



Swimming Pool Policy

Date Published	February 2021
Version	
Approved Date	February 2021
Review Cycle	2 years
Review Date	February 2023

An academy within:



“Learning together; to be the best we can be”



1. Context

- 1.1. This document outlines Hilltop School's policies and procedures with reference to use of the school pool.
- 1.2. The swimming pool at Hilltop School is a valuable resource. It is an alternative environment for learning to develop water confidence, independence, social skills as well as an interactive environment to provide a place to carry out therapeutic hydrotherapy exercises.
- 1.3. At all times, Hilltop School wishes to maximise the safety and efficiency of the swimming pool. All children and young people aged 2-11 are entitled to access the pool, and any children have access to the pool if this features as part of their EHCP. Although access to the pool can be of great benefit to our pupils, it should always be recognised that the provision of a safe environment will normally take precedence over the provision of educational experience. Any variation to the limit of safety provision outlined in this document must be agreed on an individual basis with the headteacher.

2. Planning and risk assessing

- 2.1. Children and young people that receive hydrotherapy input should have a planned programme that has been developed by a physiotherapist.
- 2.2. Risk assessments must be completed prior to entering the swimming pool. They should take into account the procedures outlined in this policy. It is the responsibility of the class teacher, or member of the swim team where appropriate, to ensure that all risk assessments are shared with their class team and any other person that assists, for example supply staff or volunteers.
- 2.3. Risk assessments must take into consideration appropriate numbers of children, young people and staff in the pool. Full and individual risk assessments are kept in the covered locked notice boards in the waiting area for all staff to read as they access the pool area. The keys are kept on the pool keyring.
- 2.4. There will be always 1 observer on the poolside at all times with up to 10 people in the water, depending on how many qualified people there are in the pool. Above 10 there must be 2 observers on the poolside.



- 2.5. Anyone changing pupils are not considered as an observer.
- 2.6. For PMLD pupils the ratio will be 1:1. Depending on their abilities in the water, these will be assessed beforehand and ongoing.
- 2.7. Pupils who have experienced an epileptic seizure during the previous 12 months should have 1:1 supervision in the water.
- 2.8. A specifically trained member of staff will be present at all hydrotherapy sessions. These members of staff are also responsible for lunchtime sensory swimming sessions for those pupils who require a higher staff ratio or specific pool exercises.
- 2.9. If pupils cannot go into the water for any reason it is not appropriate for them to be on the pool side whilst the swimming sessions goes ahead; alternative provision must be made.
- 2.10. No person should be in the pool area alone at any time. Two members of staff should be present.
- 2.11. The length of time a child or young person spends in the pool should be between 5 and 40 minutes. Forty minutes is the maximum time a child or young person should spend in the pool in any one day. The maximum length of time any member of staff should spend in the pool is 3 hours per day providing that adequate welfare facilities are available. If it is known that a child or young person cannot regulate their own body temperature then their swimming session should be of a shorter length.

3. Training requirements

- 3.1. Every adult involved in supervising any pool activity will have completed pool evacuation training. There should be 2 people in pool area that hold a current First Aid Certificate or has completed pool attendant safety training, in addition to other mandatory training requirements.
- 3.2. Staff using the pool hoist must have had the relevant training to use the appliance

4. Pool operation

- 4.1. The swimming pool, plant and building structure are checked daily for safety by the Site Manager.



- 4.2. The water and air temperature along with water clarity are checked every morning by the Site Manager, and needs to be checked prior to every swimming session. The maximum temperature of the pool water should not exceed 35 degrees Celsius. The external temperature of the pool should be between 25 to 28 degrees Celsius.
- 4.3. Temperatures are displayed on the notice near the entrance to the pool and recorded in the appropriate file. If the member of staff in charge of the session is not happy with any aspect of test results they should cancel the swimming session and report to the Office Manager.
- 4.4. The pool uses an automatic chemical dosing machine; meaning that chemicals are regularly monitored and regulated by the machine. However, physical chemical inspections are carried out and recorded at 9.00 a.m. and prior to community use by the Site Manager, and at 12 noon by a designated and competent adult. At these times, Chlorine and pH levels are tested. The optimum Chlorine level for the pool is between 1.0 and 3.0, and the optimum pH level for the pool is between 7.2 and 7.6. The chemical testing machine is regularly calibrated.
- 4.5. The files containing recorded information can be found with the pool testing equipment. Records are to be kept for 5 years.
- 4.6. If the pool is to be closed due to incorrect chemical levels, classes and pool users will be notified by the person who checked it. This needs to be communicated to site and office manager.
- 4.7. Water samples are also submitted to regularly for full microbiological testing.
- 4.8. The pool area, changing rooms and toilets are cleaned daily. When needed the floor tiles are treated with an acid solution to ensure that they are thoroughly clean. Backwashing of the pools filter takes place weekly and is carried out by the Site Manager or trained member of staff. The solar pool cover is put in place overnight by the Site Manager or Swim Instructor.

5. Health and Safety

- 5.1. Appropriate dress - It is important that children, young people and staff are dressed appropriately whilst in the swimming pool. The following points should be adhered to by all pool users:
 - No jewellery to be worn, with the exception of wedding rings;
 - All make up must be removed before using the pool, as this will affect the clarity of the pool and the chemical levels;
 - Long hair must be tied back;



- A full bodied swim suit must be worn by all females and swim shorts for males (t shirts can be worn as an overlay);
 - Children and young people that use medical ointments or creams must be showered before using the pool, as again, this affects clarity and chemical levels;
 - It is necessary for all pool users to shower before and after using the pool;
 - No outdoor shoes in the pool area; bare feet or over shoe covers must be worn. Shoe covers should be used once and then discarded.
- 5.2. Children and young people that are incontinent must wear protective swim pants. The swim pants must be of a tight fit. Swim pants should be provided by parents and carers as part of their child's PE and swim kit and should always be kept to the individual and not shared with other children or young people.
- 5.3. Pupils and staff must remove plasters and jewellery before entering the pool.
- 5.4. Pupils with ear discharges, weeping sores etc should not swim this should be assessed by the designated person. (Class teacher or swimming instructor). Contact the school nurse if in doubt.
- 5.5. Encourage the pupils to blow their noses and to go to the toilet before entering the pool.
- 5.6. The pool door must be locked when not in use, and the key placed in the plastic bag which at all times should be kept in the school office.
- 5.7. During swimming sessions the door must be kept unlocked with the key whilst ensuring students can't enter exit by securing with thumb lock.
- 5.8. Please keep the pool and the changing rooms tidy after use for other users.
- 5.9. No school group should use the pool facility without the presence of the designated person. If there is more than 1 teacher the teacher in charge of the activity should be identified for all staff. The teacher in charge of the group must clarify how the adults in the pool will be deployed in the event of an emergency.
- 5.10. Staff on the poolside is responsible for watching everyone in the water not just the pupils.
- 5.11. In school there are a number of staff members trained as poolside helpers/ attendants with specific training for water rescue and spinal injuries.
- 5.12. During school hours there will be at least one of these staff members available in an emergency. These staff members would be alerted by the



office who would put an appropriate call over the tannoy for pool trained staff to come to the pool immediately, or for first aid trained staff whichever is relevant to the emergency.

5.13. There is also the school nurse who would be called first and foremost in an emergency if on the premises. There are a number of staff with 'general' and paediatric 1st Aid training. If there is any doubt the emergency services should be called immediately.

5.14. The minimum staffing levels are as below:

5.15. Number of adults present in the water

Pupils	Adults	
1	1	IT MUST BE RECOGNISED THAT FOR PUPILS WITH SPECIFIC COMPLICATED NEEDS THE STAFFING LEVELS MUST BE ADJUSTED ACCORDINGLY. THIS IN PRACTICE WILL MEAN STAFF/PUPIL RATIOS WILL BE HIGHER THAN STATED AND BE REFLECTED IN AN INDIVIDUAL RISK ASSESSMENT FOR THOSE PUPILS OR POOL USERS
2	1	
3	1	
4	2	
5	2	
6 - 10	3	

6. Personal care

6.1. Pupils should receive the amount of privacy they are entitled to whilst undressing or dressing in the changing rooms and/or the poolside.

6.2. Wherever possible wheelchairs should be left outside the changing rooms ensuring suitable access is left for the fire escape. If they are left on the poolside they should be kept sideways onto the pool with the brakes on.

7. Accident and incident reporting

7.1. Any accidents, incidents or near misses that occur during any pool session must be reported by following the usual school procedures. In the event of an emergency notify the office immediately.

7.2. In the event of any safety incident in the pool the water should immediately be cleared.



- 7.3. If a pupil soils in the water the pool will be closed for the remaining part of the day and a member of staff must ensure it is reported to the site manager and the main office.

8. Equipment checks

- 8.1. A visual check of all equipment should be made prior to its use. This includes the hoist, slings, changing bed and any pool equipment. The hoist and changing bed are regularly maintained every 6 and 12 months respectively. All slings are to be checked prior to use and inspected 6 monthly. If woggles or floats become broken or bitten then they should be disposed of.

9. Access

- 9.1. Pupils will access the swimming pool via the entrance on the Upper school corridor. Children, young people and staff should only access the pool water via the steps or by use of the hoist. In emergency exit is also possible via the 'conservatory'.

10. Fire or other emergency evacuation

- 10.1. In the event of the fire alarm being activated a red light will flash above the swimming pool door. There is an additional sounder in the corridor outside the pool. In the event of wishing to raise the alarm, the nearest call point is situated by the patio doors in the pool area.
- 10.2. On hearing the alarm evacuate the water and follow emergency evacuation procedures and risk assessments, exit the building and assemble at the designated area. To avoid unnecessary injury or discomfort to students and / or staff, in the event of a fire practice taking place, pool users will be notified beforehand. Staff are instructed to evacuate the building by going through procedures they would follow in the event of an emergency but at a slower pace. It is possible in some fire practices the pool users will not exit the building.
- 10.3. In the event of a bomb / emergency scare other than fire, pool users will be notified by word of mouth. If wishing to raise the alarm the landline phone should be used. Do not use mobile phones or activate the fire alarm. Evacuate the building following emergency evacuation procedures and follow instructions from the office/SLT.
- 10.4. It is important to consider where empty wheelchairs are stored whilst the pool session is taking place. They should not block corridors, walkways or exit doors.



11. Medical and health conditions

11.1. **Sickness and diarrhoea:**

Children, young people or staff that have sickness or diarrhoea should not swim. They also should not swim for 2 weeks after having sickness or diarrhoea to prevent the spread of infection.

11.2. **Verrucas and warts:**

If a student is receiving treatment this is likely to be considered an open wound and thus they should not swim. All verrucas must be covered by a verruca sock. Plasters should not be used in the pool and thus warts would prevent the use of the pool.

11.3. **Headlice:**

If children or young people have head lice then they should not swim. Head lice can survive under water for several hours and chlorine levels will not affect head lice in any way.

11.4. **Open sores and wounds:**

If children or young people have any open sores or wounds then they should not swim until they are healed. Mic-key sites may be covered if the weeping is of a small amount and the child or young person swim; however, if a child or young person's mic-key site is largely weeping then they should not swim.

11.5. **Ear infections:**

If children, young people or staff have ear infections or weeping ears then they should not swim as the ears should be kept dry at all times until the infection has cleared.

11.6. **Epilepsy:**

Children and young people that have epilepsy must have a one to one worker with them at all times. Equally, they should have an individual risk assessment and care plan detailing what to do if the child or young person has a seizure whilst in the pool. It is important that these are shared and understood by all members of staff that have any involvement with the individual child or young person. If a child or young person has a new diagnosis of epilepsy, it is the Class Teachers responsibility to ensure that the Swim Team are made aware. The epilepsy plan should be brought to the pool area along with their own personal 'red bag' with medication.

11.7. **Fatigue and dehydration:**

To guard against fatigue or dehydration, which can result from the physiological effects of immersion in water, it is important to ensure that there is adequate access to water for all children, young people and staff. Plastic cups or bottles should only be used within the pool area. The nearest water fountain is located in the pool entrance area with another on the upper school corridor.

11.8. **Periods:**



Female children, young people and staff during their menstruation should be excluded from swimming only if not using a tampon.

11.9. **Pregnant workers:**

Staff working in the pool who are pregnant may suffer increased fatigue and stress due to the hydrotherapy pool environment. Women who are pregnant do not tolerate heat as well and can be more prone to heat stress. It is important to ensure that pregnant staff have a risk assessment that considers working in the pool environment. Staff who are pregnant are advised to consider and weigh up the risks regarding working in the pool environment through the risk assessment.

12. External Users

12.1. The hydrotherapy pool is leased to a number of different swimming agencies. It is ensured that any leasing of the pool does not interfere with access to the school's own children and young people; and their access would always take priority.

12.2. All users should follow the school Lettings Policy.

12.3. A session leader who has relevant qualifications must be present at all times from the swimming agency and liaise with the school appropriately. The agencies must be covered by their own insurance and be able to provide relevant paperwork including risk assessments. Agencies must adhere to the school's health, safety and welfare procedures.

12.4. The pool area and changing rooms must be left in an appropriate state in terms of cleanliness and tidiness. The school accepts no responsibility for lost or forgotten items. It is important that each swimming agency provides their own swimming equipment which is stored in their own boxes on the poolside.

12.5. The school may have to close the pool at short notice due to water pollution. The school will endeavour to give agencies as much notice as possible, however each agency will be made aware of this possibility at the time of hire. There will be no charge for these cancelled sessions.

13. Swimming Pool Normal Operating Procedures (NOP)

Pool dimensions

Length: 10 meters



Breadth: 5.5 meters
Depth: 1.0 meters continuous depth

13.1. Maximum bather loads

During school use for swimming lessons the maximum bather load is 15.

Private users of the facility will have completed their own risk assessments and will abide by these.

13.2. Lifeguard ratio

There will be a qualified lifesaver in attendance at all times, whilst pupils and staff are in the pool area.

Private users of the facility will have their own qualified lifesaver in attendance at all times whilst in the facility.

13.3. Decision making

Authority to act as the situation demands is given to whoever is on the scene at the time. A senior member of staff must be informed at the earliest possible moment.

13.4. General rules

- No pushing or throwing in
- No running in the pool hall
- No diving anywhere in the pool
- No ducking
- No bullying or fighting
- No throwing of equipment
- Nobody is allowed to lead a manoeuvre when hoisting without moving and handling training.

13.5. Supervision of swimmers

This involves not only keeping a careful eye on people to make sure that they are not in any difficulty, but to ensure their behaviour does not cause injury to themselves or other users.

13.6. First aid

The first aid box is situated on the top of the sensory lighting cupboard. If anything is used please ensure it is replaced immediately. Use the phone and intercom system if the need arises.



14. Pool Emergency Action Plan (EAP)

14.1. Overcrowding

In the event of overcrowding, do not allow any more people into the pool.

14.2. Aggressive/Violent bathers

Inform other staff members and someone in authority immediately. If necessary, clear the pool and isolate the offenders. Adhere to care notes and behaviour plans ensuring staff have been trained accordingly to deal with the situation.

14.3. Potential drowning

Act calmly and positively.

Do not over-dramatize incidents and cause unnecessary embarrassment as most incidents can be controlled with very little fuss.

If necessary clear the pool by giving three sharp blasts on the whistle, then proceed to deal with the incident.

14.4. Epileptic seizures

Staff to ensure risk assessments and care notes are followed.

If the seizure is in the pool support of the head and maintaining a clear airway is essential keeping the pupil away from the pool sides, where possible a floating ball mat is to be lowered into the water and the pupil is to be placed on this, ensuring support is given to the head, until the seizure has finished, then continue to hoist the pupil out of the pool as normal, or to provide additional support to aid a walking exit when the pupil has recovered sufficiently; If the pupil needs to rest an emergency foil blanket can be used to keep them warm.

Ensure class teacher is informed on return to the class, giving details of time, place, duration and any other information, which may be relevant.

14.5. Raising the alarm

There are alarm buttons around the pool and in the changing areas, in the event of an emergency these should be pressed by the person nominated at the start of the lesson. The alarm will then sound in the main office and contact will be made either phone or by the internal intercom.

14.6. Fire alarm



In the event of detecting a fire, the alarm should be sounded; the fire alarm is situated on the wall in the pool area at the side of the fire exit into the sensory garden. The fire procedures should be followed.

14.7. Damage to pool areas

If there are potential hazards like lighting failure, damage to the structure, any toxic gasses or pool pollution (including diarrhoea, stools, blood or vomit) follow specific directions below.

- Do not allow swimmers into the water.
- If students are in the water they should vacate immediately.
- If 'significant risk' remove all staff and students from pool area.
- Contact the senior leadership team and act on their advice.

14.8. Diarrhoea

- Disinfectant levels increased to top of recommended range.
- Add alum (which lowers ph-each pound require half a pound of Sodium Carbonate to neutralize).
- Filter for three turnovers i.e. six hours.
- Hoover pool if necessary.
- Check pool chemical levels are within the correct range before re-opening the pool.

14.9. Solid stools

- Solid stools should be retrieved immediately with a fishing net.
- Chlorine level checked and raised if appropriate towards upper limit of recommended range.
- Filter for one turnover before reopening i.e. two hours.

14.10. Blood and vomit

- The chlorine levels should be checked to confirm they are within the recommended ranges and increased if appropriate.
- If there has been a substantial amount of contamination blood/vomiting then the procedure for contamination by diarrhoea should be followed.
- Any solids should be fished out with the net.

14.11. Blood spillage on poolside

- Pool users should be prevented from accessing the area where the spillage has taken place. Follow 1st Aid procedure to prevent contamination.

All instances of pollution must be reported to site manager as soon as pool is vacated.



Appendix 1 - Fire Risk Assessment

FIRE SAFETY CLASS/GROUP RISK ASSESSMENT

Swimming Pool

Our nearest fire alarm button is on the wall at the side of the exit into the conservatory

Our nearest fire exit is through the conservatory or by the main door depending on where the fire is

Our assembly point is at the front of school. Adult to listen to instructions from the office staff or senior management

Normal class/group occupants varies as different class groups use the pool

Children Approx. between 5 and 9

Adults Approx. between 4 and 7

On hearing the alarm. Ensure swimmers remain calm and LISTEN CAREFULLY FOR INSTRUCTIONS

Nominate an adult to CLOSE ALL DOORS and where possible windows SWITCH OFF ELECTRICAL EQUIPMENT

Nominate adult to TAKE RED FIRE bag (hung next to the main door)

SPECIFIC ISSUES FOR THIS CLASS GROUP

If a group is in the process of changing stop immediately and wait instruction/support from the office staff or SLT before exiting the pool area. If the group is in the water then collect the group together and dress where possible. Again, wait instruction from the named person/s. Everyone should exit through the main pool entrance or the conservatory door depending on where the fire is.

If a pupil that requires hoisting is in the water then it is the responsibility of the staff present to risk assess the situation and act accordingly. In the event of a 'real' fire consider the relative risk/time to hoist to each student and the proximity of the fire.