



Leicester  
City Council

# SAFE SWIMMING PRACTICE IN SCHOOLS & OTHER SETTINGS

(This guidance relates to both swimming pools & hydrotherapy pools)

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<b>Ratified by Governing Body:</b>				
Chair- Julie Maxwell			04/04/19	

**Revised June 2017-June 2018 (showing text changes)**

***Author notes: be aware that currently page numbers may be incorrect, pages & layout look a bit messy but this document is for you to be able to see the changes to the main body of the document. Published (neater) version to follow shortly.***

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**The following appendices can be used and adapted by any school other than those marked \***

- A: \*Model Risk Assessment Template (separate document – specifically for schools with pools)
- B: \*Model Normal Operating Procedure (NOP) (separate document – specifically for schools with pools)
- C: \*Model Emergency Action Plan (EAP) (separate document – specifically for schools with pools)
- D: Model Conditions for the Hire of School Pools
- E: Model Application for the Hire of School Pool and Checklist
- F: Model Pool Monitoring Checklist
- G: Model letter to parents regarding the use of swimming goggles (**all MUST use**)
- H: Model letter to parents regarding the wearing of jewellery for Cultural/Religious Reasons (**all MUST use**)
- I: Model Pool Induction Checklist
- J: Model Safe Swimming Practice in Schools Checklist
- K: Model General Swimming pool Pre-Use Checklist
- L: Model Checklist for use of Pool (Public, Private, School Pool)
- M: Leicester City Council's School Swimming Induction/Swim Test Criteria
- N: Model Swimming Sessional Register (**all MUST use a Sessional Register; either this, adapted or similar**)
- O: **Swimming / Pool Emergency Evacuation Drill**
- P: Examples of Swim Test Questions

**SCHOOL RESPONSIBILITES & ROLES FOR SWIMMING POOL & ACTIVITIES**

The key to the successful management of your swimming pool and pool / swimming activities is ensuring that all parties are aware of their responsibilities. After reading this document you can complete this page to identify all those staff who have a designated role / key responsibilities. It is important that this document is maintained and reviewed to ensure that it remains current. This document should sit in the Swimming Policy or at the front of the swim folder. (Make this template your own.)

<b>School Name &amp; Address</b>	<b>MARRIOTT PRIMARY SCHOOL BROUGHTON ROAD, LEICESTER, LE2 6NE</b>
<b>School Swimming Manager</b> <i>(Does this position also allocate the key roles for each swim session - if not then you must identify which staff member is responsible for allocating roles for each swim session and each group undertaking swimming sessions. If this changes then update accordingly. Identify each group who undertakes swimming and name all those staff who would be involved and what their roles are. Additional consideration also needs to be given to who is responsible for undertaking individual pupil risk assessments.)</i>	<b>STEPHANIE MAGEE PE TEACHER SWIMMING MANAGER</b>
<b>School Pool Plant Operator(s)</b> <i>(Always ensure you have at least one other person who understands the Pool Plant Operations and can ensure the safety of the pool when open in the event of absence/sickness. (If pool is hired, indicate which organisation as they are responsible for the pool plant.)</i>	<b>1. Name &amp; Position in the school 2. Name &amp; Position in the school 3. Name &amp; Position in the school</b>
<b>School Lifeguard(s)</b> <i>(If you have in-house staff; name them, if you hire in state the organisation you hire from. Ensure you have a record of their qualification. Always ensure that you have sufficient lifeguards to provide cover in the event of absence/sickness and for the length of time the pool is operational.) (If pool is hired, indicate which organisation as they are responsible for the pool plant.)</i>	<b>1. LCC – AYLESTONE LC 2. Name &amp; Qualification 3. Name &amp; Qualification</b>
<b>School Swim Spotter(s)</b> <i>(where you have risk assessed that it is appropriate to have Spotters this could be any number of staff and you may simply indicate to refer to weekly Sessional Register(s))</i>	<b>FIONA CHAPMAN, ANN POWELL,</b>
<b>First Aiders</b> <i>(You should identify someone to oversee the First Aid provision for swimming sessions/when the pool is in use. You may choose to indicate who the designated First Aiders are if they will be on-duty/call during swimming sessions. Schools hiring a pool, name the staff accompany groups to swimming or indicate refer to weekly Sessional register(s))</i>	<b>HEATHER McCAG, ANN POWELL</b>
<b>Specialist Swimming Teacher(s) / Swimming Instructor(s)</b> <i>(If you have in-house staff; name them, if you hire in state the organisation you hire from. Ensure you have a record of their qualification.) (If pool is hired, indicate which organisation as they are responsible for the pool plant.)</i>	<b>DAN GOLDBERG – ASA LEVEL 2 HEATHER McCAG – ASA LEVEL 2 STEPHANIE MAGEE – PE TEACHER VICKY THOMAS – ASA LEVEL 2 2 X LCC – AYLESTON LC</b>
<b>School Swimming / Hydrotherapy &amp; Pool Monitoring Pool and Activities Monitoring</b> <i>(Decide who will be undertaking the different areas requiring monitoring from both the SLT and Governing body and clearly identify who is responsible for what i.e. qualification, training and CPD, pool plant operations and records, swim staff scheduling and rotas etc.)</i>	<b>Names &amp; Position in/ relative to the school</b>
<b>Additional Roles Specific to School</b>	<b>HEATHER McCAG, AGNIESKA KUDLACZ, DOROTA PILCH</b>
<b>IN POOL SUPPORT</b>	

## 1. INTRODUCTION

- 1.1 Swimming is an important life skill. In addition, it is a highly beneficial activity for acquiring increased movement, vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible.
- 1.2 Nonetheless, it is one of the few recreational or teaching activities which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.
- 1.3 The purpose of this document is to provide guidance on safe practice in school swimming, whether at a school pool, hydrotherapy pool, private pool or leisure centre.
- 1.4 Each school whose pupils take part in swimming has a responsibility to ensure that it takes action to safeguard staff and pupils. It should be aware of:
- the Risk Assessment for the pool and session
  - the Normal Operating Procedure (NOP) for the pool(s) being used
  - the Emergency Action Plan (EAP) for the pool(s) being used
  - conditions of hire (if relevant) including outlining the roles & responsibilities
  - pool rules
  - any special needs or medical conditions of pupils.

- 1.5 This document sets out the policies and procedures of Leicester City Council in relation to swimming / **hydrotherapy** pool safety. The Appendices contain model procedures and **forms templates** which must be made specific to each school and pool(s) used.

## 2. RESPONSIBILITIES

### 2.1 Overall City Council Responsibility

Leicester City Council has responsibility for ensuring safety in swimming in schools and other facilities where it is the employer. As part of this responsibility the City Council provides the safety policy, guidance and procedures for swimming and ensures that its employees receive any necessary training to carry out their dedicated tasks.

In Trust, Foundation, Voluntary Aided schools and Academies the governing body holds this responsibility.

### 2.2 School Responsibilities and Roles (*please complete page 3 of this guidance & keep current*)

The governing body must ensure that this LCC publication "Safe Swimming Practice in Schools and Other Settings" is complied with. This should be done by ensuring a nominated member of staff is delegated the responsibility of School Swimming Manager / Coordinator and applies the swimming safety policy and procedures in the school. This will include the proper operation of the school's own swimming facility (where appropriate) or use of a third party pool, i.e. leisure centre. It also includes monitoring and recording, for the pool and swimming sessions used, of the:

- Appropriate risk assessments **including the general swim session risk assessment and also identification of any pupils with specific / special needs such as medical, English not the first language, behavioural, (anything which could increase the risk to the pupil whether this be medical or impair communication) etc.**
- Pool safety operation procedures (NOP & EAP)
- Qualifications and training of staff and maintaining records
- Any instructions issued to staff
- Monitoring and review of swimming activity / pool procedures and process
- Conditions of hire or arrangements for use of the pool (if relevant)

### 2.2.1 Schools Swimming Manager/Coordinator

Where the school undertakes swimming as an activity or operates its own swimming pool/hydrotherapy pool there needs to be a designated member of staff to oversee the activity / pool operations. This could be a manager with overall responsibility who then delegates certain duties to a swim coordinator or the role could be combined. Either way this role must have an understanding of the following:

- The legal responsibility, development, implementation and review of the risk assessments.
- The legal responsibility, development, implementation and review of the Pool Safety Operating Procedures (NOP and EAP) for those schools with their own pools.
- The legal responsibility, development, implementation and review of staff induction, information as well as and initial and ongoing training and the recording thereof.
- The legal responsibility, development, implementation and review of Serious Incident Management systems.
- An understanding of and the implementation of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision of Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002 (schools with their own pools), the Manual Handling Operation Regulations 1992 (schools using people moving and handling equipment).
- Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool and should be authorised to control the use of the pool.
- CIMSPA/STA/RLSS offer a range of operational and supervisory short courses and other management courses which can be tailored to the school needs.
- This role may also cover the allocation of key roles for each swim session. If this is not the case then the school must identify which staff member(s) is/are responsible for allocating roles for each swim session and each group undertaking swimming sessions – identifying each group undertaking swimming and name all those staff who would be involved and what their roles are.

**Where the public use school pools for recreational swimming, operational management skills will be essential. It is also important that the school has on file a copy of the Hire pool risk assessment, NOP and EAP.**

### 2.2.2 Pool Plant Operator (ONLY Applies to Schools with Pools)

Where the school operates its own swimming/hydrotherapy pool there needs to be a designated member of staff to oversee the pool plant operations. The role of the Pool Plant Operator is to manage and maintain the swimming/hydrotherapy pool to include the following:

- Health and Safety.
- Swimming pool hygiene - pollution and infection, disinfection and cleaning, chlorine chemistry.
- Balanced water – water testing (using clean water testing kit), diagnosis, chemical dosing and control.
- Circulation, filtration, heating, ventilation and energy management.
- Pool plant and equipment including hoists, slings and float aids.

Also refer to further detail covered in Section 5.

**Schools must ensure that they have at least 2 members of staff trained and qualified to oversee and maintain the pool environment, water clarity, pool plant and general pool safety in the event of absence/sickness. Check that the Pool Plant Operators are familiar with the pools NOP and EAP.**

## 2.2.3 Lifeguard

When the pool is operational there must be a lifeguard present at all times with a minimum qualification of the National Pool Lifeguard Qualification (NPLQ) – Level 2 Award. This qualification must be revalidated every 2 years as it is recognised that to maintain the qualification 20 hours of CPD must be undertaken (at least 10 refresher training sessions covering schedules D1 – D6) within the 2 year period, between revalidation.

- **In school pools**

The school must ensure that the lifeguard qualification and CPD is up to date and regular monitoring and checking must be undertaken and records kept. In addition checks on their understanding of the role and how long they have been on duty/will be on duty for and they are familiar with the NOP and EAP for the pool. The role of this monitoring should be defined within the schools Normal Operating Procedures / the swimming risk assessment.

- **In hired pools**

Where a school hires a Leicester City Council run pool, it is sufficient to have written in the Hire Agreement that all lifeguards provided are qualified to NPLQ Level 2 and maintain their CPD in line with the qualification requirement. **This could be reflected in a non LCC pool hire agreement too, so that assurances are obtained.**

The role of a lifeguard is to help the Pool Operator to meet their duty of care and comply with industry guidance and law and to intervene and prevent accidents. The lifeguard must ensure that at all times they can see all swimmers and **NEVER** turn their back on a group or position themselves so that swimmers are behind them.

The lifeguard should position themselves on the poolside, **MUST NEVER** be in the pool whilst in a designated role of a lifeguard and is to maintain a safe and healthy environment for swimmers through being:

- Professional and vigilant.
- Maintaining observation – remaining alert to observe swimmers within the pool environment as well as those who are poolside. The pool must be scanned every 10 seconds with a lifeguard no further than 20 seconds away from any swimmer who may get into difficulty.
- Providing good supervision – supervise swimmers and monitor activity within the pool.
- Early intervention – act immediately at the first signs of any action that could lead to a potential incident to prevent an incident or emergency developing.
- Accident prevention – educate pool users, prevent dangerous behaviour and ensure pool rules are followed.
- Rescue – act immediately and rescue any swimmer who may be in difficulty/require first aid.

The lifeguard is in control of the pool whilst it is in use and therefore is the lead at all times in terms of responding to an incident or emergency. However, in the event of the lifeguard not being able to respond immediately in a potentially life threatening situation the swim teacher / trained school swim support staff– **AFTER RAISING THE ALARM** - can be expected to respond to assist a pool user in difficulty until the lifeguard is in a position to assist.

No one on duty at the poolside for a long time can be expected to remain alert. RLSS UK recommends that the pool supervisor (lifeguard, spotter – person(s) with NPLQ) spend no longer than 60 minutes at the poolside and in exceptional circumstances, no longer than 90 minutes in the pool hall itself. These sessional times must be considered specific to each pool, in terms of pool temperature contributing to heat fatigue, sessional group sizes and whether the pool activities are organised programmes (i.e. taught) or free swim. There is an emphasis that there should be regular rotation between lifeguard positions which may assist the lifeguard to remain alert. **Compliance with all of these recommendations is mandated by LCC.**

**When the pool is operational the roles of staff for each session must be clearly identified and documented prior to the session commencing (see Appendix N) (where a Leicester City Council leisure centre pool is being used, it is sufficient to indicate on the sessional register the lifeguard is LCC rather than try to establish their names at each session).**

## 2.2.4 Spotter

### In school pools

In schools with their own pools there is a role for spotters, it is to assist the lifeguard, acting as extra eyes and ears, therefore if the lifeguard is called upon to assist a pool user the spotter must remain on task. Remaining on task means to observe all pool users, **ensuring their safety** until the situation is either made safe ~~and the lifeguard returns to post~~ or all users are removed from the pool. **Spotters must not be allocated more than one role when poolside.**

### In hired pools

Where a school is undertaking swimming as an activity in a hired pool they ~~should~~ **must** decide whether they require a spotter for every swim session. This decision will be based on a risk assessment of the session activity, for example, number of pupils in one session, how many pools being used, how many groups using the pool in different swim classes from the same school – all these factors may indicate that a spotter is required for each group or one spotter per pool being used. Where the session includes pupils with known challenging behaviours, **medical conditions, communication difficulties (i.e. English not their first language, visual/hearing impairment), physical disabilities** or nervous swimmers the school may decide that it would be appropriate to appoint a spotter per group – each session will be different. Where all pupils using the pool are having 1:1 in-pool support or it is a small group of pool users with a qualified swim teacher, a lifeguard may be deemed sufficient and the school may decide a spotter is not necessary. **There are some cases where the swim teacher is in the pool with a small group (i.e. pupils of low confidence/ability) and in such situations it would be a requirement to have a spotter positioned for this group specifically.**

Consideration must be given to ‘what if’ a pupil falls ill at the pool and needs supervising poolside until the session ends, ‘what if’ a pupil is injured and needs accompanying to the hospital direct from the pool etc....~~spotters could perform more than one duty~~ **must not be allocated more than one role when poolside**, although primarily to ‘spot’ pupils in the pool where the need is identified and they have been designated this specific role, therefore ensuring that schools send sufficient levels of support staff with this activity is very important. Best practice would be to provide a spotter per swimming group.

~~No one on duty at the poolside for a long time can be expected to remain alert. RLSS UK recommends that the pool supervisor (lifeguard, spotter – person(s) with NPLQ) spend no longer than 60 minutes at the poolside and in exceptional circumstances, no longer than 90 minutes in the pool hall itself. There is an emphasis that there should be regular rotation between lifeguard positions which may assist the lifeguard to remain alert. Spotters should move around the pool side, always watching their assigned group / pupil and be standing not sitting to ensure the best view of their group, this may assist with them remaining alert. Compliance with all of these recommendations is mandated by Leicester City Council.~~

When the pool is operational the roles of staff for each session must be clearly identified and documented prior to the session commencing (see Appendix N). Regular monitoring of this role must be undertaken and recorded to include duty spotter training and relevant qualifications, checking they understand their role and how long they have been on duty/will be on duty for. **Check that The spotter is must be familiar with the pools NOP and EAP (for schools with pools) and the schools swimming risk assessment / pupils specific risk assessment (for all schools).**

## 2.3

### School Teaching staff (accompanying the swimming activity)

Teachers have a duty of care that operates for any activity in which pupils are involved.

**Teachers cannot transfer the duty of care to anyone else.** This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site, including swimming. In relation to swimming this means that:

- Pupils are appropriately supervised when changing.
- Pupils are under control at all times.

- A head count is taken before, during and after swimming sessions as a minimum.
- Normal and emergency procedures are enforced.
- Teachers have an overview of the teaching of their pupils and the conduct of the class.

### 2.3 cont. School Teaching staff (accompanying the swimming activity)

- Teachers with a designated role i.e. Swim Sessional Lead, cannot delegate their role to a Teaching Assistant, they must ensure if cover is required that the member of staff is of the same level and has the same qualifications, as well as understanding the role, **the activity risk assessment** and pools NOP and EAP and has received (within the last year) an induction to the pool being used. This is the same for any role related to the pool or the swimming activities.

All teachers should accompany their own class to swimming, whenever possible, because of the special knowledge they have of their pupils. Where this is not possible, those staff taking on the responsibility should ensure that they have been appropriately and adequately briefed regarding the pupils, their swimming ability, any challenging behaviours or specific needs (i.e. asthmatic).

**When the pool is operational the roles of staff for each session must be clearly identified and documented prior to the session commencing (see Appendix N). Regular monitoring to check staff know what role they have (as per the Sessional Register) and their understanding of what the role entails, swim/hydrotherapy session should be undertaken and recorded including checking that staff have received the appropriate training for their role. to include checking relevant qualifications of staff and checking that all staff understand their role within that session. Check that teaching staff are familiar with the pools NOP and EAP.**

There are some cases where the swim teacher is in the pool with a small group (i.e. pupils of low confidence/ability) and in such situations it would be a requirement to have a spotter positioned for this group specifically.

- In school pools

All staff involved with the pool activities must be familiar with the pools NOP and EAP as well as the associated risk assessments (activity and pupil specific).

- In hired pools

**All school staff supporting this activity should be familiar with the associated risk assessments which should include significant information from the pools NOP, EAP and risk assessment.**

### 2.4 Adults Other Than Teachers (AOTT) (accompanying/supporting the swimming activity)

Adults other than teachers can be extremely helpful to support the delivery of swimming in schools and in the extended curriculum whether on or off site and they can:

- Support and work beside teachers.
- Supervise changing.
- Administer first aid.
- Look after any pupils who are unwell / not able to swim or not swimming.

Teachers cannot transfer their duty of care to AOTTs but where AOTTs have swimming teaching qualifications they **may** **can** be involved in the teaching of swimming. AOTT's will be directed by authorised swimming staff. AOTT's must have been inducted to the pool and undertaken the Swim Test, being treated just the same as staff employed by the school to support this activity.

AOTT's should be vetted by the Disclosure and Barring Service (previously CRB checks) to work with pupils.

There are some cases where the swim teacher is in the pool with a small group (i.e. pupils of low confidence/ability) and in such situations it would be a requirement to have a spotter positioned for this group specifically.

- In school pools

All staff involved with the pool activities must be familiar with the pools NOP and EAP as well as the associated risk assessments (activity and pupil specific).

- In hired pools

**All school staff supporting this activity should be familiar with the associated risk assessments which should include significant information from the pools NOP, EAP and risk assessment.**

## 2.5

### **Specialist Swimming Teachers and Swimming Instructors**

Specialist swimming teachers are teachers with Qualified Teacher Status who also hold a nationally recognised swimming teaching qualification. Ideally all swim lessons should be delivered by a qualified swimming teacher. However, within Leicester City Council it has been agreed that as long as there is an ASA Level 2 swim teacher present poolside there can be fully qualified school teachers (with reference to education not swimming) teaching swimming alongside them. All the Leicester City Council Leisure Centres have swimming teachers qualified to ASA Level 2 who are available to hire.

Teaching assistants / school staff without a formal teaching qualification are permitted to assist in the water (**they must hold a full current Swim Test**) but should not teach a whole group unless they have completed the ASA National Curriculum Training Programme which is a short course of 1-2 days and provides insight into curriculum swimming as a minimum requirement or hold a nationally recognised swimming teaching qualification. All staff involved with the swimming activity must be DBS checked.

Recognised swimming teaching qualifications can either be:

- Level 2 Swimming Teacher awarded by ASA; or
- Level 2 Certificate in Swimming Teaching awarded by STA

It is strongly recommended that to provide the safest and most proficient way of teaching pupils to swim Head Teachers, Swim Managers / Co-ordinators consider the benefit of either the hiring in of swim teachers with the recognised qualification or of putting key school staff involved with the swimming activity through training for the ASA Level 1 qualification followed by the ASA Level 2 qualification or equivalent.

**Although the swimming teacher / instructor may also hold a current safety award they must not be expected to have a dual role of both teaching and lifeguarding. Schools may decide to have the lead for each swim session as their own swim teacher/instructor, but early on it is important to establish who the class lead from the school is for each session and record on the sessional register (see Appendix N).**

Swimming teachers / instructors have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training which includes:

- Planning, developing and monitoring the swimming programme.
- Preparing schemes of work appropriate to pupils' ages, abilities and interests.
- Co-operating with the class teacher to check numbers of pupils before, during and after each session.
- Identifying specific groups and individual needs for each swimming session.
- Being familiar with the Pool Safety Operating Procedures (PSOP).
- Being familiar with the emergency equipment provided.
- Ensuring adequate safety and first aid cover is available, specific to pupil needs.
- Being suitably clothed.

There are some cases where the swim teacher is in the pool with a small group (i.e. pupils of low confidence/ability) and in such situations it would be a requirement to have a spotter positioned for this group specifically.

- **In school pools**

The school must ensure that the Swimming Teacher/Instructor has the relevant qualifications That they are in date and records kept. In addition checks on their understanding of the role and that they are familiar with the NOP, EAP and associated risk assessments for the pool. The role of this monitoring should be defined within the schools Normal Operating Procedures / the swimming risk assessment.

- **In hired pools**

Where a school hires a Leicester City Council run pool with swimming teachers/instructors, it is sufficient to have written in the Hire Agreement that all Swimming Teachers/Instructors provided with at least one being qualified to ASA Level 2 (or equivalent) and the rest with a minimum qualification of ASA Level 1 (or equivalent). This could be reflected in a non LCC pool hire agreement too, so that assurances are obtained.

~~Regular monitoring of this role must be undertaken and recorded to include the Swimming Teacher/Instructor qualifications (particularly those schools with pools / private facilities), (where a Leicester City Council leisure centre pool is being used with the provision of a swimming teacher(s), it is sufficient to indicate on the sessional register the swim teacher(s) is LCC rather than try to establish their names at each session).~~

School staff undertaking the role of a swimming teacher / **in pool support** are required to achieve the **full** Swim Test on an annual basis – see Section 2.6.

*For further information on swimming teaching qualifications see Section – Contacts, References & Further Information in this guidance.*

## 2.6

### Swim Test

There are **now** two elements to the Leicester City Council Swim Test – i) the ‘wet test’ (originally the Swim Test) and ii) the ‘dry test’ (an extra element brought in to ‘test’ the knowledge and understanding of school staff supporting the swimming activity).

The Swim Test is to provide assurance that all staff working poolside have a basic level of swimming ability and are capable of taking care of themselves should they fall in or be deployed into the pool. By having the Swim Test (wet & dry elements) this does not indicate that individuals have a role in a rescue but it is to reduce the burden on the appointed lifeguard when the pool is in use.

Any members of staff/volunteers entering the pool area / working poolside / supporting the swimming activity must hold a current Swim Test certificate (preferably both the wet & dry elements); this includes teaching staff, and where school has own pool - physiotherapists, administration staff, premises officers and cleaners (where appropriate as per the risk assessment).

No one can be forced to undertake the ‘wet’ element of the Swim Test particularly if they refuse on cultural or medical grounds or for other significant reasons, but where it is appropriate as identified in the risk assessment they should be encouraged to do so. **Staff who have not**

attained the ‘wet’ element of the Swim Test should be **discouraged** from being poolside and the risk assessment should reflect this. For these staff the school may consider roles that are not pool side; restricting staff to such roles as changing rooms / supervision only (where changing takes place poolside such as at Cossington, these staff must still undertake and pass the ‘dry’ element and would remove themselves from being poolside once lessons have commenced. In addition, in these situations the school should ensure that they have staff allocated poolside during changing who CAN swim / have done the ‘wet’ element in addition to those staff who have not). Where the school permits members of staff / volunteers to enter the pool area / be pool side without a full Swim Test (the ‘wet’ and ‘dry’ element) the lifeguard **must** be informed. Either way, the situation and control measures **must** be documented on the schools swimming risk assessment roles recognised on the sessional register.

The thought process behind the ‘wet’ element of the test being undertaken by all staff who are likely to be / are in poolside positions is that should they be called upon to be first responders / assist with an incident or emergency situation in the event of the lifeguard not being able to respond immediately in a potentially life threatening situation – **AFTER RAISING THE ALARM**, and school staff use the rescue rope or pole and then get pulled in themselves the lifeguard would then have 2 people to rescue rather than knowing that the school staff member can look after themselves, due to them having undertaken the ‘wet’ element of the Swim Test and the lifeguard can then focus on the person who initially required assistance.

The Swim Test must be refreshed annually, preferably undertaken at the main pool used by the school and should be in two parts a) refresher on the schools pools NOP and EAP which must be tested and b) the recognised ‘wet’ test undertaken in the pool and poolside. A current record of training must be maintained.

It is strongly recommended that the ‘wet element’ of the Swim Test is undertaken by an independent assessor and not by senior / school staff / school swim teachers. This is to ensure that there is no temptation to accredit colleagues who have not met the required standard. The ‘dry element’ can be overseen by the schools Swimming Manager / Co-ordinator either at the pool or back at school and could be presented as a ‘quiz’ / multiple choice questions / test paper. In general, those schools hiring Leicester City Council facilities will have the ‘dry element’ test at the pool the same time as the ‘wet element’ test, under test conditions. The pool will mark the test papers and record the results, sending a summary of the pool induction, wet and dry element results to the school Swim Manager / Coordinator along with the test papers (LCC facilities will return the dry test papers approximately 1 month after the test). Schools are required to maintain this information as evidence of staff competence.

## 2.6 **Swim Test (cont.)**

The school must ensure that the ‘dry element test’ has a different set of questions each year when the Swim Test is refreshed (**LCC facilities will change the test papers each year**). Best practice would be to have 2 or 3 different test papers handed out each year to ensure questions are answered independently of colleagues under test conditions. It is suggested that copies of the test / quiz used are kept on record each year, along with the test papers from each Swim Test candidate – clearly indicating their name and final score. Schools / Facility Managers / Facility School Swimming Co-ordinators should look at all candidates achieving at least 80% of the questions being answered correctly – ensuring that significant questions have been answered correctly such as what to do in emergency procedures. Where this is not the case the candidate will need to refresh on their knowledge and then be re-tested. Again, if they fail to achieve the required level to demonstrate their understanding of the pools normal and emergency procedures, consideration must be given to these staff NOT having access to the poolside but having restricted access only to areas such as the changing rooms only.

Schools hiring pools must take responsibility for booking the Swim Test, working with the hired facility / Pool Operator to arrange for both the ‘wet’ and ‘dry’ element to be undertaken at the same time at the facility they hire. It is not the responsibility of the hired facility to instigate the Swim Test for the school prior to the schools swimming sessions commencing.

The Swim Test certificate should not be issued until the results are satisfactory and schools hiring pools will be notified by the facility / Pool Operator of those staff who have passed the Swim Test. Swim Test certificates will not be issued going forward, simply a summary sheet indicating schools name, date of test, staff names, induction, wet and to what depth, dry and what score achieved. and subsequently certificates would then be issued.

See Appendix M.

## 2.6 DUAL ROLES AROUND THE POOL

Schools must ensure that staff in significant positions during a swimming/hydrotherapy session are not given dual roles. Significant positions being Lifeguard, Swim Teacher / Instructor, Spotter, In Pool Support – staff in these positions are expected to remain focused on their role and cannot be expected to have the another role such as First Aider as this would require them to leave their main role thus compromising the safety of pool users (pupils, staff etc.). It is essential that schools ensure that they are providing sufficient staffing provision for this activity.

## 3 DUTY OF CARE

3.1 The delivery of a school swimming programme may involve a number of partners including school teachers, swimming teachers provided by the Local Authority (LA) and private swimming teachers specifically bought in by the school. Whilst issues related to delivery are transferable, duty of care must remain the responsibility of the designated school representative.

The Head Teacher has to ensure that any teacher responsible for the delivery of swimming and/or its associated disciplines is appropriately qualified to carry out the role effectively and safely. Where the school swimming programme is delivered by an external partner, the school Swimming Manager/Coordinator has a responsibility to ensure that the swimming teacher is appropriately qualified in the aspects being taught and if found not to be the case, then further action is required to rectify this before proceeding with the swimming activity. The Swimming Manager/Coordinator must ensure that the programme is appropriate to the needs of the pupils and the school. An ongoing dialogue between both parties will help to ensure that this requirement is appropriately met.

## 4 SUPERVISION OF CHANGING ROOMS

4.1 Pupils should be supervised whilst changing:

- If pupils are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise.
- If using open plan single sex changing areas then only staff of the appropriate gender should enter the changing room unless in an emergency.
- If pupils under the age of eight are swimming, a mixed gender group may use an open plan single sex changing room, if schools do not have the staff (teachers and/or AOTTs) of the appropriate number or gender to supervise pupils in their own-sex changing room. In a leisure centre / facility used by members of the public this will need to be notified to, and approved by, the hired facility / pool operator.

4.2 Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the pupils are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through

doorways or entering changing areas in and emergency. **All staff used to supervise changing rooms should have a current DBS check in place.**

#### 4.3 In Leisure Centres / Public Facilities

4.3.1 Ideally pupils will change in separate 'school changing areas' as it is not desirable for members of the public to share changing provision with school pupils.

Pool operators should be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved appropriate supervision arrangements need to be agreed between the pool operator and the school. **Best practice should be that school staff 'sweep' / check the changing areas before letting pupils in to change.**

4.3.2 Where changing takes place in open plan public single sex changing rooms, adequate provision must be provided by the school to supervise the conduct of pupils and also swimmers on the poolside awaiting their session. Non-participating pupils should not accompany the group. **All staff used to supervise changing rooms should have a current DBS check in place.**

#### 4.4 In School Pools

4.4.1 Pupils will be able to change without members of the public being present.

4.4.2 Arrangements for the supervision of pupils should be as for paragraph 4.1, 4.2 and **4.3.2** above.

### 5 POOL PLANT, POOL WATER & POOL FACILITY OPERATION & MANAGEMENT

#### 5.1 For Schools with Pools

5.1.1 The Pool Plant Operator is responsible for setting up the safe systems of work – all activities for the operation and maintenance of plant and equipment for the pool and surrounding area (poolside etc.) - must be trained and aware of both pool plant safety and pool operational safety. Consideration should be given as to how the sample water is collected (considering poolside lone working), that any medical conditions the member of staff may have are risk assessed and there is a lone working procedure in place for when water samples are taken.

5.1.2 There should be documented procedures for monitoring water quality, including the use of the tests kits and equipment. The frequency of chemical testing should be determined by the risk assessment, but the Pool Water Treatment Advisory Group (PWTAG) recommended test intervals are:

- before the pool opens
- every 2 hours while it is open
- after it closes.

Micro-biological testing should be undertaken monthly to monitor the presence of microorganisms and are arranged by the Leicester City Council Corporate Health and Safety Team. Tests should also be done:

- before a pool is used for the first time
- before it is put back into use, after having been shut down for repairs
- if there are difficulties with the treatment system
- if contamination is noted
- as part of any investigation into possible adverse effects on swimmers health.

The documented procedures should detail actions that Pool Plant Operators should take if there are unexpected test results, especially if they show the pool water chemical composition is either below or exceeding safe limits.

## 5.2 Pool Plant Operators

- 5.2.1 Pool Plant Operators should be qualified by the ISRM Pool Carers Course, CIMSPA (Chartered Institute Management of Sport and Physical Activity) Pool Plant Operators course or STA Pool Plant Operations. A 3 day course covering what the Plant Operator needs to know to keep the pool water reasonably free from the risk of infection spreading, to keep the water clear so that pool users can be seen under the water and to operate ~~a simple~~ the school pool plant safely and effectively. This award is valid for 5 years and revalidation is required. This is to ensure the pool operates in line with the PWTAG (Pool Water Treatment Advisory Group) Code of Practice.
- 5.2.2 It is important that Managers / Swim Coordinators, responsible for pool plant operators are aware of what is required of plant operators and can monitor their work. CIMSPA/STA/RLSS offer a range of operational and supervisory short courses and other management courses which can be tailored to the school needs.
- 5.2.3 Schools must ensure that they have at least 2 members of staff trained and qualified to oversee and maintain the pool environment, water clarity, pool plant and general pool safety in the event of absence/sickness. Check that the Pool Plant Operator(s) are familiar with their pool Risk Assessment, NOP and EAP.

Where the public use school pools for recreational swimming, operational management skills will be essential.

## 5.3 In UK Public Swimming Pools including Swimming Facilities on Educational Visits

- 5.3.1 In public swimming pools in the United Kingdom standards should be to the ISRM National Pool Plant Operators Course or Equivalent (see 5.2.1).
- 5.3.2 Schools are not required to satisfy themselves as to the qualifications of those managing public swimming pools in the United Kingdom where they swim but if there is any concern with regard to safety (including the clarity and quality of the pool water) this should be reported to the Duty Manager at the pool immediately **and recorded on the sessional register**.
- 5.3.3 Pools in private houses are not generally checked and are only suitable for domestic use by family and friends and **should not be used by schools and other settings**.

## 5.4 Alternative Swimming Facilities

- 5.4.1 Alternative swimming facilities include (this list is not exhaustive):
- Sea
  - Waterways – lakes, rivers, canals, etc.
  - Reservoirs
  - Private Leisure Centres
  - Domestic swimming pools
  - Hotels, villas and spas
  - Public pools outside of the UK
  - Open Water Swimming
  - Hotel (and other) Swimming Pools without Lifeguards
- 5.4.2 LCC only permits swimming in alternative swimming facilities where there is a qualified lifeguard on duty, supervising the pool, i.e. not engaged in any other task or duty. There must also be adequate qualified supervision and a robust procedure in place for dealing with any swimming emergency that could arise. It is an expectation that the standards set out in this document must

not be compromised when using an alternative swimming facility. A risk assessment must be completed and signed off by the Head Teacher prior to this activity commencing.

## 6 RECORDS

- 6.1 Records of all qualifications of those involved in the teaching of swimming must be maintained, kept up to date and available for inspection if required.

Where a Leicester City Council leisure centre pool is being used and providing lifeguards and swim teaching staff, it is sufficient to have indicated in the Hire Agreement that these staff are trained and qualified to the recognised national standard – NPLQ Level 2 (lifeguards) and ASA Level 2 / 1 (swim teachers). The person responsible for this is the designated person in charge of school swimming.

- 6.2 Records of incidents and accidents that occur in the swimming pool or pool area should also be maintained and should be available for inspection. An annual review of these will assist with the review of the hazards / risks associated with the school swimming activity and the review of the risk assessments. LCC facilities will retain copies of incident records.

### In school pools

Records should be kept of pool water tests taken in school pools. School pools should be tested manually at least three times a day, a copy of the pool log test sheet must be sent to the Health and Safety Team every week. The pool test logbook must also be available for inspection if required. The person taking the test must sign the log sheet each time this task is carried out must be trained to complete water testing correctly.

### In school pools

Records should be kept of all equipment checks. Pre-use checks should be undertaken daily. Hoists and slings must be inspected at least every 6 months in line with LOLER regulations and more frequently if the risk assessment indicates due to the amount of use and nature of use the hoists and slings undergo.

### In hired pools

Where a Leicester City Council leisure centre pool is being used, it is sufficient to have indicated in the Hire Agreement that these checks are undertaken and the leisure centre can provide evidence if required as part of an inspection. This could be reflected in a non LCC pool hire agreement too, so that assurances are obtained.

- 6.5 All school staff involved with this activity have a duty of care to undertake visual checks (which can be recorded on the Sessional Register) at the beginning of each swim/hydrotherapy session and report any defective / damaged equipment immediately to the Duty/Pool Manager and request an alternative.

### In school pools

Pool toys and float aids should be individually identifiable and regularly inspected. There should be daily visual checks prior to use ensuring that the items are fit for purpose there is no wear or tear and not perished or damaged. This should be logged as part of the daily pool check. A more in-depth check should be undertaken weekly to identify that each item has been checked, especially items classed and used as float aids.

### In hired pools

Where a Leicester City Council leisure centre pool is being used and provides such equipment, it is sufficient to have indicated in the Hire Agreement that these checks are undertaken and the leisure centre can provide evidence if required as part of an inspection. This could be reflected in a non LCC pool hire agreement too, so that assurances are obtained.

- 6.6 Records of daily pool checks should be kept by the pool operator.

6.7 Pool activities, sessional registers and supervision should be regularly monitored and reviewed to monitor health and safety performance, to check that the pool and swimming activity risk assessment is suitable and sufficient and inspection / monitoring records kept.

## 7 RISK ASSESSMENT

7.1.1 There must be a written risk assessment for each pool (this is the responsibility of the Pool Operator / Facility Manager) and **each** swim session (i.e. class group/year group - this is the responsibility of the school), as the pupils and the staff participating will all have unique features that make particular demands upon safety e.g. challenging behaviour, medical needs, SEN, nervous swimmer etc.. Each pool and each session must therefore be dealt with individually and individuals requiring specific support may require their own swim risk assessment rather than a generic one for their whole swimming group.

There must be a suitable and sufficient written risk assessment for the swim session (each group) clearly indicating significant hazards, risks and control measures in place. This document should consider and include (this list is not exhaustive):

- The journey arrangements **including supervision ratios and first aid provision**
- The changing facilities and arrangements **including supervision ratios (male / female)**
- The pool, the lesson activities, pool toys / float aids used
- Staffing roles and responsibilities, **identify specific qualifications, information, instruction and training, Swim Test**
- First Aid provision **throughout the activity**
- Swimming ratios
- Spotter – **where the school would /would not use spotters**
- Clothing – clarity on pupils and staff acceptable and appropriate dress
- For each swim session identify pupils and staff participating with specific needs or support requirements **either in the main swimming risk assessment or as a separate document**
- Outline of facility and the dual arrangements the school has with the facility / pool operator, the provision of safety equipment, **Lifeguard(s), normal operating procedures and emergency arrangements including pool evacuation drills**
- Free swim / splash sessions – be clear on the arrangements to manage this, including additional spotters, lifeguards.
- Monitoring, review and revision – how, who by, how often, reporting lines, action required

7.1.2 At the beginning of the academic year the school Swim Manager / Coordinator should visit the facility and review school documents to ensure that the swimming / hydrotherapy activities will be undertaken in a safe manner (see APPENDIX J for a guide, additional areas and items to be checked can be added). These will take into account:

- The age and ability of the pupils in each class.
- The activities that they will be undertaking.
- Anything untoward regarding the physical environment including hazards and defects.
- The qualifications of the people leading and supporting the session (facility and school staff).
- That staffing ratios will be adhered to and staff are aware of their designated roles whilst supervising pool/changing area activities.

**Any specific risks will be covered are to be included in individual pupil education plans / risk assessments or contained within the teacher's lesson plans. The school must identify who has the designated responsibility for undertaking individual pupil risk assessments as well as those for each swim group.**

The designated Swim Session Lead / school staff will be expected to undertake a **dynamic** risk assessment (visual check) each time they attend the pool as part of a swimming / hydrotherapy session, of the situation at that time and to take appropriate action to control any identified risks.

A Sessional Register must be fully completed for each swim/hydrotherapy session and used to establish roles and responsibilities including the swim session lead, lifeguards, first aiders, swim teachers, 1:1 supervisors (in pool / pool side) if applicable, spotters and changing room supervision. Consideration should be given to ensure that there is provision for back up support. (APPENDIX N)

## 7.2 School Pools

7.2.1 Where a pool is on a school site, the host school (pool operator) has a responsibility to undertake a pool risk assessment, it is a legal requirement, and they must:

- Identity the hazards that might be present at the pool.
- Decide who might be harmed, and how to assess the risks and take appropriate action. Record the findings to include significant hazards and how these are to be dealt with, that precautions are reasonable and the remaining risk is as low as is reasonably practicable.

In addition, the school Pool Operator has a responsibility to have a written Pool Safety Operating Procedure (PSOP) which consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment (just as the leisure centres have). These documents must be made available to all appropriate staff and should form the basis of the 'dry' element of the Swim Test.

- The NOP should set out the way the pool operates on a daily basis, to include details of layout, equipment, manner of use, user group characteristics and any hazards or activity related risks.
- The EAP should give specific instructions on the action to be taken, by all staff, in the event of an emergency.
- Staff must not only be aware of the PSOP; the NOP and EAP, but must be inducted, instructed and trained to work in accordance with the provisions therein.
- Ensure that hirers and other users are aware of the relevant sections of the NOP and EAP and where necessary induction and training are given and regular checks made to ensure compliance.

7.2.2 Teachers will be expected to undertake a dynamic risk assessment (visual check) each time they attend the pool as part of a swimming session, of the situation at that time and to take action to control any identified risks. See APPENDIX J for a guide, additional areas and items to be checked can be added. These will take into account:

- The age and ability of the pupils in each class.
- The activities that they will be undertaking.
- Anything untoward regarding the physical environment including hazards and defects.
- The qualifications of the people leading and supporting the session.
- That staffing ratios will be adhered to and staff are aware of their designated roles whilst supervising pool/changing area activities.
- A Swimming Sessional Register must be drawn up to establish roles and responsibilities including the swim session lead, lifeguards, first aiders, swim teachers, 1:1 supervisors if applicable, spotters and changing room supervision. Consideration should be given to ensure that there is provision for back up support. (see APPENDIX N)

Any specific risks will be covered are to be included in individual pupil education plans / risk assessments or contained within the teacher's lesson plans. The school must identify who has the designated responsibility for undertaking individual pupil risk assessments as well as those for each swim group.

### 7.2.3 Swimming Ratios

Pupil: teacher ratios must not exceed 20:1 and in some cases must be less than that (see the table below). These ratios are based upon safety requirements and not the criteria for teaching. Class ratios need to be risk assessed taking into consideration pupil ability, mobility, behaviour and medical/ health conditions and are also specific to the pool and environment.

1:1	<b>Swimmers with known medical conditions/disabilities:</b> Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing <b>constant support</b> . 1:1 support should be recognised in the swim risk assessment for example those pupils who suffer from epilepsy, asthma, heart condition, diabetes, physical handicap or severely disturbed children should all be under constant supervision whilst in the pool
6:1	<b>Swimmers with disabilities</b> (with an appropriate number of helpers): Each situation must be considered independently as people with disabilities do not form a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support demanded by the range of disabilities within the group. <i>There are national organisations for specific disabilities from whom further guidance may be obtained.</i>
12:1	<p><b>Adult and child classes:</b> That is, up to twelve pairs (one adult and one child) to each teacher. For the purposes of this document the term child refers to a child, of less than 5 years of age.</p> <p><b>Non-swimmers and beginners:</b> Young children, normally of primary school age or adults being introduced to swimming. If more than this number is being taught, other adults may be used to help the teacher/coach.</p> <p><b>Diving</b> – beginners and improver divers: Divers of similar ability who are comfortable and confident in deep water.</p>
20:1	<p><b>Improving swimmers:</b> Swimmers of similar ability to each other who can swim at least 15 metres competently and unaided on their front and back and be able to either tread water or get to the side effectively if they were to venture out of their depth. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth.</p> <p><b>Mixed ability groups:</b> Pupils with a range of ability (from improver standard to competent swimmers) but where the least able and least confident are working well within their depth. Swimmers technique, stamina and deep water experience should be considered.</p> <p><b>Competent swimmers:</b> Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes</p> <p>Synchronised swimming: In water over 1.8 deep the ratio should be considered in relation to swimming competence and the activity taking place. The teacher or coach must be able to rescue from the deepest part of the pool floor or be accompanied by a suitably qualified pool lifeguard.</p> <p><b>Water polo:</b> Training only.</p> <p><b>Aerobics in deep water:</b> Pupils must be water confident and either wear appropriate buoyancy aid or be competent swimming in deep water.</p>

A Swimming Sessional Register (**see Appendix N**) must be drawn up to establish roles and responsibilities including the swim session lead, lifeguards, first aiders, teachers, 1:1 supervisors if applicable, spotters and changing room supervision. Consideration should be given to ensure that there is appropriate and suitably trained, inducted etc. staffing provision for back up support.

### 7.3 Spa Pools

Spa pools are not recognised as swimming facilities. Spa pool users must be supervised at ALL times whilst in the water and the staff involved must be confident and have the competence to complete any water-based rescue that may become necessary. There must also be suitable first aid provision on hand to administer lifesaving to any person in trouble in the water (including drowning).

### 7.4 Teacher Position

- 7.4.1 The swimming teacher in charge of the group should be teaching from the side of the pool where the whole group can be seen and from where feedback can be given on the performance of each pupil in the group.
- 7.4.2 There may be some circumstances in which it is appropriate for the teacher or a teaching assistant to be in the water supporting an individual pupil or pupils, but this would be the exception rather than the rule and only following a careful risk assessment of all the potential factors at play (depth of water, pupil ability, use of flotation aids, size of pool, number and age of pupils and life guarding arrangements). Where this is the case there should be a lifeguard and possibly a spotter (depending upon the size of the group in the pool and the activities being undertaken) on the poolside assisting the teacher by observing all of the pupils in the swimming group, such that supervision ratios are never compromised.

**There are some cases where the swim teacher is in the pool with a small group (i.e. pupils of low confidence/ability) and in such situations it would be a requirement to have a spotter situated poolside, positioned for this group specifically.**

- 7.4.3 The teacher or assistant in charge of a group must ensure that at all times they can see all the pupils and NEVER turn their back on a swimmer or position themselves so that pupils are behind them.
- 7.4.4 When teaching or instructing non-swimmers or weak swimmers in duck diving or underwater swimming the teacher of the group should be positioned on poolside at the point nearest to that activity, but so that they can also see the rest of the class.
- 7.4.5 If there is regular glare on the pool surface and the bottom of the pool cannot be clearly seen it is unsafe to continue swimming.

The above actions should form part of the pool Normal Operating Procedure (NOP) **and recognised in the swimming risk assessment.**

### 7.5 Clothing and Equipment

- 7.5.1 **Detail regarding what is appropriate and not appropriate clothing for both pupils and staff to be wearing when attending swimming should be included in the risk assessment. For staff, consider positions both for poolside and in pool support.** Staff working in the pool area should change into suitable footwear to be able to move easily around the poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child.
- 7.5.2 **Staff working in the pool area should change into suitable footwear to be able to move easily around the poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child.** Schools must ensure that the letter to

parents includes information in detail about what clothing is appropriate and be mindful to consider different religious and cultural needs. Consideration should be given to the wearing of swim caps or alternatively ensuring that long hair is tied back. Including this detail in the letter can save a lot of time and frustration for staff and disappointment for pupils. Also include in the letter the schools policy on the wearing of jewellery and goggles for swimming. Ideally all jewellery should be removed to reduce the risk of harm to teacher, assistant and pupils, although there are occasions where exceptions are to be made for religious jewellery and the wearing of goggles should not be encouraged unless there is a strong medical reason. Schools must use the approved letters (letter and consent form in full) for goggles (**APPENDIX G**) and jewellery (**APPENDIX H**).

- 7.5.3 For outdoor pools a peaked hat and polarised sunglasses may be beneficial. If teaching for prolonged periods a suitable sunscreen should be worn bearing in mind the additional reflection of the sun's rays from the water.

## 7.6 Safety Equipment

- 7.6.1 All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Schools must have an efficient method of communication in order to summon additional help/support in the event of an emergency. Ideally this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services. Two way radios can prove to be a useful method of communication for certain pool settings. Whatever the choice the pool should **ALWAYS** have two forms of communicating with reception in case one fails.
- 7.6.2 There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water – that is a pole at either end of the pool.
- 7.6.3 Adequate buoyancy aids, first aid equipment and blankets should be immediately to hand.
- 7.6.4 Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners. In school open-air pools this could be a painted depth line on the fence so that pupils can stand next to it to see where the water will come up to when they get in.
- 7.6.5 All signs should be compliant with the Safety Signs and Signals Regulations. Signs showing the depth of different areas of a pool should meet certain standards and the main points to consider are:
- Provide warning signs about depth
  - Mark steep slopes on the floor
  - Floating lines are sometimes used to mark the start of the slope
  - Allow diving only when water is deep enough
- 7.6.6 A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.
- 7.6.7 All pools must be locked off and isolated to prevent unauthorised access when not in use/manned. Failure to achieve this is a major cause of accidents. Conversely, when the pool is in operation it must be readily accessible in case of emergency.

## 7.7 First Aid Arrangements

- 7.7.1 All schools should make or check the arrangements for first aid. Best practice would be to have someone with the responsibility of overseeing the first aid provision for swimming activities and the pool environment. A First Aid Kit must be available at the pool. Blankets/space/thermo blankets should be available. It is recommended that a defibrillator is available. These arrangements must be regularly checked and monitored and recorded.
- In school pools

There should be a qualified first aider (First Aid at Work) available within call at all times that the pool is in use. This can be a member of school staff or, when hired out to an outside group, the group must be required to provide a first aider.

- **In leisure centres and other pools**

It is the responsibility of the pool operator to ensure that there is a first aider on site ~~or~~and to ensure that the school provides their own first aider.

Schools are responsible for ensuring that ~~they comply with Offsite Visits & Adventure Activities Health and Safety Management Standards September 2016 (formerly H&S Bulletin 33 Trips & Visits)~~. The school staff accompanying the swimming session ~~must be~~ aware of any specific medical needs for those pupils attending (i.e. heart condition, asthma, epilepsy, etc.), including being able / permitted to administer (having received training) pupil specific medication should the need arise.

Pupils who are identified as possibly requiring specific medication should have this available poolside – clearly marked as to who the medication is prescribed for and pupil notes on how / when to administer and who can undertake this. ~~This information must also be reflected in a pupil specific risk assessment and identified on the sessional register. Staff at the pool must also be informed including the Schools Swimming Coordinator, Lifeguard, and relevant Swim teacher.~~

- 7.7.1 In the event of an accident occurring which requires first aid, this must be recorded on the accident form of the pool being used and reported using Leicester City Council's online incident reporting system, the school should request a copy for their own records.
- 7.7.2 Accidents and dangerous occurrences must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Local Authority in the first instance using Leicester City Council's online incident reporting system.
- 7.7.3 Schools should report all accidents, incidents or near misses to their Governing body.

## 7.8 Pool Hoists

The use of both mobile and fixed electrical/mechanical hoists can substantially reduce the need for manual handling. Pool operators will need to:

- Ensure that staff are fully trained in the use of the equipment.
- Ensure that if slings are used instead of a seat or stretcher then 'dog-clips' are used to prevent the sling floating free from the supporting arm while in the water.
- Ensure the capabilities of the individual are taken into consideration.
- Ensure that the equipment (hoist, slings, seat, stretcher) is inspected, and this is recorded, prior to use and tested periodically by a competent person to ensure that the hoist can continue to safely lift loads up to its marked safe working load in line with LOLER regulations.
- Ensure that staff are trained in what to look for as part of the pre use checks. A daily record of pre-use checks of hoists and slings used in the pool area should be kept.
- Ensure that there is a system in place for staff to report faulty/damaged equipment and a system to decommission such equipment until replaced/repaired.
- Equipment must be marked with a LOLER expiry date.
- Hoists and slings must be inspected by an independent organisation every 6 months in line with LOLER regulations and more frequently if the risk assessment indicates due to the amount of use and nature of use the hoists and slings undergo.

Schools using hoists in a hired facility must get assurance that statutory inspections are up to date, along with service and maintenance. In addition, schools must ensure that their staff accompanying the pupil requiring the hoist have appropriate training to use the hoist and should ensure that the sling to be used is appropriate to the pupil (size & type). Checks should be recorded on the sessional register (it may be necessary to add this to your register checklist).

#### 7.9 Pool Equipment

Where specialist equipment is provided, the pool operator will need to consider the risks and hazards stemming from its use and make arrangements for safe systems of work within the NOP. Schools hiring the facility also need to recognise the use of pool equipment such as float aids / pool toys in their swimming risk assessment. The following are examples of equipment which may be used in a swimming / hydrotherapy activity:

- Float aids
- Swim test equipment
- Floating play equipment
- Pool toys
- Inflatable structures
- Water slides and flumes
- Diving boards and platforms
- Water features

There should be a formal procurement process for all these types of equipment to ensure they conform to appropriate standards (CE/BS kite marked) and are appropriate to and for the environment and pupils.

All float aids and pool toys should be individually identifiable and regularly inspected and recorded. There should be daily visual checks prior to use ensuring that the items are fit for purpose that there is no wear or tear and not perished or damaged. This should be logged as part of the daily pool check. A more in-depth check should be undertaken weekly to identify that each item has been checked, especially items classed and used as float aids. Where this equipment is provided by the pool operator it is their responsibility ensure that these inspections are completed and the hire agreement would reflect this to be the case.

However, it is still the responsibility of the hirer of the pool (schools) to undertake visual checks prior to the commencement of sessions with their pupils and if not satisfied that the equipment is fit for use must raise this with the pool staff immediately, ensuring a suitable replacement is provided that is not defective or damaged.

Pupils using float aids or pool toys, etc. in their pool session should have the items identified on their risk assessment – taking into consideration pupil size (height & weight) and ability to ensure that the float aid will be effective. The risk assessment must identify who is responsible for assessing the suitability of float aids to be used against the pupils in the group – this would generally be the ASA Level 2 Swim teachers, and identify housekeeping arrangements for float aids and pool toys both in and out of the pool.

#### 7.10 Lone working around the pool area should be avoided wherever reasonably practicable. Where this is not possible or practicable (generally this would be where pool plant operators water testing) the situation must be risk assessed and a safe system of work devised and put in place. This must consider all of the circumstances including swimming ability of the individual (they should/must have passed the swim test), the nature of the activity carried out and the distance from the edge of the pool. The potential for slipping, bumping the head and being unconscious when falling into the pool must also be considered. There should be a recognised means of keeping in touch with another member of staff and they must be aware of a lone worker in the pool area and monitor this situation. A continuous two way communication might be appropriate.

Contractors and visitors must be accompanied at all times in the pool area by a member of staff who has a current Swim Test certificate. There can be an exception where contractors are carrying out works that are controlled by, for example, a construction phase health and safety plan.

Lone working (where appropriate) must be recognised on the pool risk assessment.

## 7.11 Managing Children with Generalised Tonic Clonic Seizures (GTCS) Joining in Swimming / Hydrotherapy Sessions

### Author Notes

- ⊕ This guidance has been taken put together after checking current advice from approximately 7 epilepsy organisations, 3 of which are referenced below.
- ⊕ The safety of the child and supervising staff during any seizure is paramount.
- ⊕ The information is for guidance only as each child requires an individual risk assessment and generalised first aid management of seizures should be followed.

### CONSIDER:

- ⊕ Children with epilepsy should not be excluded from participation in swimming and/or hydrotherapy sessions.
- ⊕ Each child should have a **management plan** identifying their **risks** of having seizures when they are scheduled to take part in swimming/hydrotherapy activities.

### The risk assessment may include:

- Any known current or recent history of infection, diarrhoea or vomiting
- Compliance and adherence in taking/receiving regular prescribed anti-epileptic medication
- History of prolonged generalised tonic clonic seizures:
- Trigger factors for their seizures including emotional triggers
- Does the child have an individual care plan in date with a supply of Buccolam /Diazepam/ Paraldehyde for prolonged seizures?
- What is the current frequency of their generalised tonic clonic seizures?
- Is there a pattern to what time of the day that these seizures usually occur?
- ⊕ **Avoid swimming if the child has any illness within the last 24 hours**
- ⊕ **Avoid swimming if they have had a change in their seizure frequency in the last week, especially if they have had a generalised tonic clonic seizure within the last 24 hours**
- ⊕ **Avoid taking the child into the pool at a time known to coincide with generalised tonic clonic seizures**

### GUIDANCE:

- Ensure water is kept at an appropriate temperature.
- The child must have 1:1 supervision in the water.
- Avoid overcrowding in the pool.
- Support staff should be available at the side of the pool in addition to any lifeguard present.
- Make sure that all staff members are aware that the child is at risk of having a seizure.
- Staff should be trained in epilepsy awareness and first aid.
- If the child is on rescue medication this should be readily available with the child's carers at the pool side.
- Use appropriate assistance and/or equipment to enable the child to get into the pool.
- Use appropriate buoyancy aids, water wings and floats appropriate to the child's medical condition, development and swimming ability.

### Managing a child having tonic clonic seizure in the water/pool

1. Assess the child's safety.
2. Note the time the seizure began.
3. Is the child at risk of drowning / of further injury?
4. Is the person in the pool with the child or other swimmers at risk of injury?

5. Try to avoid restraining the child.
6. Support the head to keep it above the surface of the water.
7. If possible move the child to the shallow end of the pool.

**Don't restrain their movements or put anything in their mouth.**

**Seizures lasting less than 5 minutes:**

- When the seizure is over assist them when fully recovered or use appropriate assistance to remove the child from the pool, and place them sufficiently away from the side of the pool lying in the recovery position to sleep off or recover from the seizure, provide appropriate covering to maintain their dignity and prevent them from becoming cold.
- Stay with them.
- If you are concerned that they have swallowed or breathed in water, their breathing rate, general condition or injury then call an ambulance.

**You should also call an ambulance if another seizure follows without the child regaining consciousness in between.**

**Seizures lasting more than 5 minutes:**

- If the child has an individual care plan for the administration of rescue medication e.g. Buccolam then a trained member of the staff team could administer their prescribed medication while they are in the water. (the medication will usually take 5-10 minutes to work)
- Call an ambulance.
- If the seizure has not stopped after 15 minutes it will be necessary to consider removing the child from the water for further management of a child developing status epilepticus and possible resuscitation procedures.

**Note: there is a risk of injury to the child or staff if a convulsing child is being manoeuvred out of the water to the side of the pool either manually or using a lifting hoist device.**

**Ideally only remove the child from the water when the convulsions have stopped.**

**Document the seizure:**

- Note the time the seizure started
- Length of seizure (seizure stop)
- Type of seizure
- Record whether rescue medication was required
- How long the child took to fully recover
- Witnesses
- An ambulance called
- Parents/carers informed

**In addition:**

- Not all seizures involve loss of consciousness or convulsions.
- During an absence seizure the child may appear to be daydreaming and in focal seizures they may make repetitive movements and awareness may be changed.
- Keep the child's head above water and when they recover take them out of the water.
- They may not realise what has happened and may feel confused.
- Take the usual resuscitation measures if necessary and get medical help in case water has been inhaled.

Written by:

**Richard Cawthorn** (Community Epilepsy Nurse, Leicestershire Partnership NHS Trust) &  
**Vicky Wilson-Whitford** (Neurology Nurse, Children's Hospital, Leicester Royal Infirmary)

Version 1: August 2016

**References:**

Epilepsy Action [www.epilepsy.org.uk](http://www.epilepsy.org.uk) sport and leisure – swimming  
Epilepsy Society [www.epilepsysociety.org.uk](http://www.epilepsysociety.org.uk) sport and exercise – swimming  
Epilepsy Research [www.epilepsyresearchuk.org.uk](http://www.epilepsyresearchuk.org.uk) Epilepsy: Safety in Sport - swimming

### **7.12 Monitoring, Review and Drills**

There are key questions which members of the schools Senior Leadership Team should be asking themselves. These are:

- What information is available to provide an assurance that throughout the organisation arrangements to control health and safety risks:
  - ⊕ all hazards have been identified?
  - ⊕ suitable and sufficient control measures are in place?
  - ⊕ suitable and sufficient information, instruction and training for all relevant staff?
  - ⊕ comply with the law as a minimum; and
  - ⊕ operate effectively?
- As a school can we evidence all of the above?

As with any activity there must be a schedule of regular monitoring to ensure that procedures are adequate, that staff are able to clearly demonstrate that they know what they are doing and that they understand and are familiar with procedures and they are being followed. **As a minimum monitoring must take place termly and more frequently if not satisfied with the findings. This must be recorded.**

This can be established through observation, checking records and documentation and also questioning staff to establish what they know. **Good practice would be to have Where the school has its own pool there should be a schedule of regular audits / inspections undertaken by the governing body / member of the governing body ( at least annually) as well as the Senior Leadership Team.**

During monitoring and review of the activity, questions must be asked to establish staff understanding and awareness of the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), checking staffing ratios, roles and responsibilities. It is strongly recommended that staff undertaking monitoring and review of the swimming pool and the pool activities must have an understanding of safe working practice and pool operational procedures. CIMSPA/STA/RLSS offer a range of operational and supervisory short courses and other management courses which can be tailored to the school needs.

The Senior Leadership Team should have had relevant training to ensure they are in a position to be able to monitor the pool operations and activities. A designated member of the Governing body may have received relevant training providing them with some knowledge of the pool operations and activities, but in the event that this is not the case Governors can still undertake monitoring visits and complete a report. It simply means that they will be restricted and there will be limitations as to what they can monitor effectively. Lack of training or knowledge should not prevent the Governing body from participating in monitoring this activity. See **APPENDIX F** as a guide and make this checklist specific to your school and pool.

**Pupils must receive a pool safety talk and induction on their first visit / new block of lessons / following a break. There is specific induction content covered by Leicester City Council facilities which can be found in the School Swimming Guidance – APPENDIX D. Schools are responsible for ensuring that ALL pupils receive the safety talk and induction, so if a pupil missed the first**

week, but attends on the second week or later, the school must arrange for them to receive the safety talk **BEFORE** they enter the pool.

An emergency scenario/pool evacuation drill must be carried out **at least** every term (for schools with pools) **and at least once per group if regularly changed or termly if same group throughout the year** (for schools hiring facilities), with the outcomes recorded and any further action such as staff training undertaken and recorded. Schools hiring the facility will have to instigate this through liaising with the Schools Swimming Coordinator at the facility. It is recommended that a full pool evacuation drill is undertaken no later than the 4<sup>th</sup> week of swimming for each group and documented on the sessional register. Some pools will document this for you and there is also a template at the back of this guidance (**APPENDIX O**).

**The final word on the swimming risk assessment at this point:**

- Always ensure that the risk assessment has the version number and drafted date, this will help keep track of revised documents. Always retain earlier versions however minor the changes.
- View the swimming risk assessment as the ‘working manual’ for this activity; more detail is better than less.
- All relevant staff should have access to a copy of the swimming risk assessment and any specific pupil / group risk assessments.
- Staff should sign stating that they have ‘received *school name* swimming risk assessment (state version number and date), read and understood’ the document. This could be done during the in-house staff briefing / training session, where the risk assessment could be the ‘training tool’ with a Q&A session at the end as well as a quiz to check retained knowledge.

## **8 POOL RULES**

8.1 The pool rules should be explained to all pupils before / at their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils. As a minimum, pool rules will include:

- Never go onto the poolside until a member of staff is present
- No glass or breakable items allowed in the pool area
- No food and drinks (including chewing gum) allowed in the pool area
- No jewellery or other adornments to be worn in the pool
- No running on the pool side
- No acrobatics, diving or jumping into the pool except under instruction
- Enter and exit the water by the steps only
- No entry until instructed to do so by a supervising adult
- No holding other pool users under the water or deliberately splashing them
- No pushing or ducking other swimmers
- No shouting or whistling
- No outdoor shoes permitted on the poolside in indoor pools
- Swim caps to be worn if requested and hair tied back/up
- To leave the pool on one long blast of the whistle
- All instructions from staff to be obeyed promptly

8.2 Pool rules vary from pool to pool and detailed Pool Safety Operating Procedures (NOP and EAP) are available **in full** upon request from each leisure centre which provides swimming provision. **An abridged version specifically for schools has been developed by each leisure centre and is sent out with the hire agreement / confirmation.**

8.3 For pool hygiene to be maintained pupils should be encouraged to use the toilet, showers and foot baths before entering the swimming pool to reduce the amount of dirt and bacteria that would otherwise end up in the pool.

In order to reduce the danger of infection teachers must make the Swimming Manager/Coordinator or Pool Plant Operator aware of any faeces, vomit or blood contamination in or around the pool area.

## **9 CONDITIONS OF HIRE**

- 9.1 Operators cannot delegate responsibility for what happens in their pools, therefore if a school pool is hired to an outside organisation the school will need to ensure that the outside organisation will use the pool in a safe manner.
- 9.2 Equally if a school hires a pool from someone else, that organisation will need to make sure that the school is supported in the safe use of the pool.
- 9.3 The mechanism for this is initially the agreement to hire and any conditions of hire imposed by the organisation. The conditions will be re-enforced in the NOP and EAP.
- 9.4 The agreement to hire should be reviewed at regular intervals (**best practice would be annually, which ensures that the hirer has current appropriate insurances and qualified staff i.e. First Aiders, Lifeguard, Swim teachers**) – whenever dates and times are confirmed these should be recorded in a signed agreement between the two parties – a simple form, but the hirers should also be given an up to date copy of the relevant NOP and EAP for the facility and any special conditions of hire which might apply to their session.
- 9.5 Conditions of hire should include:
- The name and address of the organisation hiring the pool.
  - The name and address of the pool being hired.
  - The name of the hirer's representative (the responsible person – first point of contact) and contact details.
  - The activity for which the pool is to be hired (to assess the level of risk and safety rules required session by session).
  - The numbers participating and their age and swimming ability (where a school hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment /area of the pool used may need to be different for different groups).
  - Specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of lifeguarding provision to be made, child protection issues, staffing levels).
  - Details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group).
  - Any safety advice to be given to swimmers and any specific rules that should be enforced.
  - A signature from the hirer that they have received and read copies of the NOP and EAP and agree to undertake and abide by the content of the documents.
  - Appropriate third party liability insurance.
- 9.6 Schools which operate their own swimming pools should refer to 14.5 of this guidance which details the content which should appear in a condition of hire document. They should also refer

to Appendix D - example conditions of hire of a swimming pool together with Appendix E – an example application form for the hire of a school swimming pool.

- 9.7 Schools who enter into an agreement for the provision of swimming with Leicester City Council should refer to their school swimming booking confirmation and service level agreement for conditions of hire information

## **10 CHILD PROTECTION**

- 10.1 The Local Authority and the school will have their own child protection procedures and so too should the pool. It is important that the pool procedures relate to those of the Local Authority. Each school and pool used by the school should establish a protocol identifying the relationship between their respective procedures. Ideally this should be within the conditions of hire.
- 10.2 Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them.
- 10.3 All persons working with pupils should have a current DBS.
- 10.4 Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise pupils and that pupils are safeguarded from members of the public.
- 10.5 When supervising pupils changing or assisting them with their swimming, pool and school staff and AOTT should avoid physical contact with pupils unless it is:
- Essential to develop a swimming skill or technique.
  - To treat an injury.
  - To prevent an injury.
  - To meet the requirement of the activity (e.g. Lifesaving).
  - To lift or manually support a child with disabilities.

In these circumstances the adult should explain the reason for the physical contact to a child. Unless the situation is an emergency the adult should ask the child for permission. If pupils have disabilities, they and their carers need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

- 10.6 Where pupils sustain an injury and any first aid is administered, the parents/carers should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents which occur at a public pool should also be recorded by pool staff on their forms for their records.
- 10.7 In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the child should be informed as soon as possible.
- 10.8 Staff and AOTT may place themselves at risk by being alone with a child and should ensure that wherever possible there are other persons around and that they are in public view.

## **11 USING POOLS ON EDUCATIONAL VISITS**

Use **Offsite Visits & Adventure Activities Health and Safety Management Standard (September 2016) Health and Safety Directive 33 – Planning for Safe Trips and Visits** in conjunction with this document.

## 12 NORMAL OPERATING PROCEDURE

- 12.1 Schools with their own pools will need to draw up or review their own risk assessment as a basis for writing down the Pool Safety Operating Procedures (PSOP) for their pool. This will include the Normal Operating Procedure (NOP) to maintain safety and an Emergency Action Plan (EAP), detailing exactly what everyone does if an emergency occurs.
- 12.2 Schools using other pools will need to be aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the EAP to know what to do in an emergency. Schools using public pools must be given an induction to the pool safety operating procedures on their first visit. A copy of the public pools risk assessment must be made available to the hiring school and this should be communicated to all relevant staff.
- 12.3 Staff will need to be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term / **each new group** with the pupils in their classes.
- 12.4 Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a **period of at least twenty one years**.
- 12.5 **For schools with pools – drawing up an NOP**
- **Identify all staff with specific roles and responsibilities for swimming and the pool:** and ensure that they understand their role
  - **draw a plan of the pool,** noting dimensions and depths; features and equipment; entries and the emergency exit routes; pool alarms; fire alarms and any other relevant information. Include the pool address, telephone number and name of the responsible person and describe how the pool is to be managed and used. Enter the maximum pool bather capacity
  - **list the key hazards** to alert users to things they need to be aware of and hazards to be avoided. This is the basis for the NOP
  - **record communications methods:** rules for safety; arrangements for passing on safety messages to any users; any policies or pool rules or access rules for controlling groups or individuals, and procedures for the enforcement of safety rules
  - **rules of supervision:** ratios of staff to pupils; qualifications of staff; arrangements for life guarding; training arrangements and frequency; what helpers should be doing; how and what to observe in the pool and where to be positioned
  - **systems of work and operational systems:** lines of supervision; regular checks on pool safety to be carried out; maximum times for lifeguard to be on the pool and any other control and safety systems in place
  - **detailed work instructions:** for instance for pool cleaning; pool plant operation; pool testing; chemical safety; setting up equipment; use of equipment

- **first aid supplies and training** including the equipment to be provided and its location; arrangements for checking contents and replenishing stock; first aiders; first aid training; disposal of sharps; dealing with blood and vomit spillage and the reporting and recording of incidents and accidents
- **details of alarm systems and other emergency equipment:** their location; operation; arrangements of testing; maintenance and action if sounded
- **conditions of hire:** a copy of a contract for hire showing the duties and responsibilities of each party and arrangements for safety during a hirer's use

**A TEMPLATE TO ASSIST IN THE PREPARATION OF AN NOP IS ATTACHED AT APPENDIX B (APPLIES ONLY TO SCHOOLS WITH THEIR OWN POOL)**

**13. EMERGENCY ACTION PLANS**

- 13.1 An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include but is not limited to:
- overcrowding
  - disorderly behaviour
  - assault
  - lack of water clarity
  - fire
  - bomb threat/terrorist attack
  - structural failure
  - emission of toxic gases
  - serious injury to swimmer
  - discovery of a casualty in the pool
- 13.2 The procedure should explain how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved. Staff who have a role under the NOP should then have an allocated role under the EAP (i.e. lifeguard – lifeguard duties; TA1 - raise the alarm; TA2 – start to clear the pool; first aider – first aid back up to lifeguard; etc.)
- 13.3 All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency. This explains the need for all user groups to be aware of the EAP in a leisure centre; this is an excellent reason for running evacuation drills when the public are using facilities. All training should be recorded.
- 13.4 Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.
- 13.5 All school classes should run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.
- 13.6 Exit doors and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible.
- 13.7 All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

**A TEMPLATE TO ASSIST IN THE PREPARATION OF AN EAP IS ATTACHED AT APPENDIX C (APPLIES ONLY TO SCHOOLS WITH THEIR OWN POOL)**

#### 14. Swimming Galas

Swimming events and competitions are a valuable way of bringing the school together to show off the progress of their pupils. The school organising the event must however, take reasonable steps to ensure that there is a suitable and sufficient risk assessment in place which reflects robust control measures and procedures to ensure that swim guidance procedures are not compromised. Although it would be impossible to ensure that all additional volunteers / parent helpers on the day of the event are swim tested, the organiser can ensure that staff who are familiar with the pools NOP and EAP- and have successfully completed the Swim Test are deployed pool side and strategically positioned in the event of an emergency situation arising with specific allocated roles and the additional 'drafted in for the event only' staff / volunteers etc. being deployed into other areas and roles away from poolside wherever possible.

#### 14. (cont.) Swimming Galas

The school would still be responsible for providing additional staff in the role of spotters where pupils with medical / challenging behaviours are participating; in line with their normal swimming activity involving those pupils, providing first aiders, specially trained staff to administer specific medication or provided 1:1 support and changing room support all where appropriate.

It would do no harm, as part of the preparation, to provide all support staff, volunteers / parent helpers with a general information sheet which would cover the Health & Safety procedures for **normal operation of the event and the emergency action plan giving different emergency examples / scenarios. are in the event of different emergencies.**

### CONTACTS, REFERENCES & FURTHER INFORMATION

#### Schools Swimming Manager (Leicester City Council)

Contact: Jenny Hudspith  
Email: [Jennifer.Hudspith@leicester.gov.uk](mailto:Jennifer.Hudspith@leicester.gov.uk)  
Office Phone: 0116 454 4100  
Mobile Phone: 07590 444 281

#### PE & School Sport Development Manager

Contact: Sarah Lansdowne  
Email: [sarah.leicestersspan@gmail.com](mailto:sarah.leicestersspan@gmail.com)  
Office Phone: 0116 249 1029  
Mobile Phone: 07790 347 271

**All schools with their own pools should have a copy of HSG 179 “Managing Health and Safety in Swimming Pools” 4<sup>th</sup> Edition (2018), obtainable from the HSE; [www.hse.gov.uk](http://www.hse.gov.uk)**

**All schools with their own pools should have a copy of “Code of Practice – The Management and Treatment of Swimming Pool Water” PWTAG (Pool Water Treatment Advisory Group) May 2015 2016 Published April 4 2017 - V4 - [www.pwtag.org](http://www.pwtag.org)**

**All schools should have a copy of “Safe Practice in Physical Education and School Sport and Physical Activity 2016” AfPE (Association for Physical Education), details further guidance on safety issues including swimming, telephone 01905 855 584 / [www.afpe.org.uk](http://www.afpe.org.uk)**

**“Safe supervision for teaching and coaching swimming” CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) 2001 – Reprint 2<sup>nd</sup> Revision November**

**2012**, covers ratios of staff to pupils and the qualifications required for teachers and lifeguards, telephone 01509 226474 / [www.cimspa.co.uk](http://www.cimspa.co.uk)

**The Royal Life Saving Society UK (RLSS UK)**  
01789 773994 / [www.rlss.org.uk](http://www.rlss.org.uk)

**“School Swimming Guidance”** As part of the Facility Hire Agreement Pack produced by Leicester City Councils Swimming Manager; Revised **June 2018**

## SWIMMING TEACHER QUALIFICATIONS

ASA qualifications and courses are available at an introductory level for teachers wishing to gain a swimming teachers' award. You can either contact Jenny Hudspith or Sarah Lansdowne to establish whether any courses are planned locally or contact the various professional bodies and talk to them.

- **ASA Helpers Certificate for AOTTs (7 hours)**  
*Designed to equip an adult other than a teacher with the skills required to assist the designated swimming teacher within the school swimming teaching programme*
- **ASA National Curriculum Training Programme Module 1 (7 hours)** *Designed to equip a qualified teacher to work under a specialist swimming instructor or holder of the Primary School Teachers Certificate to teach swimming*
- **ASA National Curriculum Training Programme Module 2 (10 hours)** *Tops up the Module 1 course and equips the teacher to teach without additional supervision - does not cover any rescue or lifesaving*
- **ASA Primary School Teacher Certificate for the Teaching of Swimming (17 hours)**  
*Covers both of the above*
- **ASA Assistant Teachers Course Level 1 (27½ hours)**  
*To assist an ASA Teacher working with small groups*
- **ASA Teachers Certificate Level 2 (7 units 54½ hours)**  
*Competent to organise a programme and organise others.*

### FULL DETAILS AVAILABLE:

**Amateur Swimming Association (ASA)**  
Sportpark, 3 Oakwood drive, Loughborough, Leicestershire, LE11 3QF  
01509 618700 / 01509 640493 / [www.britishswimming.org](http://www.britishswimming.org)

**Swimming Teachers' Association (STA)**  
Birch Street, Walsall, West Midlands, WS2 8HZ  
01992 645097 / [www.sta.co.uk](http://www.sta.co.uk)

## **APPENDIX A**

Example Pool Risk Assessment Format (*separate document*)  
*(Specifically for pool operators to write & implement)*

## **APPENDIX B**

Example Normal Operating Procedure (NOP) (*separate document*)  
*(Specifically for pool operators to write & implement)*

## **APPENDIX C**

Example Emergency Action Plan (EAP) (*separate document*)  
*(Specifically for pool operators to write & implement)*

## APPENDIX D

### LEICESTER CITY COUNCIL

### CONDITIONS FOR THE HIRE OF SCHOOL POOLS

**School pools are hired to other users in or out of school opening hours under the following conditions:**

#### **Booking and hirers responsibilities**

1. For all external hires an application form must be completed prior to use and confirmed in writing by the school to include the name of hirer's representative(s) who will be in charge of the groups / schools swimming manager / co-ordinator.
2. The hirer will supply all details of the intended usage, information on anticipated numbers participating and their swimming skills to which the pool will be put and will put in place such arrangements as are necessary to comply with the requirements of the pool NOP and EAP for the intended use.
3. The hirer must provide a written assessment of the risks arising from their use of the pool (~~if requested by the Facility Manager~~).
4. Proof of the relevant and current qualifications held by those who are provided by the school as swim teachers, lifeguards and swimming support staff (i.e. successful completion of the Swim Test) sessions will be required by providing sight of original certification (~~if requested by the Facility Manager~~).
5. The hirer will not sublet the facilities or any part thereof and should they do so or attempt to do so the school shall be entitled to cancel the hiring *in line with the arrangements for cancellation*.
6. The booking form does not entitle the hirer access at times other than those shown on the booking form.
7. The right of entry to the pool is reserved to *the school representative* and any police officer on duty at the time of the hiring (where appropriate).
8. No animal shall be allowed to enter the facility other than a guide dog accompanying a visually impaired person.

#### **Payment**

9. *The school reserves the right to alter charges and fees at any time without prior notice, but once the booking has been confirmed prices will be held for the duration of that booking period.*
10. *Any other conditions relating to the payment of fees should be put in here. Deposit/payment method/cancellations/failure to pay/date of payment etc.*
11. The hirer will take good care of and not cause any damage or suffer any damage to be done to the facility or any part or parts there of or any fittings, equipment or other property either in

the facility for his use or left by another person and shall make good and pay for any damage caused by reason of their use of the facility.

12. The hirer shall be liable for and shall indemnify the school in respect of any loss or damage which may be incurred by happen to the hirer or any persons in their employ or any subcontractors or any other person resorting to the facility by reason of the facility by the hirer, save to the extent that such loss or damage is due to the negligence of the school.

### **Hirer's responsibilities**

13. The hirer shall be responsible for ensuring they receive a copy of the hired pool Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), and familiarise themselves with these documents and conduct their activities in line with the NOP and EAP.

14. The hirer shall be responsible for the efficient and effective supervision of the pool, the effective control of children/users, the safe admission and departure of persons to and from the facility and the orderly and safe evacuation of the facility in case of an emergency.

15. The hirer shall be responsible for ensuring that a lifeguard; qualified to a minimum of NPLQ Level 2, is present whilst the pool is operational. The lifeguard should be informed of any pool users/observers that cannot swim/have limited swimming ability/**medical conditions e.g. epilepsy or other conditions which may impede communication e.g. SEND, visual or hearing impairment.**

16. The hirer shall be responsible for the safety of people using the facility and for the preservation of good order and decency therein.

17. The hirer shall be responsible for ensuring that all doors giving egress to the pool shall be kept unfastened, unobstructed and immediately available for exit during the whole of the time the pool and changing rooms are in use, and no obstruction shall be placed or allowed to remain in any corridor giving access to the pool facilities.

18. The hirer is not to use any poolside equipment unless the school has agreed to the use and the hirer has been inducted and trained in the use of the equipment.

19. The hirer will be responsible for meeting the legal requirements of the Health and Safety at Work Act 1974 in all respects and, should the school specify any additional requirements the hirer shall agree to meet such requirements.

20. The hirer will be responsible for taking out such insurance policies as are required by the school to indemnify it against any damage incurred or claims arising from the occupiers' use.

### **Musical performance and electrical apparatus**

21. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced on request. The hirer will indemnify the school against the infringement of copyright which may occur during the hiring.

22. Any electrical apparatus must be connected via circuit breakers to current British Standards Institute specifications and must be in sound condition in compliance with PAT testing.

## APPENDIX E

### LEICESTER CITY COUNCIL

#### APPLICATION FOR THE HIRE OF *Insert Name* SCHOOL POOL

<b>HIRER'S CONTACT DETAILS</b>				
Contact Name:				
Contact Address:				
Telephone – daytime:		Evening/weekend:		
Date/s requested	From	dd/mm/yy	To	dd/mm/yy
Time requested	From	To		
Number of participants				
Age of participants				
Participants' swimming ability				

#### **TEACHING/LIFE GUARDING ARRANGEMENTS**

The hirer must have read the NOP and EAP for the pool in order to determine what life guarding arrangements are required for the session, and agree to be shown any required practical aspects prior to the start of the first session.

Please sign here to confirm that copies of the NOP and EAP have been received, these have been read, the hirer agrees to abide by the conditions of hire and the contents of the NOP and EAP. An induction time has been agreed: The school must ensure they record the induction and a copy is kept on file

Signed:..... Print Name:..... Date:.....

#### **Detail below the arrangements required for life guarding:**

Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	
Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	
Teacher/life guard name:		Qualification	
Initials of person who has seen the certificates		Expiry date	

#### **EMERGENCY ARRANGEMENTS**

The school must detail here the arrangements required of the hirer in the event of an emergency and ensure that someone is on site to effect action in relation to the building and matters beyond the control of the hirer.

#### **INSURANCE – THIRD PARTY LIABILITY**

The school should put in here the level of insurance cover required to be provided and request that a copy of the insurance certificate be provided – this should be attached to the form and the form kept.

Insurance Company:	Policy number:	
	Expiry Date:	

Applicant signature:..... Date:.....

## APPENDIX E (cont.)

### CHECKLIST FOR POOL HIRE

*This checklist can be adapted for use depending on the establishment needs (mainly for schools with pools)*

Item	Date / Signed	Review Date
Follow guidelines (Appendix D)  Ensure pool users have a copy of the Pool Safety Operating Procedures and all their staff have been inducted into procedures - Normal Operating Plan - Emergency Action Plan		
Check that they have lifeguard with a current NPLQ award		
Check that they have a qualified swim instructor/teacher if they are hiring it to deliver teaching (unless under 1.2 metres)		
Check that they have acceptable ratio of staff to pupils		
Check they have adequate changing room supervision		
Ensure that they understand method of communication from pool		
Pool safety equipment and features in place		
Check that training has been given for use of hoists and slings (where appropriate)		
All helpers DBS checked if letting where this would be required		
Ensure pool security is maintained		
Pool signage – depths		
PSOP (NOP and EAP) on display at pool		
First aid provision is adequate		
First aid equipment available		

**REMEMBER THAT THE SCHOOL RETAIN A RESIDUAL RESPONSIBILITY AT ALL TIMES FOR THE POOL**

## APPENDIX F

### POOL MONITORING CHECKLIST

*This checklist can be adapted for use depending on the establishment needs. Areas in solid grey are for use by schools with pools only and could be removed by schools hiring facilities.*

Note: All documents must be seen and verified as being up to date	Date Completed	Pending	Target Action Date
Appointed Swimming Manager/Coordinator			
Appointed Pool Plant Operator			
<b>STAFF TRAINING</b>			
SLT (Governor, Head Teacher, Swimming Manager, Swimming Coordinator) has current appropriate pool management training			
Have SLT (staff to undertake swimming monitoring e.g. appointed Governor, Head/Deputy, Business Manager) received appropriate swimming training			
Current Pool Plant Operators Course (2 people)			
Lifeguard(s) holds current NPLQ & is their CPD up to date <i>(If pool is hired this should be covered in your hire agreement)</i>			
All staff have completed the pool induction & Swim Test (wet & dry)			
First Aid at Work qualified staff			
Swim Teacher/Coach ASA Teacher Certificate <i>(If Swim Teachers are hired this should be covered in your hire agreement)</i>			
<b>COMPULSORY POOL DOCUMENTATION AND RECORDS</b> it is suggested that all documents and records are seen (*only answer if trained to be able to assess)			
Suitable and sufficient Pool Risk Assessment (Appendix A)*			
Suitable and sufficient NOP (Appendix B)*			
Suitable and sufficient EAP (Appendix C)*			
Is the Pool Risk Assessment in place and available			
Is the NOP in place and available			
Is the EAP in place and available			
Is the Swimming Risk Assessment in place and available			
Is the Group / Pupil Specific Risk Assessment in place and available			
General Pool Area Inspections (Daily)			
Pool Alarm Testing (Daily)			
Pool Water Testing Kit (in a clean condition)			
Pool Water Test Data Record (Daily x 3)			
Micro-Biological Testing (Monthly)			
Hoist and Sling Inspections (Daily)			
Hoist and Sling Inspections (LOLER - 6 Monthly) <i>(If pool is hired this should be covered in your hire agreement)</i>			
Staff Training Record Database including NPLQ Lifeguard			
Pool Evacuation Drill (termly / per group)			
<b>IF HIRING FACILITY TO EXTERNAL USERS</b>			
Conditions for hire of the school pool including signed contracts agreeing to terms and conditions			
Application for hire of the school pool			
Copies of NOP and EAP given to hirers of the pool and these are signed for by the hirer			

<b>ACTIVITY OBSERVATION</b>	<b>Findings</b>	<b>Further Comment</b>
Is there evidence of a session register? This should be completed prior to a session commencing to aid a head count.	YES / NO / NA	
Has the duty rota for the swim session been completed? This should indicate designated roles and pre pool use checks – equipment and environment. The duty rota should ensure there is back up support in place.	YES / NO / NA	
Is there a designated sessional lifeguard? There should be an NPLQ qualified staff member on the pool side whilst the pool is operational.	YES / NO / NA	
Is there a designated sessional first aider? There should be a qualified first aider in the pool area whilst the pool is operational.	YES / NO / NA	
Do all the staff in the pool area have a current Swim Test Certificate? This is a general requirement of anyone working in the pool area.	YES / NO / NA	
Are staff dressed appropriately? This includes safe non slip footwear and clothing appropriate to the environment.	YES / NO / NA	
Is there a correct staffing ratio in accordance with the class risk assessment? Individual pupil needs should be documented in the risk assessment, identifying pupils requiring 1:1 supervision / additional support. Ask staff around the pool what their roles are and establish they are aware of who the session lead is, the lifeguard, first aider, the teacher, the 1:1 supervisors	YES / NO / NA	
Is appropriate equipment being used, such as float aids as identified on the class risk assessment? Items to be used in the pool with individual pupils should have been identified on the risk assessment.	YES / NO / NA	
Are staff able to state the normal pool operational arrangements as outlined in the NOP? Establish staff are aware of pre equipment checks, what the potential hazards are in the /around pool environment.	YES / NO / NA	
Are staff able to state the emergency arrangements as outlined in the EAP? Establish that staff know what to do in the event of different emergency situations discuss different scenarios with staff to establish their understanding.	YES / NO / NA	
Does the pool environment appear to be in good structural order?	YES / NO / NA	
Does the equipment being used appear to be in good working order?	YES / NO / NA	
Are all entrances and exits free from obstruction?	YES / NO / NA	
<b>ANY ADITIONAL COMMENT / FEEDBACK:</b>		
<b>INSPECTION UNDERTAKEN BY:</b>		<b>DATE:</b>
<b>GOVERNOR'S SIGNATURE:</b>		<b>DATE:</b>
<b>HEADTEACHER'S SIGNATURE:</b>		<b>DATE:</b>
<b>SWIMMING MANAGER / COORDINATOR'S SIGNATURE:</b>		<b>DATE:</b>

**CHECKLIST FOR GOVERNORS - GLOSSARY OF TERMS**

<b>SWIMMING CO-ORDINATOR</b>	
<b>Appointed Swimming Manager / Coordinator</b>	The school must appoint a Swimming Manager/Coordinator who will be responsible for overseeing all aspects of the implementation of the swimming policy, keeping data records of staff training and liaising with the appropriate bodies.
<b>STAFF TRAINING</b>	
<b>Pool Plant Operators Course (2 people)</b>	Nominated staff to attend ISRM Pool Carers Course – 2 Days It is recommended that at least two people attend this training to ensure the continuous monitoring and correct maintenance of the pool plant in the event of absence. During swimming sessions there a person trained in shutting down the operating plant in an emergency must be present
<b>Lifesaving Qualifications, see "LCC School Swimming Sessions Guidelines and Health &amp; Safety Requirements" schedule K</b>	Staff with qualifications as prescribed in schedule K must be present and certificates must be current i.e. renewed at appropriate intervals.
<b>COMPULSORY POOL DOCUMENTATION AND RECORDS</b>	
<b>Complete Risk Assessment</b>	A risk assessment must be completed using the information detailed in Appendix A
<b>Complete NOP</b>	Document of Normal Operating Procedures completed within the guidelines of Appendix B
<b>Complete EAP</b>	Document of Emergency Action Plan completed within the guidelines of Appendix C
<b>General Pool Area Inspections</b>	The whole pool area must be checked on a daily basis prior to use of the pool commences to include structure, entry and exit points, lighting, alarm, hoists and slings (if used) pool plant, changing area, first aid equipment and fire appliances
<b>Pool Alarm Testing</b>	A daily record of all pool alarm tests should be kept
<b>Pool Water Testing Kit</b>	The school must purchase the appropriate pool water testing kit and ensure that staff are trained in its correct use. Water tests should be carried out at least <b>three times</b> a day or at least four times a day if the pool is being used by the public. All tests should be signed by the person who conducted the test

<b>Pool Water Test Record Data</b>	A daily record of all pool water tests should be kept - they should be regularly checked for any irregular readings and must be kept indefinitely should there be any water quality related incidents
<b>Micro-biological Testing (monthly)</b>	The pool must undergo micro-biological testing, once per month – this is arranged by the Corporate Health and Safety Team
<b>Hoists and Slings Inspections</b>	A daily record of hoists and slings used in the pool area should be kept. Hoists and slings must be inspected by an independent organisation every 6 months in line with LOLER
<b>Staff Training Record Database</b>	An up to date record must be kept of all staff and what training they have attended, including courses, dates and update deadlines.

**IF HIRING FACILITY TO EXTERNAL USERS**

<b>Conditions for hire of the school pool</b>	The school should have a standard document outlining conditions of hire for the pool, ensuring that all appropriate questions relating to information regarding child protection issues, including enhanced DBS check information and Child Protection Policy information are included – Appendix D  Hirers must have had a copy of the schools NOP and EAP and these documents must be signed for at the time of signing the terms and conditions of hire.
<b>Application for the hire of the school pool</b>	The school should have a standard application form to be completed by any person or group who wishes to hire the facility – Appendix E  There should be a section on the application form to establish who is providing the NPLQ Lifeguard

## APPENDIX G

### EXAMPLE LETTER TO PARENTS REGARDING THE USE OF SWIMMING GOGGLES

Dear Parent/Guardian

This letter includes some relevant safety information about the use of swimming goggles, and a reply slip which must be completed by parents wishing to authorise the school to allow their son/daughter to wear swimming goggles during their school swimming lessons.

We are advised that although swimming goggles look harmless, they have been found to carry considerable risks. A small percentage of casual swimmers find the water in the swimming baths to be irritant due to chlorination, nitrogenous content, aniline dyes and general detritus, but the hazard to themselves and others of wearing goggles is probably far greater than the protection provided by wearing the goggles. We are advised that little medical benefit accrues from the use of goggles and we therefore advise parents and children not to use them other than in exceptional circumstances.

Speed swimmers who undertake frequent, long periods of training and are exposed to excessive water friction may need to protect their conjunctivae. However, most children do not need this kind of protection during the normal short length of a swimming lesson. Please read the following points before authorising the school to allow your son/daughter to wear goggles.

Whilst swimming goggles can provide confidence to timid swimmers who feel anxious putting their face in the water, there are some health and safety considerations for use of swimming goggles which you must be made aware of.

- The parent must accept responsibility for ensuring that the child understands the correct method of putting the goggles on and taking them off. Cold, slippery hands do not always grasp the fittings adequately and a catapult effect could result in eye trauma.
- It is difficult to maintain accurately fitted eye protection for all of the time when in the swimming pool, therefore eye contact with the water in the swimming pool is not fully avoidable.
- The teacher reserves the right to remove goggles from a lesson if they are disrupting the flow of the lesson.
- The use of goggles when jumping or diving in is not permitted due to the possibility of dislodgement on entering the water.
- Some goggles are made of brittle plastic, glass or acrylic substances and in the event of any collision, may shatter resulting in serious injury and/or the deposit of hazardous material which is difficult to locate and remove from the swimming pool.
- Goggles should be manufactured to the requirements of British Safety Standards (BSS) 5883.

If after considering these points, you wish to authorise the school to allow your child to wear goggles for swimming lessons please sign and return the slip below.

Yours sincerely

Swimming Coordinator

..... Please complete and return to the Swim Coordinator .....

## PARENTAL CONSENT FOR THE USE OF SWIMMING GOGGLES

- I authorise the school to allow my son/daughter to wear swimming goggles for school swimming lessons.
- I accept responsibility for providing suitable goggles and for ensuring that my son/daughter understands the correct method of putting on the goggles and taking them off.
- I accept that members of staff may remove the goggles from my son/daughter, if they feel that the goggles are being used in an inappropriate or dangerous manner.

Name of Child: ..... DOB .....

Name of Class Teacher: .....

Name of Parent/Guardian: .....

Signature of Parent/Guardian: ..... Date.....

## APPENDIX H

### Parental Consent Form for the wearing of jewellery for Cultural/Religious Reasons

Dear Parent/Guardian

Leicester City Council operates a NO JEWELLERY policy for school swimming, as such parental consent is required should you wish to authorise the school to allow your son/daughter to wear jewellery for cultural/religious reasons during their school swimming lessons.

In the interest of health and safety, items will still need to be covered and to reduce the risk of any harm coming to your child. These include;

- Bracelets covered by a tight fitted sweatband.
- Necklaces covered by a high neck, rash vest.
- Rings covered by medi-tape.

The parent must accept responsibility should any injury or incident occurs as a result of them wearing a specific item of jewellery.

Parents must ensure that sensible compromises are adhered to; otherwise their child will not be permitted to swim.

If after considering these points, you wish to authorise the school to allow your child to wear jewellery for swimming lessons please sign and return the slip below.

..... *Please complete and return to the Swim Coordinator .....*

### PARENTAL CONSENT FOR THE WEARING OF JEWELLERY IN THE POOL FOR CULTURAL/RELIGIOUS REASONS

- I authorise the school to allow my son/daughter to wear jewellery for school swimming lessons.
- I accept responsibility should any injury or incident occur as a result of my son/daughter wearing this item and agree to adhere to a sensible compromise.

Name of Child: ..... DOB .....

Name of Class Teacher: .....

Name of Parent/Guardian: .....

Signature of Parent/Guardian: ..... Date .....

## APPENDIX I

### Pool Induction Checklist

*This checklist can be adapted for use depending on the establishment needs/use where pool does not provide their own evidence of pool induction*

#### Introduction

To receive a full understanding of the procedures set out for the pool operations the school should provide all persons expected to undertake pool area activities (whether it be in-pool, poolside or changing room) with a thorough induction in the Pool Safety Operating Procedures (PSOP). This induction should be completed prior to staff/volunteers entering the pool area as part of a swim/hydrotherapy session. In addition, the wet and dry elements of the Swim Test should have been completed and passed (*wet element where applicable*).

<b>Name of candidate</b>			
<b>Name of person delivering induction</b>			
<b>Name of person signing off the Swim Test</b>			
<b>Date induction completed</b>			
Induction Topic Covered	Completed ✓	Further Action Required	Date Action Completed & By Whom
<b>Tour of the pool area to include:</b> Routes of entry/exit including keypads (where applicable) Pool alarm – how to activate and what to expect Emergency evacuation procedure walk through Lighting controls Hoist controls, sling fixings, operation of hoist Pool rules Appropriate means of entering and leaving the pool Changing rooms Familiarisation with pool notices			
Familiarisation with the Normal Operating Procedure (NOP)			
Familiarisation with the Emergency Action Plan (EAP)			
Pool Induction			
Swim Test - Wet Element ( <i>record the depth</i> )			
Swim Test – Dry Element ( <i>record the score</i> )			

**Signed by Candidate:**..... **Date:**.....  
**Signed by Inductor:**..... **Date:**.....

**Record this induction on the school central training records / swim folder and retain this induction checklist in the relevant staff personnel folder**

## APPENDIX J

### Safe Swimming Practice In School Checklist

*This may be a useful checklist to ensure the basics are in place before the start of the swimming season. It could be completed at the beginning of the academic year (all schools who swim) and reviewed at least termly (schools with pools) for the duration of the period swimming is undertaken. This checklist can be adapted for use depending on the establishment needs.*

<b>Section to be completed</b>	<b>Yes/No/Na</b>
Is there a current Risk Assessment in place for supervision and training and use of equipment and organisation? – See Appendix A	
Risk assessments altered and amended to consider school specific risks and controls (consider physical, people, activity and staffing hazards)	
Is there a current Normal Operating Procedure (NOP) in place? – See Appendix B	
Is there a current Emergency Action Plan (EAP) in place? – See Appendix C	
Is there a Conditions of Hire of Schools Pool in place and used in line with Section 9? – See Appendix D	
Does each group hiring the pool sign an Application to Hire form? – See Appendix E	
Does each group hiring get given copies of the NOP and EAP?	
Does the school clearly display Pool Rules in line with Section 8?	
Has the school appointed a Swimming Manager/Co-ordinator in line with Section 2.2.1?	
Has the school appointed a Pool Plant Operator in line with Sections 2.2.2. and 5?	
Does the school make provision for Lifeguarding arrangements in line with Sections 2.2.3 and 7.3.1?	
Does the school have appointed Spotters in line with Section 2.2.4?	
Does the school have appropriate qualified swimming instructor/teacher in line with Section 2.3?	
Does the school ensure all appropriate staff have a current Swim Test in line with Section 2.6?	
Does the school hold evidence on file of qualifications (certification) and CPD of all staff involved in swimming pool activities in line with Section 6?	
Does the school make provision for appropriate supervision of changing rooms in line with Section 4?	
Does the school ensure that safe supervision is provided and appropriate ratios adhered to in line with Sections 7.2.3, 7.2.4 and 7.3?	
Are there adequate arrangements in place for First Aid provision in line with Section 7.7?	
Does the school have appropriate means of raising the alarm in line with Section 7.6.1?	
Does the school have the means to communicate from the pool in line with Section 7.6.1?	
Does the school have safety equipment in place in line with Section 7.6?	
Does the school have adequate and sufficient pool security in place in line with Section 7.6.7?	
Does the school display appropriate signage in line with Section 7.6.5?	
Does the school ensure that where hoists and slings are used they receive pre use checks, that there is a means of reporting faulty equipment and that they are inspected in line with LOLER Regulations in line with Section 7.8?	
Is there a scheduled monitoring and review programme of swimming and pool activities?	
Does Senior Leadership Team undertake regular pool audits and are these recorded? See Appendix F	

## APPENDIX K

### General Swimming/ Hydrotherapy Pool Pre-Use Checklist

*Where a school has its own pool, records should be kept that regular pre-use checks are carried out. This checklist can be adapted for use depending on the specific features of the pool, equipment and the establishment needs.*

<p>This form must be completed by the responsible person (Swimming Manager / Coordinator / Pool Plant Operator) before the pool is allowed to open; the form must be retained for inspection and audit.</p>			
Name of Person Undertaking Check:	<i>PRINT</i>		SIGN
Date:			
Physical Checks	Satisfactory	Unsatisfactory	Comments
All safety signs are in place, such as no diving, depth markers, fire exits etc.			
Pool Rules are displayed			
Ladders are in a good condition			
Hoist pre use checks have been carried out			
Pool Side and changing rooms are clean			
Toilets are stocked with soap and toilet roll			
No defects, such as broken tiles, grilles, windows etc.			
Adequate heating			
Adequate lighting			
Locked plant room			
Rescue Equipment	Satisfactory	Unsatisfactory	Comments
Reach Poles			
Torpedo Buoys			
Throwing Lines			
Whistle			
Radio			
Spinal Board			
Incident Log Book			
Accident Book			
First Aid Kit			
Water Condition			
Correct Pool Temperature			
Satisfactory Water Clarity			
Water Chemistry	Satisfactory	Unsatisfactory	Readings
Free Available) Chlorine (if known)			
Total Chlorine (if known)			
Combined Chlorine (if known)			
pH Levels (if known)			

## APPENDIX L

### Checklist for Use of Pool (Public (i.e. LCC), Private, School)

*This may be a useful checklist to ensure the basics are in place before starting swimming sessions at a hired facility whether using a Public (i.e. LCC), Private or School pool.*

*It should ~~could~~ be reviewed at least termly for the duration of the period swimming is undertaken. This checklist can be adapted for use depending on the establishment needs – make it your own.*

Check	Yes / No	Date
Induction of main features of pool procedures for all swimming support staff: <ul style="list-style-type: none"> <li>• Normal Operating Plan</li> <li>• Emergency Action Plan</li> <li>• Safety / rescue equipment and First Aid provision</li> </ul>		
All school staff supporting swimming have completed the Swim Test (Wet & Dry element) and results recorded. ( <i>This includes reserve support staff to provide emergency cover where needed</i> )		
Risk assessments in place based on generic assessments: <ul style="list-style-type: none"> <li>• Supervision and Training</li> <li>• Use of Equipment and Organisation</li> <li>• Pupil specific (including special/medical needs/challenging behaviour/1:1 supervision requirement)</li> </ul>		
Risk Assessments altered and amended to consider school /pupil specific risks and controls: (Consider physical, people, activity and staffing hazards)		
Qualified Swimming Instructor used (minimum one ASA Level 2 per session) and notified of any pupils with specific issues / needs		
Confirmation of qualifications held by Swimming Instructor held on file at School / if LCC staff, qualifications confirmed in Hire agreement		
Qualified Lifeguard(s) used / on duty (minimum NPLQ Level 2) and notified of any pupils / school staff with specific issues / needs		
Confirmation of qualifications held by Lifeguard(s) held on file at School / if LCC staff, qualifications confirmed in Hire agreement		
Acceptable ratio of staff to pupils (give consideration to ability, special / medical needs, challenging behaviour etc.)		
All swimming support staff (including schools staff, parents, volunteers etc.) have been DBS checked		
Suitable changing room arrangements have been agreed with the Facility / /Pool Manager		
Changing room supervision provision ensures appropriate number of male and female staff to supervised		
First Aid equipment available and accessible at pool side		
Responsible person(s) for pupil medication identified (where appropriate)		

## APPENDIX M

### Leicester City Council's School Swimming Induction/Swim Test 'Wet' Element Criteria

The following school swimming induction is the minimum standard required for all persons directly involved with school swimming. It must be renewed each academic year.

Candidates should bring a whistle; wear swimwear and light clothing such as shorts and T-shirts when in the pool. The school swimming induction should take approximately 45 minutes.

Schools undertaking swimming or hydrotherapy activities must also refer to Section 2.6 of this document with regards to the additional 'dry test element' of the Swim Test to cover the pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

1. Before changing all candidates will be given a tour of the facility to include:
  - Reception areas and where to sign in and out of the building.
  - Changing rooms and arrangements for their pupils including advice on the storage of pupil belongings once changed for swimming.
  - Fire exits and assembly points outdoors.
  - Location of first aid room and informed who the Centre's designated first aiders are.
2. Once changed and on poolside candidates will be shown:
  - The location of the poolside alarms and rescue equipment.
  - Where the swimming aids are kept and the type of swimming equipment that is available.
  - How the pool will be set out when they bring their pupils swimming.
  - Where pupils who are not swimming are required to wait for their turn. (School Teachers need to supervise these pupils.)
3. When in the water candidates will be asked to:
  - Swim 25 metres of head up front crawl or breaststroke.
  - Swim 25 metres of life-saving backstroke (arms may be used to assist.)
4. Candidates must show competency in:
  - Carrying out a non-contact rescue**
    - Raising the alarm due to a panicking casualty or incident.
    - Include any command to ensure the safety of the rest of the group before taking emergency action.
    - Demonstrate the use of a throwing or reaching aid to a casualty a minimum of 5 metres away.
  - Carrying out a contact rescue**
    - Raising the alarm due to a panicking casualty or incident.
    - Include any command to ensure the safety of the rest of the group before taking emergency action.
    - Be able to react quickly and enter the water safely.
    - Surface dive to the maximum pool depth for the children they will be teaching, collect the lifesaving dummy and bring it to the surface.
    - Tow/take the dummy to the side of pool (minimum distance 5 metres.)
    - Land the dummy on poolside with assistance.

5. Candidates should be given an awareness of how to recognise signs of distress in pupils either through medical signs such as signs of an asthma attack, epileptic fit, hyperventilating or through general panic from a weak swimmer.
6. Candidates should be advised on group organisation, spacing and safety in the water for activities such as swimming, jumping, diving, floating and the collection of underwater sinkers.
7. Candidates should be advised who their swimming Instructors are and who will meet them on their first lesson.
8. Candidates should be made aware of what to expect in the first lesson, throughout the course and end of term arrangements such as 'Splash Sessions.'

The maximum pool depth at our facilities is outlined for guidance:-

<b>Leisure Centre</b>	<b>Training Pool</b>	<b>Main Pool</b>
Aylestone Leisure Centre	1 metre	2 metres
Evington Pool	1 metre	2 metres
New Parks Leisure Centre	1 metre	2 metres
Spence Street Sports Centre	1 metre	2 metres
Leicester Leys Leisure Centre	1 metre	1.8 metres
Braunstone Leisure Centre	1 metre	2 metres (2.5 metres lowered floor)
Cossington Street Sports Centre	N/A	1.8 metres

**APPENDIX N**

This register can be adapted for use depending on the establishment needs BUT must be completed for EACH swimming session

**INSERT SCHOOL NAME SWIMMING SESSIONAL REGISTER**

**Session Date:**.....**Session Time:**.....

**Session Lead Co-ordinator Name:**.....

<b>Number of Pupils</b>	<b>Boys -</b>	<b>Girls -</b>	<b>TOTAL-</b>
<b>Head Count</b> (insert number in the count)			
Starting Journey			
Entry to Leisure Centre / Hired Facility			
Poolside			
Departure from Leisure Centre / Hired Facility			Return to SCH -

**STAFF ROLES**

<b>ROLE</b>	<b>MEMBER OF STAFF</b> ( <i>Indicate LCC or SCH</i> )	<b>QUALIFICATION</b>
CHANGING RM DUTY BOYS		
CHANGING RM DUTY BOYS		
CHNAGING RM DUTY GIRLS		
CHNAGING RM DUTY GIRLS		
SWIM TEACHER		<i>Cannot have a dual role</i>
SWIM TEACHER		<i>Cannot have a dual role</i>
SWIM TEACHER		<i>Cannot have a dual role</i>
SWIM TEACHER		<i>Cannot have a dual role</i>
SPOTTER		<i>Cannot have a dual role</i>
SPOTTER		<i>Cannot have a dual role</i>
SPOTTER		<i>Cannot have a dual role</i>
IN POOL SUPPORT		<i>Cannot have a dual role</i>
IN POOL SUPPORT		<i>Cannot have a dual role</i>
FIRST AIDER		
NPLQ LEVEL 2 LIFEGUARD	LCC	<i>Cannot have a dual role</i>

**SEND / MEDICAL / 1:1 SUPPORT / OTHER IDENTIFIED SUPPORT**

<b>NAME</b>	<b>CONDITION &amp; TREATMENT REQ/MEDICINE/SPECIFIC CONTROL</b>

**CHECKS**

<b>CHECK</b>	<b>SIGNED</b>
Pool is satisfactory for use ( <i>visual inspection of: pool water clarity, lighting, entry/exit from pool, emergency exits clear of obstruction, equipment to be used</i> ).	
Safety Equipment ( <i>i.e. rope, pole, buoyancy aid</i> ) is on the Pool Side.	
Lifeguard is <b>present</b> and informed of SEND/Medical Conditions of pupils and staff as above/appropriate.	

**NOTES FROM THE SESSION/LESSON:**

Signed by Lead Co-ordinator at the end of the session <b>as a correct record:</b> .....	Date:.....
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Signed by Swimming Manager / Coordinator as having checked the recorded information above and taken action where appropriate:.....	Date:.....
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## **APPENDIX O**

### **Swimming/Hydrotherapy Pool Emergency Evacuation Drill Record**

*This checklist can be adapted for use depending on the specific features of the pool, equipment and the establishment needs – either school with pool or school hiring (as some elements may not be relevant)*

<b>Pool Location</b>			
<b>Date &amp; Time of Drill</b>			
<b>Person Observing Drill &amp; Position</b>			
<b>Nature of Evacuation Drill Scenario</b>	(e.g. Fire Drill, Toxic Gas, Poor Water Clarity, Pupil in Distress)		
<b>SLT Received Drill Report - Signature &amp; Date</b>			
	<b>Detail</b>	<b>Comment / Observation</b>	<b>Remedial Action Required</b>
1.	Number of pupils in the pool?		
2.	Number of pupil's poolside?		
3.	Number of pupils in the changing room?		
4.	Number of staff in the pool?		
5.	Number of staff poolside?		
6.	Number of staff in the changing room?		
7.	How many pupils in the pool requiring hoist and sling to access pool?		
	<b>During the Emergency Evacuation</b>		
8.	Is there a named person to take charge in an emergency situation? If yes who?		
9.	How was the alarm raised? (e.g. Whistle, bell, fitted alarm/flashing light)		
10.	Did the person with the role of Lifeguard under NOP have a different role under EAP?		
11.	Did the person(s) with a role of Spotter under NOP have a different role under EAP?		
12.	Did the person(s) with a role of First Aider under NOP have a role identified under EAP?		
13.	Did the person(s) with a role(s) of 1:1 Supervision in the pool have a different role under EAP?		
14.	How quickly from alarm activation did the Appointed Person from Reception arrive?		
15.	Did staff understand their responsibilities and appear to know their role?		
16.	How long did it take to clear the pool safely?		
17.	How long did it take to have all staff and pupils (in the pool area & changing rooms) standing ready at Pool Emergency Exit?		
18.	Did staff check the disabled toilets?		
19.	Was someone allocated to distribute space blankets / similar prior to leaving the building?		

## APPENDIX P

### Examples of Dry Swim Test Questions

***It should be noted that these are examples, and there must always be questions within the test that are specific to the NOP and EAP of the pool being used as well as any relevant information included in the pool induction.***

Questions	Answers
What 2 documents sit within the Poolside Safety Operations Procedure (PSOP)?	NOP – Normal Operating Procedures EAP – Emergency Action Plan
What does NOP stand for?	Normal Operating Procedures
Give 4 headings you may find in a NOP	Pool details; Potential areas of risk; Known hazards; Standard procedures for pool lessons/sessions; Pool rules; Supervision of pool activities; Club use/private hire; Equipment; Cleaning; Pool water treatment; Reporting of accidents & incidents
What does EAP stand for?	Emergency Action Plan
Give 4 headings you may find in an EAP	Objective and scope; Responsibility; Overcrowding; Disorderly behaviour; Lack of water clarity; Outbreak of fire / building evacuation; Bomb threat; Lighting failure; Structural failure; Emission of toxic gases; Serious injury to a pupil; Discovery of a casualty in the water; Removal of a casualty with suspected spinal injury; Dealing with blood, vomit, faeces;
What 4 key areas should be considered in the Risk Assessment?	Pool environment; pool supervision, pool plant and equipment; pool users
Name 4 hazards in the pool area	Pupils accessing the pool unsupervised Pupils who cannot swim getting out of their depth Diving into insufficient depth of water Recreational swimming Prior health problems Absence of or inadequate levels of supervisory staff – ratio to pupils Absence of or inadequate response from supervisory staff in an emergency Drowning Unclear water or issues with water hygiene, chlorination levels Pool alarm not working / Pool equipment not working
Name 4 standard procedures for school lessons	
What is the minimum number of supervisors that must be on the poolside before pupils are permitted into the pool area?	2
What position <b>must</b> one of the supervisor posts be?	Lifeguard
What qualification must the designated lifeguard have as a minimum?	National Pool Lifeguard Qualification (NPLQ) – Level 2
What are the 4 key roles of a lifeguard?	Help pool operator meet their duty of care Help pool operator comply with industry guidance and law To intervene and prevent accidents To rescue

**APPENDIX P (cont.)**

<b>Questions</b>	<b>Answers</b>
Explain the 10:20 scanning system for a lifeguard	Lifeguard must scan their area of responsibility within 10 seconds Lifeguard must be able to reach an incident in the furthest part of their area of responsibility within 20 seconds
Why is early intervention important?	Acting at the first signs of any action that could lead to a potential incident could prevent an incident or emergency developing
How can a lifeguard prevent accidents?	Educate pool users; prevent dangerous behaviour; ensure pool rules are observed at all times; ensure staffing ratios are maintained
What is the role of a spotter?	Assist designated lifeguard by acting as extra eyes and ears
How long should a spotter remain in role if a lifeguard is required to assist a pool user?	Until either the pool is made safe and the lifeguard returns to their position or the pool users are removed from the pool
Who should undertake a Swim Test?	Anyone expected to work or enter the pool area
What situation may require a pool user to have 1:1 supervision	Medical condition i.e. epilepsy; first time/novice swimmer
What is an emergency?	A dangerous situation that occurs with little or no warning and requires an immediate response
Give examples of why the pool may be evacuated/pool activities ceased?	Staff ratios lower than required; water clarity/hygiene issues; emission of toxic gases; lighting failure; pool alarm failure; pool equipment failure; structural failure; outbreak of fire in the building; bomb threat; serious injury to pool user; discovery of casualty in the water
How often should pool emergency/evacuation drills take place?	At least termly – to ensure an immediate and automatic reaction to an emergency
Where is the pool alarm positioned?	
What is the procedure in the event of	
When should expired air resuscitation commence?	If breathing has ceased
When should CPR be given?	If casualty is not breathing normally
What should happen to remaining pool users upon the discovery of a casualty in the water?	Ensure all pupils exit the pool and remove from the scene so they do not become distressed by witnessing the incident
What should happen to remaining pool users upon the discovery of a casualty in the water if they require assistance such as the hoist to leave the pool?	Ensure that the spotter remains observant and aware of all pupils in the pool, if necessary deploy staff to join pupil in the pool until they can be removed.