

SWIMMING POOL PROCEDURES

Banstead Prep

Committee normally reviewing:	Senior Leadership Team
Date last formally approved:	01 September 2021
Date policy became effective:	01 September 2021
Period of Review:	Annual
Date of Last Review	July 2026
Next Review Date:	July 2027
Person responsible for implementation and monitoring:	Headteacher Head of Sport Specialist Teacher Swimming Business Manager (H&S Lead)Premises Manager
Other relevant policies:	● Health and Safety Policy ● Risk Assessment Policy ● First Aid Policy ● Site Security Policy ● Fire Safety and Emergency Evacuation Policy ● Accident Reporting Policy ● Educational Visits Policy ● Safeguarding Policy ● Business Continuity Plan

SAFEGUARDING STATEMENT

Banstead Prep is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1. POLICY STATEMENT

This policy sets out the proper operation of the Swimming Pool by pupils, staff and outside users.

The purpose of this document is to set out the policies, procedures and provide guidance on safe practice in BPS swimming pool and are based on the national guidance in relation to swimming pool safety.

2. HEALTH AND SAFETY

Health and safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. As a minimum, pupils are supervised by a teacher who holds a RLSS National Rescue Award for Swimming Teachers and Coaches. However, during un-programmed swimming, a lifeguard is always present. The School does not permit open water swimming.

3. RESPONSIBILITIES

3.1 OVERALL HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety on site is covered by the Health and Safety Policy. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regularly monitoring and reviewing these arrangements.

3.2 HEAD OF SPORT & SPECIALIST TEACHER SWIMMING

The Head of Sport and Specialist Teacher Swimming are responsible for applying the swimming pool safety policy and procedures in relation to pupil swimming. These duties comprise:

- The proper operation of the facility by teachers
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to pupil swimming
- Recording and reviewing pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)
- Identifying, monitoring and recording staff First Aid training
- Swimming pool timetabling including available times for staff use and outside use
- Swimming pool related communications with teaching staff
- Establishing the conditions and rules of pool use by pupils. Ensuring that pupils follow instructions and behave responsibly.

3.3 BUSINESS MANAGER

The Business Manager is responsible for applying the swimming pool safety policy and procedures in relation to staff, The Zone Holiday Club and hirers. These duties comprise:

- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to these groups.

- Recording and reviewing, in conjunction with the Head of Sport & Specialist Teacher Swimming, pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)
- Ensuring that appropriate hire and insurance arrangements are made with all outside users including a copy of the qualifications and training records for the lifeguard on duty, all in accordance with the times of use identified by hiring contract.
- Swimming pool related communications with these groups.
- Establishing the conditions of pool use by these groups.
- Ensuring these groups follow instructions and behave responsibly.
- Providing external users with a copy of this Swimming Pool Policy, the NOP and the EAP

3.3 H&S Lead (Site Manager)

The Health and Safety Lead is responsible, with the oversight of the Business Manager, for ensuring that:

- The physical security of the pool is maintained to prevent unauthorised access
- Ensuring that recommended life-saving equipment is maintained
- Ensuring there is a dedicated emergency telephone for pool user use.
- Lone Working in relation to maintenance and cleaning is kept to a minimum. Each task is assessed and if required a minimum of two members of staff will be allocated to the task
- The water quality is maintained in a safe and hygienic condition. Water is sampled weekly and records maintained
- Pool chlorine levels are checked daily and remedial action taken where necessary
- The pool plant operates safely and effectively and is regularly maintained and serviced
- The facility is regularly cleaned and appropriately maintained
- The pool is always closed if the water quality or chlorine sample causes concern and not reopened until remedied
- Signage and depth markings are clearly visible, including safety signs that prohibit running and diving
- Untrained members are not allowed to carry out maintenance of either the pool or pool plant equipment.

4. RISK ASSESSMENTS

The Risk Assessments in relation to the swimming pool are provided, implemented, monitored and reviewed by:

- The Head of Sport and Specialist Teacher Swimming in relation to EYFS and Preparatory School Swimming
- The Business Manager, supported by the Premises Manager in relation to Staff and External Users.

Risk Assessments are reviewed on an annual basis or following an incident or if there is a change to the building or operating procedures.

Copies of all Risk Assessments are provided to the Compliance Administrator for their review and inclusion on the shared drive.

5. SCHOOL SWIMMING – AT SCHOOL, AWAY FROM SCHOOL AND ABROAD

Any school swimming, (EYFS and Prep) is taken under the guidance of a qualified Teacher in Charge or a Lifeguard. Where a Teacher in Charge or Lifeguard is not available swimming will not be permitted.

Diving is not permitted during sessions when additional trained staff are not available to affect the recovery of a casualty with a suspected spinal injury using the spinal board.

The School does not permit open water swimming.

6. STAFF USE OF THE POOL

Members of staff may use the school pool at designated times. This staff use is on the condition that they undertake to follow the NOP and in particular, undertake not to swim on their own and under no circumstances is diving permitted.

Employees are made aware that there is **no** lifeguard on duty during these sessions. Access to the Swimming Pool is via the Site Manager following the signing of a disclaimer and acceptance of the pool rules and conditions of use.

7. HIRE ARRANGEMENTS

The School hires the swimming pool regularly to Surrey Swim School, and a few local schools. Hire is conditional upon the acceptance of an undertaking to conform to the school's NOP and EAP, provision of risk assessments, provision of Lifeguards and supervision in conformity with the school's own policies, to lock the premises securely upon leaving, to provide evidence of insurance, and to pay any hire charges.

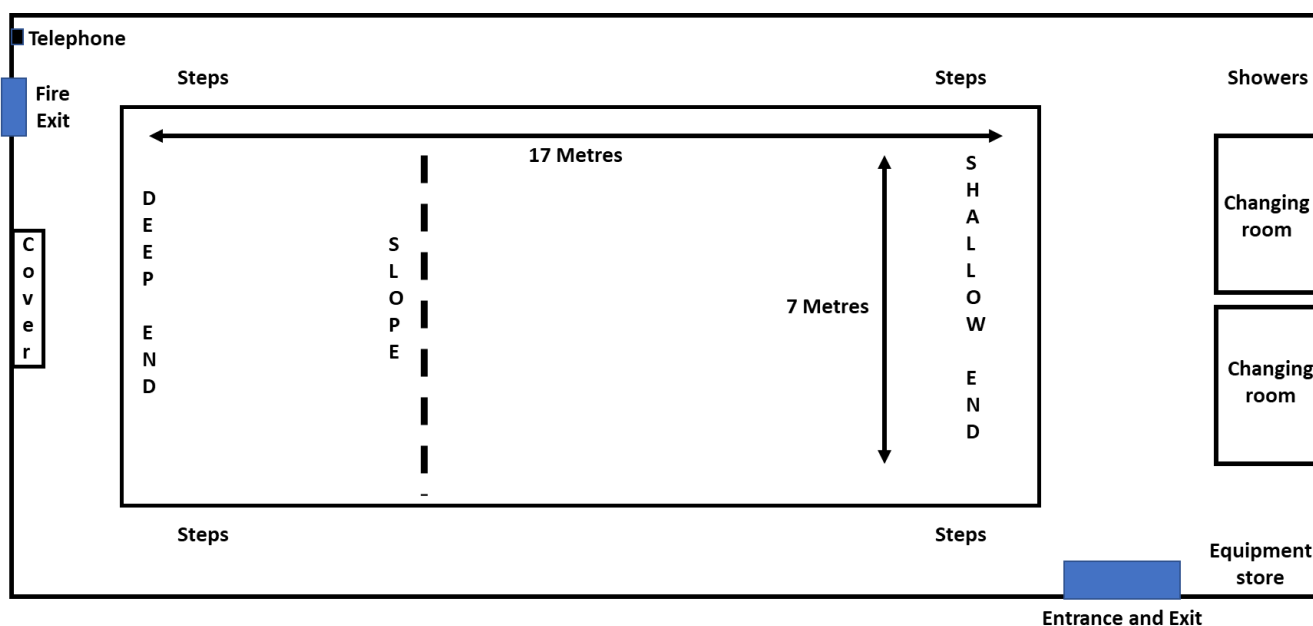
8. FIRST AID ARRANGEMENTS

A member of staff who is qualified in First Aid is always present when pupils use the pool. A First Aid box is located poolside and it is checked at least monthly by the Sports Staff who replenish the contents as necessary.

APPENDIX 1: **Normal Operating Procedure (NOP)**

July 2026

Swimming Pool - Normal Operating Procedure



1. DETAILS OF THE POOL

- A. The Pool is 17 meters long and 7 meters wide.
- B. The depth of the shallow end is 1.0 metres sloping to a shelf at 1.5 metres then dropping to a depth of 1.8 metres at the deep end.
- C. There are two changing rooms at the shallow end, three showers and an open storage area.
- D. The pool cover is situated at the deep end and is stored against the wall when not in use.
- E. The emergency telephone is located on the wall at the shallow end.
- F. The humidifier inlet and extract grills are located at the deep end.
- G. Entry is by the door at the shallow end. There is an emergency exit door at the deep end. The assembly point for emergency evacuation is the tennis courts beside swimming pool unless emergency is in pool area, then assembly point will be the field as far as possible from pool area.
- H. The sides of the pool structure are designed to be opened when required.

2. POTENTIAL RISK FACTORS

- A. Chemicals are not stored in the pool area.
- B. Pool users must be aware of which is the shallow end, and which is the deep end.
- C. The poolside may be slippery when wet.
- D. When using the steps care must be taken when entering and exiting the pool.
- E. The sides of the pool must only be opened by a member of the premises staff. These sides are heavy and may cause injury if not operated correctly.

- F. The temperature of the showers should be checked before use to prevent potential scalding.
- G. Equipment must not be left lying around as this can cause trip hazards.

3. DEALING WITH THE PUBLIC

Staff in charge of the pool area must be aware of the conduct of spectators as well as swimmers and are responsible for the safety of the area.

4. MAXIMUM BATHER LOADS

The maximum number of bathers in the pool is 30. There must always be a qualified life saver in the pool area when there are people in the pool.

5. FIRST AID SUPPLIES

Hirers must supply their own First Aid kit.

6. CONDITIONS OF HIRE

Proof of life saving qualifications must be obtained from anyone wishing to hire the pool. Copies of the normal operating plan and the emergency action plan must be sent with the application to hire documents.

7. DETAILS OF ALARM SYSTEMS

There is an audible and strobe fire alarm system in the swimming pool area. Safety equipment can be found on the pool side such as poles and a lifebuoy ring. For assistance during school hours use the emergency telephone and dial 100 or 101 (School Office). Outside school hours contact the Site Team and / or dial 999 for the emergency services.

8. OPERATIONAL SYSTEMS

The pool is kept locked when not in use. Access is restricted to authorised personnel only. The pool covers may only be operated by premises staff and all water testing and pool cleaning will be undertaken by premises staff. All teaching equipment is the responsibility of the teaching staff.

9. DUTIES OF THE LIFESAVER – PREPARATION & CLASS MANAGEMENT

- A. Lifesaving aids should be placed in easily accessible areas around the pool.
- B. The poolside should be clear and tidy.
- C. The pool should be checked for water clarity and air conditions.
- D. Each lifesaver must have a whistle.
- E. Make sure that all swimmers are clean and that their swimwear is clean and suitable.
- F. All jewellery and watches must be removed, except medical alert bracelets or items worn for religious purposes which cannot be removed. This will be at the discretion

- of the swimming instructor and/or lifeguard on duty, with health and safety for the individual swimmer and other pool users, taking priority at all times.
- G. Feet should be checked for infection and pupils should clear their noses and use the toilet before entering the pool.
 - H. Swim caps **MUST** always be worn.

CLASS MANAGEMENT & DISCIPLINE

- A. Entrance to and exit from the pool must be supervised.
- B. The lifesaver/teacher should always be in full control of their class.
- C. All signals must be known and obeyed promptly, especially those indicating “stopping” and “getting out”. 3 blasts of the whistle means stop and get out of the pool.
- D. Never allow any pupil to enter or leave the pool without permission.
- E. The lifesaver should not get into the pool with the swimmers or refer to hirers own risk assessment.
- F. Always know the number in the class, by way of a register, and count them at the end of the session.
- G. Be aware of where each pupil is at any given time.
- H. **NEVER** leave the class unattended in the water and never be distracted.
- I. Never exceed the maximum number of bathers allowed.
- J. Be aware of each swimmer’s ability, physical disabilities, or medical condition.
- K. The lifesaver/ teacher in charge must always be the last to leave the pool area and lock all doors.

Free swimming after lessons requires closer supervision than a lesson. Contact games or games likely to encourage the breaking of pool rules should not be allowed. All equipment should be returned to the correct place and always remember, the use of play items increases the likelihood of silly and dangerous behaviour.

The qualifications of each lifesaver /teacher must be kept up to date and they should know the current regulations.

KNOW THE EMERGENCY PLAN

BANSTEAD PREPARATORY SCHOOL

SWIMMING POOL EMERGENCY ACTION PLAN

1. **MAXIMUM NUMBER OF BATHERS** in the pool at any given time is thirty (30) and should not be exceeded.
2. **DISORDERLY BEHAVIOUR OF SWIMMERS AND SPECTATORS**
 - A. Notices in the pool area describing pool rules are displayed.
 - B. If the Life saver, or a teacher in charge, deems that a swimmer or spectator is behaving irresponsibly, or putting the safety of others at risk, they will be asked to leave the pool area.
 - C. Should further help be required use the emergency telephone.
3. **LACK OF WATER CLARITY** may be due to either temperature or chemical problems. If you cannot see the bottom of the pool or across the pool – DO NOT ALLOW pupils to swim or get pupils out of the water if a problem develops whilst pupils are swimming. Report the problem to the school at the earliest opportunity.
4. **OUTBREAK OF FIRE, BOMB ALERT, STRUCTURAL FAILURE OR EMISSION OF TOXIC GASES.** In the event of any of the above and when the fire alarm system is activated, evacuate the pool area, count the number of swimmers, alert the school and call the appropriate emergency services.
5. **SERIOUS INJURY OF BATHER OR SEPCTATOR**
 - A. Assess the situation.
 - B. Give blast on whistle, get all swimmers out of the pool.
 - C. Secure the safety of the injured person.
 - D. Assess whether the injury is major (Life threatening) or minor and request assistance accordingly.
6. **DISCOVERY OF A CASUALTY IN THE WATER**
 - A. Call for help "Casualty on the bottom" and request immediate assistance.
 - B. Bring the casualty up to the surface and out of the pool, either at the side or at the shallow end using appropriate means – Minimum of two people to lift.

(If a spinal injury is suspected the casualty must only be removed by qualified personnel or kept supported in the water until qualified personnel arrive).

 - C. Check airway, breathing and pulse

- D. Use the emergency telephone and dial 9 for an outside line and then dial 999 for the emergency services – then contact the school office – dial 101 Or 102 for assistance. Further phone numbers are displayed adjacent to the telephone.
- E. Perform E.A.V (Expired Air Ventilation) and if necessary, C.P.R (Cardio Pulmonary Resuscitation).
- F. Be able to report the incident, and action taken, to the emergency services on their arrival.

After an accident or incident, a written report should be given to the Headteacher. During private lettings if an accident occurs a written report should be given to the Business Manager for appropriate action.

Any failures of systems or structural damage should be reported to the Business Manager as soon as possible.

BANSTEAD PREPARATORY SCHOOL

SWIMMING POOL RULES

DO NOT:

- 1) Enter the pool area or get into the water until instructed
- 2) Eat or chew gum when in the pool
- 3) Run around the pool area
- 4) Push people into the water
- 5) Scream or Shout
- 6) Enter the deep end unless you are a competent swimmer
- 7) Dive from the sides or shallow end

YOU MUST:

- 1) Bring a clean swimming costume and towel
- 2) Go to the toilet before entering the pool
- 3) Blow your nose before entering the pool
- 4) Take off all jewellery and watches
- 5) Do standing forward dives ONLY at the deep end
- 6) Be SILENT when the whistle goes and LISTEN
- 7) Ask permission before using any equipment in the pool area
- 8) Always obey the lifeguard's instructions

BANSTEAD PREPARATORY SCHOOL

FIRE PLAN

If you discover a fire:

- **Operate the nearest call point and evacuate the building by the nearest available exit.**

When you hear the fire alarm:

- **Leave the building by the nearest available exit and make your way to the assembly point. The assembly point is on the Tennis Courts.**
- **Do not enter any other building on the way to the assembly point.**
- **Ensure any visitors who are part of your hire accompany you to the assembly point.**
- **Once at the assembly point ensure you have accounted for everyone.**

No one should re-enter any building until permission is granted by either a member of staff and or the Fire Service.