

BEWCASTLE PRIMARY SCHOOL

SWIMMING POLICY March 2019

Incorporating Normal Operating Procedure NOP and Emergency Operating Procedure EOP

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Objectives and Scope

This document sets out both the policy for both normal and emergency operating procedures for Bewcastle Primary School Pool. It covers key areas such as;

- Supervision
- Safety
- Teaching
- Use by External users

This policy together with the following supporting documents will be made readily available to staff and members using the pool.

- Emergency Action Information

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- Pool Rules
- Conditions of Membership/ Swimming Pool Hire
- Details of Staff Training e.g. life guarding, teaching
- Records for pool and plant maintenance.

Details of the Pool

The pool area is located within the school grounds in a locked compound. The pool itself is housed within a polytunnel based structure. It is used by all pupils within Bewcastle Primary School to allow them access to swimming activities to meet the swimming standards set by the Department of Education. It is also used outside school hours by members of the public who hold a membership which they have obtained from the school.

Opening times are weather dependant (usually May – Sept)

Pool Details	
Length	12m
Width	4m
Maximum depth	1 metre
Minimum depth	1 metre
Total surface area	48.55m ²
Maximum capacity (people)	25 (usually used by less than 12)
Gradient	No gradient

Risk Assessment

A pool safety risk assessment which identifies significant risks is undertaken annually as part of the school's annual review of Health and Safety. This can be found at Appendix A

- This assessment covers
 - Pool environment
 - Pool supervision
 - Pool plant
 - Sessions users
- All leaders of groups using the pool must be aware of the pool Risk Assessment and understand the risks identified and the actions necessary to control them.

Key Risks

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Diving into insufficient depth of water (leading to concussion or head/neck or spinal injury)
- d) Recreational swimming
- e) Prior health problems
- f) Absence of, or inadequate response, from pool staff in an emergency
- g) Outside school hours use – Restrictions and rules.

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Standard Procedures for School Swimming Sessions

- To ensure unauthorised access the pool area will be locked when not in use.
- Before a lesson commences visual checks will be made to ensure that all emergency equipment is in place.
- Any staff responsible for teaching and pool safety should be aware of any existing health issues of staff/pupils e.g. heart trouble, asthma, and epilepsy. Medications should be within easy access to any swimmers who may need them. Where epilepsy is totally controlled by medication no special precautions are necessary.
- All supervisors will carry a whistle and swimmers must practice a simple whistle drill at the beginning of a new swimming programme –

One short blast calls for attention of pool users

Two short blasts calls for the attention of a lifeguard or member of staff, swimmers move to the side of the pool.

Three short blasts tells pool users to leave the pool

- All diving is prohibited and swimmers will 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.
- Swimmers will not be allowed to enter or return to the pool area unsupervised.
- If a swimmer has a minor injury which requires staff to deal with it then swimming activity will stop and all pupils to leave water. First aid kits will be available within the school pool area.
- All swimmers should be counted out of the pool at the end of the session, and the supervisor should be the last to leave locking the door behind them

Pool Rules

The pool rules will be explained to pupils before their first swimming session and they will be reminded of these rules periodically by group leaders. General pool rules and information for users will also be displayed within changing and the pool area.

For children these are:

- Not to enter the water until instructed to do so
- Enter and exit the water by the steps only
- No running in the pool area
- No food or drink in the pool area
- No shouting or whistling
- No acrobatics, jumping or diving in
- No pushing or ducking of others
- No holding others under the water or deliberately splashing them
- No jewellery to be worn
- All instructions and whistles from staff to be obeyed promptly

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For staff these rules are:

- Never leave the poolside unattended
- Never turn their backs on the pool or engage in any behaviour which results in not watching the pool.
- Always stay alert for vulnerable or weak swimmers.

Supervision of Swimming Activities

Pupil groups will be supervised at all times. One staff member will act as the lead supervisor. Supervisors will be on the poolside at all times; in position on the poolside before swimmers are permitted to enter the water. In addition, supervisors will remain on the poolside at the end of a session until all swimmers have left the area and the pool is secured. Any staff in the water will not be counted in the pool supervision ratios. Supervision ratios will be based on risk assessment considering the needs, abilities and numbers of each particular group

Supervisors will be suitably attired in terms of clothing and flat non slip shoes. They may wear sunglasses to avoid glare

Supervisors will position themselves so that they can view the whole pool. Due to the size of the pool any casualties should be able to be reached within 20 seconds.

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

Supervision ratios (during school time)

- These will be primarily based on the needs of each particular group. Each situation will be considered independently. Care will be taken to ensure that there are sufficient helpers in the water to provide 1:1 ratio for those in need of constant support.
- Ratios will be determined by individual pupil assessment and by consultation between PE Coordinator, Class Teacher, SEN and Parent/Carer
- The medical condition of the pupil must be considered prior to permitting School Swimming Sessions. As a guide the school will follow the following general ratio.

Beginners/Non Swimmers 1:10

Improvers/Intermediate Swimmers 1:20

Competent Swimmers 1:20

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Lifeguard

Staff responsible for groups have undertaken the

- NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS AND COACHES (NRASTC)

And are responsible for:

- Being familiar with, and ensuring, the pool's normal and emergency procedures are enforced
- Maintaining constant observation of the pool and pool users
- Carry out rescues and initiating other emergency action, as and when necessary
- Carry out immediate First Aid in the event of an injury or other emergency
- Ensure the pool area is never left unattended when bathers are in the water
- Making themselves familiar with any emergency equipment provided
- Ensuring that all lessons, or 'structured sessions', must be taught by someone with an appropriate ASA swimming teaching/coaching qualification

Health and Basic Hygiene

- All Children will take part unless medically excluded by a medical professional or a letter from a Parent/Carer.
- Pupils will not be permitted to participate in Swimming if they have any of the following :
 - Infectious Diseases
 - Open Wounds
 - Eye or Ear infections
 - Gastric Conditions
 - Coughs and Colds
- Parents/Carers of Pupils who suffer from Asthma, Epilepsy or Diabetes should provide staff with written information regarding the medication which may be required so that an individual health care plan can be drawn up
- Pupils with verrucae should not be excluded from Swimming. It is desirable, but not essential, that Pupils with a verruca wear a plastic verruca sock.

Clothing

- **Jewellery** – For the safety of individuals and the group as a whole, no jewellery should be worn during School Swimming lessons

Community Use/Private Hire

The School shall ensure that external swimming pool members are aware of the pool requirements and rules. A formal membership agreement will be issued to members to confirm the arrangements to be in place. The member shall be provided with a copy of this procedure, emergency action plan and other relevant supporting information.

The school shall monitor community/private hire use to ensure the requirements and rules are being adhered to.

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Users outside school hours are required to report defects, accident or incidents to the Pool Committee by the quickest possible means. The Pool Committee will respond to any defects, accidents or incidents. They will report any significant defects, accidents or incidents to School Staff (Georgina Harland or Jane Howard) by the quickest possible means.

Due to the rural location and lack of a mobile phone signal in the pool/ school area, No lone swimming will be permitted. It is a requirement on members to observe this safety requirement for their own safety in an emergency.

No under 18s are permitted access unless supervised by a responsible adult.

The school will hold the relevant public liability insurance and a copy of the certificate will be on display within the pool area.

Safety/ Teaching Equipment

Safety equipment will be checked daily prior to pool opening and records of these checks will be kept. Problems/defects will be addressed by the school.

Teaching equipment, e.g. floats, armbands will be regularly visually checked and replaced where necessary.

Cleaning

Cleaning procedures will take place on a regular basis which will include the pool water, area and changing facilities.

For any chemicals in use a CoSHH risk assessment will be completed using the Material Safety Data Sheets and kept with the chemicals to advise staff of safe methods and dilutions rates, dealing with accidents, storage etc. Staff using cleaning materials will be trained in their safe use. Personal Protective Equipment (PPE) will be provided where required.

Pool water treatment

When	What	Who
Daily	Chlorine test (ideally 3)	Term Times – Teaching staff Holidays – Volunteer Rota
Daily	PH Test – ideally 7	
Weekly	Backwash	
Fortnightly	Clean Pump Filter	
Once a month (ONLY if Chlorine level is Low – Below 3)	Add chlorine Shock	

Detailed water treatment instructions are available to all staff and volunteers treating the pool. (Stored in the chemical cupboard) All staff are trained by Mike Leigh and volunteers via the cascade system.

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Reporting of accidents and incidents

In line with current legislation and as a community school, Bewcastle must ensure that they record and report accidents and incidents to the Local Authority.

All accidents to adults and significant accidents involving pupils will be reported

Pool users must ensure that they report any accidents, near misses, equipment defects or other incidents which take place on the school site. Reports should be made to the Headteacher or Site Manager by the quickest possible means. Emergency contact information for key school contacts is included in Appendix B

Swimming as part of the Curriculum

Bewcastle Primary School will endeavour to provide swimming instruction either in key stage 1 or key stage 2.

This will include

- A safe and caring environment for Pupils to learn to swim
- Development of Pupils confidence and potential in water activities
- The opportunity for Pupils to appreciate what is a good practice in relation to the Safety of themselves and others
- Help to swim competently, confidently and proficiently over a distance of at least 25 metres
- How to use a range of strokes effectively (for example, front crawl, backstroke and breaststroke)
- perform safe self-rescue in different water-based situations

Swimming activities also have cross curricular links at each key stage

	Key Stage 1	Key Stage 2	Key Stage 3
Maths	Measuring and recording distances	Time, distance & challenges related to speed	challenges and targets
English/Literacy	Using specialist language; vocabulary extension is an objective in each term	Evaluating, explaining and describing swimming activities; evaluation is highlighted as an appropriate activity in each year	pupils will be able to understand use, spell and describe correctly words relating to the activities e.g. starts, turns, water polo etc.
Science	Understanding floating and sinking, exploring forces	Investigating propulsion with arms and legs, exploring forces	Understand the forces and propulsion relating to sculling & stroke techniques
PHSE (Personal Health & Social Education)	Learning to work safely with others	Finding out why swimming is good for your health	Solve problems, consider alternatives, structure plans and organise group activities

By the end of key stage 2 it is our aim to help pupils;

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- swim between 50 and 100 metres and keep swimming for 45 to 90 seconds
- use three different strokes, swimming on their front and back with controlled breathing
- swim confidently and fluently on the surface and under water
- work well in groups to solve specific problems and challenges, sharing out the work fairly
- recognise how swimming affects their body, and pace their efforts to meet different challenges
- suggest activities and practices to help improve their own performance

Emergency Operating Procedures

Bewcastle Primary School Pool ensures adequate risk assessment and provision of equipment to deal with Emergency Situations. An Emergency Action Plan (EAP) exists for the Pool. All accompanying Staff must have an awareness of the EAP. In addition;

- Pool Safety Signs must be pointed out to Pupils and must be adhered to
- Buoyancy Aids and Throwing Aids must be in good working order
- Full First Aid kit, Incident and Accident Reporting Forms will be available in case of Emergency, Accident or Incident.
- In the event of having to evacuate the school or pool building, pool users should assemble in the main playground area where the group leaders/ teaching staff will check all are present in the register.
- In the event of injury or accident there is a whistle and a first aid kit by the poolside.
- All staff will be trained by regular drills to evacuate quickly, how to use the register, and to use the whistle. (Three blasts to evacuate the pool and signal for help)
- The School will be responsible for the up-keep of the pool first aid kit.
- All staff and children will wait silently with their backs against the walls of the building and listen for further instruction.
- Children should be led under cover at the first available opportunity. In the event of a life-saving operation in the water all children should remain silent and still as described above and await further instructions.
- The injured child will be removed from the swimming pool area in whatever way is necessary, given their injuries.

Epileptic Fit

Should a child suffer an epileptic fit whilst in the pool, a staff member should enter the water and support the child, holding their face clear of the water, until the fit ends. They should not attempt to remove the child from the water. Once the fit has finished, the child should be removed from the pool and appropriate first aid administered.

The remainder of the class should be made to exit the pool and enter the main building as soon as is possible.

Asthma Attack

Every class teacher should ensure that they bring their children's inhalers to the pool when swimming, just as they should when conducting any PE activity. If a child suffers an asthma attack, they should be removed from the pool, take their inhaler and then treated as normal. Help should be summoned from the school.

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Fire alarm

If the fire alarm sounds, the staff member must act in an appropriate manner.

- They should evacuate the pool and proceed to the assembly point. (Three blasts on the whistle and verbal instruction)
- They must complete a roll call .
- They must then (only if safe to do so) accompany the children to put on their shoes and towels, and to collect their clothes.

Storm

In the event of a storm the children must be removed from the pool, in case of a lightning strike.

Human waste/ Pollution

If there is evidence of human waste in the water, the pool must be vacated immediately. The pool will then be treated fully.

Appendix A – Pool Risk Assessment

Appendix B – Key Contacts

School out of hours –

Joyce Waugh 016977 48338
Jane Howard 01228 577051
Nicki Shilcock 016977 48725

Cumbria County Council Corporate Health and Safety Team

Office Hours 01228 221616 out of hours 07825 340570 (leave a brief message and an advisor will call you back as soon as possible)