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool staff in an emergency
- Lane ropes can take students out of their depth
- Swimming should not be undertaken during thunderstorms
- The pool should be checked for any objects that might have been thrown in
- Weather conditions

### 6.3 Users at Risk

- Weak and non-swimmers
- Children under the age of 16 including spectators
- Disabled children
- The boisterous and show-offs
- Those wearing arm-bands or other forms of buoyancy aid
- Swimmers using inflatables and other flotation aids
- The elderly
- Swimmers with disabilities/special needs
- Swimmers under the influence of alcohol and/or drugs
- Swimmers inadequately/inappropriately supervised
- Unauthorised swimmers

The supervisors on duty are best placed to observe, before they enter the water area, users who may be considered to be at particular risk. Some may be excluded from entering the pool.

### 6.4 Reducing the Risks

#### 6.4.1 All pool users must:

- observe the code of conduct strictly for all groups
- only dive into the deep-end shown by notices on the poolside

#### 6.4.2 All pool supervisors must:

- Take a head count before and after any swimming class. This should be recorded in the swimming registers
- Ensure that everyone is out of the pool area at the end of each session and that the door and gate are locked
- Understand that STRICTLY NO ACCESS for unauthorised persons to the poolside is permitted unless a supervisor is present
- Comply with SENDA (Special Educational Needs and Disability Act 2001)
- Ensure that reasonable adjustments are made to assist any disabled students to learn to swim
- Ensure that any disabled swimmers are offered access to a hoist if required.

#### 6.4.3 Pool operators must:

- Observe safe recruitment and safeguarding principles in accordance with the College's Child Protection and Safeguarding policies including regular training.
- Observe the provisions of the College's missing student procedure as relevant and necessary (see below: EAP) in the event that a child goes missing.

#### 6.4.4 Parent / Carers responsibility:

It is the responsibility of parents/carers to notify the College of any medical conditions or learning difficulties relevant to their child. All swimming staff are notified by the College of any medical conditions or learning difficulties which may affect any of the students swimming in the pool.

#### 6.5 Risk Assessment

Risk assessment is an ongoing process and existing documentation will be reviewed regularly. All staff should be responsible for contributing to ensure that procedures and training for safe pool operation continue to be relevant. Copies of the current risk assessments are available from the Head of PE. A risk assessment template is available on request. As part of standard risk assessment processes, staff and authorised visitors are requested to report any damage or deficiencies in equipment or facilities to the Site Manager or to the Pool Technician as soon as reasonably practical. Fire risks and risks under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 are regularly assessed and fire drills undertaken. Any safeguarding or child protection concerns should be reported immediately to the Head of College as Designated Child Protection Officer or the Governor with responsibility for Safeguarding and Child Protection issues.

#### 7.0 **Swimming Pool Code of Conduct**

- 7.1
- Do not enter poolside unless a supervisor is present
  - No person may swim in the pool unless another adult is present in the pool/poolside. This rule is non-negotiable
  - Do not enter the water without permission
  - No running is permitted on the poolside
  - No fighting, pushing, bombing or ducking is permitted. Unacceptable behaviour will not be tolerated
  - All jewellery should be removed, including watches
  - Long hair should be tied back or a swimming cap worn
  - No diving may take place at all in the shallow end, and no acrobatics, for example: no back dives. Diving is permitted, only with the supervision of the swimming instructor at a depth of no less than 1.5 metres
  - No shouting is permitted
  - No eating or drinking is permitted on the poolside or in the changing rooms or foyer other than drinking of water from plastic sealable bottles
  - Suitable swimwear must be worn
  - All students should be restricted to shallow water, until they have demonstrated that they can swim competently
  - Suitable non-slip clean shoes shall be worn on the poolside
  - No glass, whether bottle, jar or drinking glass may be taken into the swimming pool area or changing room. Only sealable vessels are permitted poolside
  - No shampoo, conditioner or other detergents are to be used in the pool
  - Accompanying adults must not leave children unattended in the pool or poolside
  - Keep all balls within the pool area – do not bounce them off the walls or kick them on the poolside
  - Students may wear goggles as long as long as they are made of unbreakable plastic or rubber
  - If a swimmer has a verruca, he or she must wear a verruca sock
  - If the College has been notified that a student may require an inhaler during exercise, the inhaler must be accessible at all times poolside
  - Mats may be used at the supervisor's discretion. Mats should only be lifted from the water by an authorised member of staff who must undertake a routine check to ensure

no one is trapped underneath the mats

- Where children sustain either a head or significant injury and any First Aid is administered, parents/carers should be informed as soon as possible
- Listen for whistles/alarms: 1 short blast – look at and listen to the teacher. 1 long blast – clear the pool. 3 short blasts – alert staff that you are entering the water and/or need assistance, Continuous ringing bell – fire alarm

## 8.0 **Poolside Rules for Supervisors (Safety Guidelines for Staff)**

- Supervisors must be fully conversant with the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) and ensure that in the event of an emergency, the EAP is followed
- College staff and supervising staff of other outside organisations that use the Swimming Pool must have passed their National Rescue Award for Teachers and Coaches (NRASTC) in order to be a supervisor of a swimming session
- No swimming sessions can take place without there being at least one qualified supervisor/teacher (ie someone who has a current NRASTC) for every 20 swimmers in the water and a second responsible adult in attendance
- Nobody enters the pool until sufficient qualified staff are present
- When leaving the pool supervising staff must ensure that the door and gate are locked.
- Teaching staff must have a register of all students in the class identifying if they are swimming or not. Important medical details shall be available in the register. Students must be counted before and after each lesson and more frequently for less able groups
- Teaching staff must have the PE or personal phone and radio. Telephones are located in both PE offices and in the Gym laundry room
- Teaching staff must warn students of the potential danger to their ears of diving into water deeper than 1.5m
- Supervising staff must carry/have immediate access to a whistle at all times
- Supervising staff must never leave children in the pool unattended
- Supervising staff must supervise all diving at all times
- Supervising staff must wear suitable pool side footwear at all times
- There must always be one member of staff out of the water to observe all the students. Except in emergencies the teacher or instructor should not enter the water if this leaves no supervising adult on the pool side
- Supervising staff must ensure the relevant bathing loads are adhered to (see section 11)
- All supervisors must know the location of all the safety equipment and be trained to use it. The safety equipment comprises a short reach pole and a minimum of 4 life buoys
- First Aid kits are kept in both the Sports Hall Office and the Gym Office. One kit should be taken to the pool side prior to the commencement of a swimming session.
- For student behavioural issues during school hours the class teacher should use the school radio to contact on call to deal with the issue
- All staff must adhere to the 'Normal Operating Procedures' so that the users recognise a consistent approach and learn what sort of behaviour is expected of them
- All staff must be familiar with the EAP and ensure that Emergency procedures are practised with each group at the start of each swimming season
- All staff and their immediate families, or any other visitors to the pool who have been authorised in advance by the Head of College to use the pool, must sign in and out before and after swimming, in the signing-in book in reception clearly indicating that they are using the pool. Failure to observe this rule may disentitle any claimant to the College's insurance in relation to any loss or damage sustained to person or property within the pool.

## 9.0 **Pre-Swim Checks**

9.1 Before swimming the following should be checked:

- The pool temperature is approximately 28°C. If the temperature is much lower swimming time must be reduced and activity levels increased
- That the pool side is clear of obstructions, chemicals etc
- That any rescue equipment is present and fit to use
- That the First Aid Box is present and fully stocked
- That the bottom of the pool is clearly visible, if not contact the Site Office on 1146 or via Main Reception
- That the fire exits are clear and functional
- The teacher and or supervisor should be able to see all the students throughout the lesson.

## 10.0 **Supervisor Training**

10.1 The Head of PE will co-ordinate the arrangements for taking the Royal Life Saving Society (RLSS) National Rescue Award for Swimming Teachers and Coaches (NRASTC) for staff who either need to become qualified for the first time or who are retaking their test every two years. Copies of the certificates of those who have a current NRASTC will be kept on file with the Head of PE.

## 11.0 **Swimming Numbers and Minimum Supervision Ratios**

11.1 Maximum Load: 40

- There shall be one suitably qualified member of staff for each 10 non-swimmers or beginners
- There shall be one qualified supervisor for each 20 students who can swim 10m+
- The ideal target for normal class use is no more than 34 students in any class
- At least 2 adult supervisors or teachers, one of whom must be qualified, must accompany every group of swimmers over 20
- Adult with infants/swimmers with disabilities: these classes should be conducted on a 1 to 1 ratio

## 12.0 **Hire of Facilities**

12.1 Hiring of the swimming pool is undertaken through the Lettings Coordinator. Any third party who wishes to use the swimming pool will be asked to read and understand the NOP and EAP as a condition of use or hire and confirm that they have done so and will agree to the hire for the duration of their event of a qualified supervising lifeguard.

## 13.0 **Swimming Galas including Emergency Procedure**

Swimming staff organising galas will consider guidance from the Association for Physical Education (AfPE) covering planning and involvement in the event, including risk assessments.

- All swimmers must start from the deep end if diving
- There must be a sufficient number of qualified staff on duty
- The Head of PE /designated deputy in charge of the gala will carry out an equipment check before every gala, taking care to check lane ropes, diving blocks, sharp edges of tiles and lane ropes in position as well as the slipperiness of the poolside
- The supervising person in charge of the gala will inform everyone where the fire exits are and, in the event of an emergency if they hear an alarm they should head swiftly and calmly to the evacuation point. The supervisor should point out the shallow and

deep ends and state that there should be no diving in shallow water and that spectators must keep the sides of pool free for staff

- Young children with adult spectators or swimmers must be carefully supervised at all times and on no account left unattended

#### 14.0 **Cleanliness**

- 14.1 It is the responsibility of the site staff to ensure that the pool is kept clean and tidy at all times and that the water, poolside and changing room are cleaned and appropriate cleanliness and chemical checks undertaken thoroughly and regularly. In the event of fouling of the pool by faeces or blood, immediate cleaning with suitable chemicals must be undertaken and pool closure should be considered with immediate effect for 24 hours, dependent upon the nature and extent of fouling. Also reference the Emergency Action Plan (EAP) in all such cases.

#### 15.0 **Communications**

- 15.1 Telephones are located in both PE offices and in the Gym laundry room. The Site Office can be reached by dialling 1146.

Outside EMERGENCY SERVICES can be reached by dialling 9 then 999. The pool address is:

Arthur Mellows Village College  
Helpston Road  
Glington  
Peterborough  
PE6 7JX

Telephone 01733 252235.

- 15.2 The College's Main Reception will need to be informed that the emergency services are on their way, so that they can arrange for the gates to be opened and an escort to be at the gate to direct them to the entrance of the pool.

#### 16.0 **Policy Review**

- 16.1 The Local Governing Committee will review this policy in line with the procedure for policy review.

#### 16.2 Date for Review

If no other reason for review, this policy will be reviewed every three years by the Local Governing Committee.

## **APPENDIX A**

### **Swimming Pool Emergency Action Plan (EAP)**

#### **Objective and Scope**

It is the objective of Arthur Mellows Village College to ensure that emergency situations are dealt with in a manner which minimises the risk to staff, students and other users.

#### **Emergency Equipment**

Around the walls of the pool are:

- 4 life buoys (flotation aid) as a minimum
- 1 hooked reach pole
  
- First Aid kits are kept in both the Sports Hall Office and the Gym Office. One kit should be taken to the pool side prior to the commencement of a swimming session.

In the Main Reception:

- Defibrillator

On Gym wall near Gym Entrance:

- Defibrillator

It is the responsibility of the supervisor to know the location of the safety equipment and to ensure it is in place at the start of each session. Diabetics and asthmatics should bring their emergency equipment to the pool compound. The Pool Technician checks the emergency equipment for suitability and defects weekly and reports any damage or defects to the Site Manager who will authorise replacement of any defective or damaged equipment.

#### **Minor Injuries Poolside**

A minor emergency is an incident which, if handled properly, does not result in a life-threatening situation. The supervisor should use the relevant provisions of the College's First Aid policy.

It will normally be dealt with by the nearest supervisor who acts as follows:

- One long blast of the whistle will be given by the person seeing the emergency
- The students leave the water by the nearest side and stand against the wall and await further instructions
- The Supervisor deals with the emergency administering first aid if necessary
- The supervisor/class teacher calls for first aid assistance on the site radio
- The supervisor must complete an accident report. When dealing with first aid anywhere in the swimming pool, the supervisor must not leave him/herself in a compromising position eg students alone in, on, by the pool.

#### **Major First Aid Emergencies**

A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation. As with minor emergencies, the response to most major emergencies follow a general pattern. This has two steps:

A supervisor who identifies a serious situation alerts another responsible adult and users by one long whistle blast. This person will initiate the rescue by taking the appropriate action.

The responsible adult, on hearing the long whistle blast, should immediately help to clear the pool and make safe other users before calling for assistance. All students leave the water by the nearest side and stand against the wall and await further instructions. A head count should be taken. The radio should be used to call a first aider to the pool to assist. The emergency services shall be telephoned for assistance, 999 on the PE / Personal mobile. An ambulance should be

requested. They should then assist the Supervisor. Site shall be called by radio to direct the ambulance to the pool.

The Supervisor will complete an incident report, leaving the original with First Aid.

The relevant provisions of the College's First Aid Policy should be adhered to at all times so far as reasonably practicable.

### **Pool Water**

If the pool is not clear, the pool should not be used. As a rule, no part of the Pool should be used if the bottom cannot be seen clearly (as a minimum, the ability to see the body of a small child at the bottom of the pool). If clarity deteriorates whilst the pool is in use it should be evacuated without delay. If this situation arises, contact the Site Manager immediately.

### **Fire Alarm**

This is a continuous ringing bell and evacuation should be through the fire exit gate leading outside to the assembly point, the front field. The supervisors will direct users to the exit and will then lead them to the assembly point.

### **Lighting Failure**

There is no external lighting for the pool, so it can only be used during daylight hours.

### **Dealing with Bodily Fluids**

Diarrhoea and Solid Stools - If a substantial amount of faeces, either loose or solid, is introduced to the water, the pool shall be immediately closed to swimmers. The maintenance/cleaning staff shall immediately be informed and they will deal with the situation in the appropriate way always having reference to the Swimming Pool's manual.

Blood and Vomit - If substantial amounts of blood or vomit are spilled into the pool, it shall be temporarily cleared of users to allow the pollution to disperse. If this situation arises, contact the Site Manager and notify him of the situation immediately. Spillages of blood or vomit on the poolside shall be contained and wiped up with the appropriate cleaning cloths. The cloths for this purpose should be safely disposed of immediately. The supervisor should then complete an incident report.

In all cases of major contamination, the pool should be closed for up to 24 hours, allowing time for at least one complete filter cycle and the Site Manager must be notified of the situation.

### **Chemical Dosing**

The pool is treated with chemicals for cleaning and disinfection purposes. No gases are used for treatment. Treatment takes place outside of the hours that students use the pool. If there is a chemical imbalance and the pool is not fit for use it will be closed and the Head of PE informed of the situation. Should the pool water look a strange colour or if it is not clear, there may be a treatment issue. In this situation the pool should not be used and the Site Manager should be informed immediately.

### **Structural Failure**

In the event of structural failure, the pool should be evacuated as a matter of urgency.

### **Missing Student Procedure**

In the event that a student is lost, the pool should be evacuated, the changing rooms, and pool area thoroughly searched, then secured. If the student has not been located the normal missing student procedure shall be implemented in the knowledge that the pool has been thoroughly searched and secured.