This is a whole School policy and applies to all members of Copthorne Preparatory School including EYFS.

1. Aim

To provide and operate Copthorne Preparatory School Swimming Pool in a safe and professional manner, in accordance with legislation and published guidance documents.

2. Staffing

2.1 Pool Manager

Copthorne School Trust Ltd does not employ a professional Pool Manager and so during normal term time it falls to the Head of Physical Education in consultation with the Senior Management Team and Caretaker to fill this role. As acting Pool Manager, he will be in overall charge of the operating of the pool, for operating procedures and, when present, will be in overall charge of any swimming session. During holiday periods the pool operation falls under the control of the School Caretaker to whom all problems should be addressed. If none of the above are on site at the time a problem occurs then the pool must be closed and not used again until the problem has been addressed.

2.2 Lifeguards

All persons acting as Lifeguards must hold a current RLSS National Pool Lifeguard Qualification or RLSS National Rescue Award.

Copthorne Preparatory School Teaching Staff - Poolside Supervision

Members of the teaching staff may assist with the swimming lessons under the guidance of the swimming teacher who is directly responsible for the pupils whilst they are in the water. If the accompanying member of staff is not a qualified lifeguard then they must not be left in sole charge of the pupils. The acting Pool Manager, if present during these class lessons, will have overall responsibility for all activities and will stop any class activity that does not meet the required safety standards.
2.3 Poolside Supervision

Lifeguards should be clearly identifiable when on duty and must carry a whistle when on poolside. Whistles are for use in emergency situations only, unless previously agreed with all Lifeguards and Poolside Supervisors present at the time (eg. Gala starts).

**One Blast**  
Used to draw attention to a **Minor** Incident

**Three Blasts**  
Used to communicate a **Major** Incident to **all** present

Continuous supervision of the pool is required at all times while classes or sessions are in progress. Concentrated observation is essential from all Lifeguards and Poolside Supervisors to anticipate problems and deal with any emergencies. Lifeguards and Poolside Supervisors must not leave the poolside while a class or session is in progress. In order to maintain high levels of vigilance and supervision, the maximum period of poolside duty without a break should not exceed two hours.

3 Pool Dimensions

The Pool Dimensions are:  
16.5m x 7m (Four Lanes)
Shallow End Depth:  
0.8m
Deep End Depth:  
2.0m

4 Hazards

All Lifeguards and Poolside Supervisors must be constantly vigilant and aware of hazards:

**People Hazards**  
Created by the pool users

**Activity Hazards**  
Related to the manner in which activities are undertaken

**Lifeguard Hazards**  
Created by the staff on poolside
Improper conduct and lack of professionalism

**Physical Hazards**  
Related to the design and structure of the pool.
Including entrance doors, poolside, lane lines, water depth changes, access steps etc.

5 Bathing Loads

The maximum bathing load is 28 bathers although a staff / pupil ratio of 1:20 is in operation. In the event of overcrowding, swimmers will be asked to vacate the pool on a first in, first out basis.

The recommended number of Lifeguards and Poolside Supervisors will vary according to the number of swimmers and the type of activity. The following guidelines have been agreed.

- Squad training: One Lifeguard
- Class Lessons: One Lifeguard
- Free Swims: One Lifeguard or One Poolside Supervisor
- Canoeing: One BCU Instructor and One Lifeguard
- Sub-Aqua: One Dive Master and One Lifeguard

Where canoeing or sub-aqua is taking place, the nature of the equipment is such that there is a risk of damage to the pool. This is particularly the case with diver’s weights, air tanks and the bow/stern of canoes. To minimize this risk, the Lifeguard should ensure that adequate protection is affixed to canoes and that divers are made aware of the risk. Where damage does occur, the Lifeguards on duty should immediately report the nature and extent of the damage to the Acting Pool Manager in order that remedial action may be taken to reduce the risk of further damage and possible injury.

6 Pool Users Safety Code

The Pool Users Safety Code is clearly displayed in the changing rooms and on poolside. The safety code must be adhered to by all pool users at all times and be enforced by all supervising staff.

Good bather control is essential to ensure a safe enjoyable environment is maintained. Guidance should be given to bathers in a positive, diplomatic way.

No Running
Bombing
Ducking  
Diving in Shallow Water  
Somersaults  
Back Flips

Notices to this effect are displayed in the Pool. Formal procedures may sometimes be necessary for bathers who refuse to comply with staff instructions. This will involve verbal warnings, followed by a request to leave the pool. Should the bather still fail to comply then assistance should be sought from the Pool Manager. Persistent offenders may be banned from using the pool.

7 First Aid

First Aid facilities are available on poolside and in Matron’s Room

8 Treatment of Minor Injuries

Where possible First Aid should be administered to a casualty by a Lifeguard or Poolside Supervisor of the same gender or in the company of another person.

All injuries must be recorded in the accident / incident book located adjacent to the First Aid Post and subsequently notified to the Pool Manager and the School Matron’s Department.

9 Telephone

There is no telephone link to the pool. The nearest telephones are located in the School Office, Headmaster’s Study and Matron’s Room. To obtain an outside line it is necessary to dial 9 before the number - therefore in an emergency dial 9 999.

There is a payphone located on the first floor landing of the Domestics staircase if access cannot be gained to the main school telephone system. This is a direct line - therefore in an emergency dial 999.

Nearest Hospitals with Casualty departments

East Surrey Hospital - Canada Avenue, Redhill  
01737 768511

Nearest Hospitals with Minor Injuries Departments

Crawley Hospital - West Green Drive, Crawley  
01293 600300

East Grinstead - Holtye Road, East Grinstead  
01342 414375
10 Raising the Alarm

There is currently no emergency alarm system installed on poolside. In an emergency it is necessary to use bathers to summon assistance as Lifeguards and Poolside Supervisors will be required to deal with the incident.

Bathers should be sent in pairs to the School Office / Headmaster’s Study and to the Matron’s Room with brief details of the emergency. The School Office / Headmaster will summon the emergency services if it is necessary and remain at the front on the school to direct them to the pool area. The gateway opposite the Sports Hall is the quickest and most accessible route into the pool area.

11 Child Safety and Child Protection

Normal School Policies must be adhered to regarding all issues of child safety and child protection.

12 Pool Security

The Pool must be kept locked when the pool is not in use. The pool must not be left unattended when the sliding side panels have been raised.

Pupils should not be granted unsupervised access to the pool at any time.

13 Diving

Diving is a particularly hazardous activity and its use should be kept to a minimum. Only those squad members trained to surface dive safely may dive in the shallow end. All other diving may only take place in the deep end and then only down the length of the pool not across its width. Bathers should not be asked to dive from the side of the pool to the bottom to retrieve objects.

No jumping or diving must be allowed during free swims when the bathing load and the nature of the unstructured activities place bathers at a far greater risk.

14 Health and Hygiene

Water Contamination

Swimmers should be encouraged to use the toilets and the showers before entering the water. If an accident does occur and blood, faeces or vomit enters the pool water the
contamination must be dealt with as detailed in the Emergency Action Plan.

**Dehydration**

It is not unusual for swimmers and those supervising on poolside to become dehydrated during the course of a session. Drinks, preferably only water, may be taken onto poolside but only in plastic bottles. Glass must not be taken onto poolside at any time.

**Poolside Temperatures**

Supervising staff should be aware that whilst vented, the design of the pool building can result in very high temperatures on poolside. Anyone on poolside should be made aware of the possibility of high poolside temperatures and the possible effect that it may have on their health.

**Glare**

The design of the building can result in glare from the sun. Supervising staff must be aware that their ability to see all areas of the pool, particularly the pool bottom, may be affected and that continued exposure to the sun may have an adverse effect on their health.

**Emergency Action Procedures**

**Casualties**

In the event of an emergency involving a casualty the Pool manager, Lifeguard of Poolside Supervisor will act in accordance with the rescue and resuscitation techniques laid down in RLSS Handbooks.

The Pool is to be cleared of all swimmers by the sounding of three blasts on a whistle.

The lifeguard blowing the whistle will normally take responsibility for the emergency action. Other staff should assist as directed.

Remove the casualty from the water unless a spinal injury is suspected. in the case of a breathing spinal injured casualty the head / neck must be stabilized in the water.

Take appropriate First Aid / resuscitation action.

Send bathers in pairs to the School Office / Headmaster’s study and The Matron’s Room to summon assistance.

**Accident reporting Procedures**
The member of staff dealing with an accident involving injury in the Pool is to:

Enter all details in the Pool Accident / Incident book located adjacent to the First Aid Post

Ensure that the Pool manager and School Matron are notified as soon as possible

Emergency Evacuation Procedures

Emergency Exits

All exits from the building must be unlocked before swimming can commence. There are two main exits available; both are clearly marked with illuminated emergency exit signs. All side panels can be raised and can be used as additional exits from the building in the case of an emergency.

An evacuation may be required under the following circumstances:

- Power Failure
- Fire
- Bomb Threat
- Plant Failure
- Chemical Contamination
- Damage to the Pool Building

Everyone evacuated from the Pool should initially assemble on the grass bank adjacent to the main school building to ensure that everyone is accounted for. In the case of a whole school incident the normal emergency procedures should be applied.

Emergency Situations

Power Failure

In the event of a power failure the lights, if in use, will go out and the air heating and water filtration system will cease to operate. The pool should be evacuated as quickly as possible and all persons accounted for. The emergency exit signs will be illuminated to allow safe passage from the building.

Fire and Bomb Threat
Normal School Emergency Procedures must be applied in these situations.

**Chemical Leakage**

Should a chemical leakage occur the pool must be evacuated immediately and the Fire Brigade and Water Authority must be alerted.

**Damage to the Pool Building**

If damage occurs to the Pool Building then the pool must be evacuated immediately. All persons should be directed to leave the building by the safest possible route.

**Water and Air Quality**

<table>
<thead>
<tr>
<th>Water Clarity</th>
<th>The pool must not be used if the water clarity is unsatisfactory. The bottom of the pool must be clearly visible at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality</td>
<td>The Pool water is tested regularly during the day. The pool must not be used if the water quality does not meet the specified requirements. Water treatment must not take place while the pool is in use.</td>
</tr>
<tr>
<td>Water Temperature</td>
<td>The optimum temperature for school use is 29°C</td>
</tr>
<tr>
<td>Air Clarity</td>
<td>The pool building will steam up when the water is warm and the poolside temperature is less than that of the water. This can occur when the poolside heating system fails or when there is a failure in the automatic water and air temperature sensors. The pool must not be used if visibility inside the building is poor and either end of the pool and the bottom is not clearly visible.</td>
</tr>
<tr>
<td>Air Temperature</td>
<td>Poolside air temperatures can increase dramatically during summer months. Supervising staff must be aware than in Cases of failure to the venting system, Poolside temperatures can increase to a level where those on poolside are at risk. Where this is the case, the pool must not be used.</td>
</tr>
</tbody>
</table>

**Water Contamination**

In order to reduce contamination such as urine and e-coli, the pupils should be encouraged to use the toilet and the showers before entering the water. They must not be discouraged from returning to the changing room if they require the toilet during a
Instances where faeces enter the water are rare. If, however, this does occur then the pool should be cleared immediately. The material, if solid, should be removed by the pool net taking care not to break up the stool. The pool water should be shock dosed to 10 mg/l and swimming discontinued until the following day. If the stool is loose then the problem is greater. The pool should immediately be cleared and the water shock dosed to 20 mg/l. It is possible in this instance the pool may need to be emptied and refilled.

In the case where an individual cuts himself or herself in the pool area the normal accident procedure should take place and the blood cleared up using cloths and a strong disinfectant. If blood has entered the water in substantial amounts or if a swimmer has vomited in the pool then the pool should be cleared for the remainder of the day to allow for the dispersal of the material and the filtration and water treatment to take effect.

**Water Treatment**

There are times when water treatment work will prevent the pool from being used. A sign will be clearly posted in the doorway of the pool building when this occurs. The pool must not be used when the ‘Pool Closed’ sign is being displayed as chemical levels in the pool water may exceed those in which it is safe to swim.

REVIEWED: Spring 2010/Policy Owner
NEXT REVIEW: Spring 2013