

St Katherine's School & Nursery



Swimming Pool Safety Policy Information and Operating Procedures

Date of Policy: September 2022

Review Date: September 2023

AIM

It is the aim of the policy to ensure that all necessary measures are taken to provide safe swimming for those using the school swimming pool. In pursuit of this aim, the following procedures will be carried out.

CODES OF PRACTICE

The policy takes note of:

- KCC Safe Practice in School Swimming and Water Safety (2007)
- HSE Guidance, Managing Health and Safety in School Swimming Pools (2013)
- ASA Safe Supervision for Teaching and Coaching Swimming

SCHOOL POLICIES

The following policies are linked:

- Health and Safety Policy
- Emergency Evacuation Plan
- Lockdown Plan
- Emergency Planning for Schools

SAFETY TRAINING

All relevant members of staff will take part in swimming pool safety training. The Senior Leadership Team will ensure that all relevant staff receive adequate training.

HIRE OF SWIMMING POOL

Those who hire the pool will be made aware of safety procedures prior to the hire of the school swimming pool. A copy of life saving qualifications will be required, on request from the school, from those in attendance with this responsibility. They need to ensure they have read and understood the Emergency Evacuation/Lockdown Procedures and School Safeguarding Policy. If on site out of school hours they must follow their own policies. Please see Appendix 1 for Conditions of Hire.

OPERATING PROCEDURES

General maintenance of the pool is the responsibility of the premises staff and the chlorine levels, PH and temperature are monitored and recorded at least twice daily. They, in consultation with other senior staff members, will decide whether the condition of the pool allows use.

A risk assessment of the pool is undertaken on a regular basis and is kept accessible via the Swimming Pool file and Health and Safety File.

The Headteacher has overall responsibility for the health and safety conditions, assisted by the Site Manager, who is also responsible ensuring that those who hire the pool understand and conform to all health and safety requirements. The Business Manager is responsible for the conditions of hire to any outside organisations or use outside of school time.

QUALIFICATIONS

Life-guarding is undertaken by the teacher in charge. When two or more members of staff are pool-side, it should be made clear to everyone who has the life-guarding responsibility. Any staff given this responsibility must be a trained lifeguard.

Coaching staff will hold a minimum of ASA Certificate Level 2, as well as a National Pool Life Guard Qualification. The swimming teacher must have an NPLQ (or equivalent) This will ensure that they are fully qualified and must also undertake at least 2 hours of lifeguard training, each month, to stay up to date.

Staff who manage the operational side of the pool will hold at least an STA National Pool Plant Operations Foundation Level 3.

SUPERVISORS

Supervisors should be assisting and supporting the teacher, as per the policy. They will work under the direction of the swimming instructor and offer support as directed. If there is only one additional adult with the swimming teacher, then they **must not** leave the teacher alone.

HEALTH AND SAFETY INFORMATION:

First Aid:

A qualified first aider is available in the main school and that first aider will be the person responsible for checking the contents and replenishing stock in the first aid box situated in the pool building. All users should contact the school office on Ext 24/21/57, or via the school radio, if first aid is required during school hours. Out of school hours, the hiring organisation will be responsible for ensuring trained first aiders are available at all sessions. Where there is an immediate medical emergency, the emergency services must be contacted by dialling **999 and reported to main school**.

Lifeguard/ Swim Teacher:

- Must carry a whistle at all times and be suitably dressed.
- Must always be on the poolside whilst supervising swimmers.
- Ensure that the ratio of 15 swimmers to one instructor is adhered to at all times for swimmers Year R – Year 6.
- Can direct supervisors to enter the pool.
- Be aware of and follow the Emergency Evacuation and Lockdown Plan.
- Ensure that they can see all areas of the pool at all times, including the bottom of the pool.
- Ensure that an adequate variety and amount of rescue equipment is available and safely positioned, before starting each lesson/session.
- Ensure that swimming equipment is safely stored.
- If concerned about the swimming pool, contact the site manager, **before** allowing children to enter pool.

Further Health and Safety Points:

- Swimmers **must not** be in the pool without a qualified member of staff present.
- The outer door must be closed at all times and the electronic lock applied.
- The school's pool rules must be followed at all times (See appendices).
- An emergency 'panic' button is situated, which sounds in the main school – this will summon help and support. This facility is only operational during school hours. There is also a panic alarm in the disabled toilet in case of an emergency and there is a pull cord that you can pull to get assistance. Telephone and radio available for contact.
- The pool must be left in a tidy state after each lesson/session.

SWIMMING POOL DETAILS	Description
Location of Pool	St Katherine's School, St Katherine's Lane, Snodland, ME6 5EJ
Intended Use	The pool is used by St Katherine's School & Nursery for teaching swimming to pupils. Authorised swimming clubs also use the pool in accordance with the terms of the hire agreement.
Dimensions	7 m x 12 m approx.
Depth	0.9m
Entry / Exit to Pool hall	Either via the changing rooms the main door. Emergency exit is at the far end of the pool.
Entry and Exit Points to the Pool	Ladder steps at the near and far end.
Changing Rooms	Male and female changing rooms, toilets are available in each changing room.
Seating	Benches in pool hall. Low set benches in changing rooms.
Disinfection System	Auto Dosing checked regularly during the day.
Any Unusual Features	Emergency exit is at the far end of the pool.

EMERGENCY

- In the event of a fire, emission of toxic gases or structural failure the school Emergency Evacuation Plan must be followed.
- In the event of a lockdown the school Lockdown Procedure must be followed.
- In the event of serious accident in pool contact 999

Emergency Evacuation Procedure

In the event of a fire or emergency evacuation, the teacher should clear the pool via the appropriate steps as quickly and effectively as possible by bringing all the children's attention together. Senior Leaders will always inform swim teacher of a practice evacuation and then swim teacher will explain to the children the procedures, but not leave pool building. If swim teacher hears alarm and has not been informed of a practice, senior leaders or site staff will radio through to the swimming pool teacher and inform them of the location of the fire and whether to get the swimmers out quickly or to just get them changed and then walk out to the assemble point.

Actions on Alarm:

- Long blasts on the whistle are the signal for swimmers to go to the edge and get out.
- Swimmers are instructed to line up by the exit door in an orderly manner.
- The designed fire door is at the back of the swimming pool.
- Space blankets are provided for all pupils and are situated at the fire exit door.
- The key for the gate is on the hook by the fire exit.
- Swimmers are counted through the door, led out of the pool building and escorted to the designated fire assembly point on the school field.

During out of hours/weekends, the Hirer should apply their own Emergency Evacuation Plan.

Lockdown

The swim teacher will be always as advised if a practice lockdown is happening, in which case practice password is used. If not advised of practice treat lockdown as real and use real password only.

Actions on alarm:

- Follow lockdown Procedures.

Emergency contact detail and numbers:

School Office 01634 240061 or 57/24 from emergency phone at the pool

Joe Coombs, Site Manager 07450 690818

Sarah Woods, Business Manager 07443 224207

Emergency Services 999 from phone at the pool or company mobile.

Designated Safeguarding Lead Mrs Ruth Powell

Appendix 1

Conditions of Hire:

It is the responsibility of the Hirer to have read and understand these Conditions of Hire and ensure that all Users that attend the Facilities are made aware of any conditions relevant to them.

Where the Hire Period is regular and continuing, these Conditions of Hire shall be binding for all occasions when the Facilities are used unless varied by the School under Condition 14.

Definitions

In these Conditions of Hire the following words and expressions shall have the following meanings:

Authority: Kent County Council

Equipment: Equipment and swimming aids belonging to the School

Facilities: Swimming pool and changing rooms

Headteacher of the School or his/her authorised representative.

The period of periods of hire set out in the application form and agreed by the Headteacher

The Hirer of the Facilities more particularly described
at Condition 1 below

Responsible Body: The School's Governing Body

School: The school grounds and buildings at St. Katherine's School, Snodland

User/Users: People using the Facilities as members of the Hirer's party

Written Operating Procedure: Written Operating Procedures (Normal Operation Procedure and
Emergency Action Plan) from Guidance for School

1 The Hirer

- 1.1 The Hirer is the person (whether acting as an individual or on behalf of a club or organisation) hiring the Facilities.
- 1.2 The Hirer must be over 18 years of age.
- 1.3 Where the Hirer indicates that he or she signs the application form on behalf of a club or organisation they must provide the school with a copy of up to date Criminal Records Bureau check for those adults who will be supervising the children prior to the Hire period.
- 1.4 Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the Hirer (cf "with the club or organisation") for any breach or non-observance of these conditions. Should there be any default of payment by the club or organisation, the person signing the form shall be deemed personally liable.
- 1.5 The Hirer is responsible for the safety of the Users throughout the Hire period. The Written Operating Procedures attached to these Conditions of Hire must be adhered to.
- 1.6 The Hirer must hold a current First Aid qualification (First Aid: Public First Aid Certificate, First Aid at Work Certificate or Emergency First Aid Certificate) as set out in the Written Operating Procedures and must allow the Headteacher to inspect the Hirer's original certificate(s) prior to the Hire Period and thereafter upon request.

2 Application for Hire

Applications for hire must be made in writing by the Hirer on the application form provided by the School. The Facilities will be used solely for the activity described on the application form.

3 The use of the Facilities is dependent upon the Hirer and the Users observing the Pool rules, as displayed in the entrance lobby.

- 3.1 Diving and running around the pool is strictly prohibited
- 3.2 All swimming equipment stored on the shelves in the pool area is for the exclusive use of the School and should not be used by the Hirer or Users unless agreed beforehand. If agreement is made for the Hirer to use the equipment, it should be treated with due care and respect.
- 3.3 Smoking is not permitted anywhere in the School or it's grounds
- 3.4 No food or drink should be consumed in the Facilities
- 3.5 Users must not eat directly before using the pool
- 3.6 No children are allowed in the pool enclosure without adult (18 years and over) supervision
- 3.7 Supervision Ratio for 1-15 swimmers is 2 adults, one of which must hold Qualified Teacher Status or a recognised Swimming Teacher Award; hold a current First Aid Certificate and be able to swim
- 3.8 The Hirer and Users must adhere to the maximum number permitted to user the School pool at any one time: Maximum numbers in the pool at one time :24 (this requires 3 adults supervising from outside the pool)
- 3.9 The swim teacher must not enter the water other than to effect a rescue, however can advise supervisors to enter if needed.

4. Hirer's Responsibilities and the Safety of Users

- 4.1.1 The Hirer is responsible for the safe admission and departure of Users to and from the School and Facilities.
- 4.2 Persons suffering with known illnesses or disabilities are only allowed to use the Facilities at the discretion, risk and responsibility of the Hirer.
- 4.3 The Hirer is responsible for ensuring that a register of all Users is maintained before entering the swimming pool and at the end of the session. This should be kept with them for the purposes of safety/emergency evacuation.
- 4.3 The Hirer is responsible for the behaviour of the Users
- 4.4 The Hirer will be responsible for the provision of such information, instruction and supervision as is necessary to ensure the safety of any activity for which the Facilities are used.
- 4.5 The Hirer is responsible for any special needs or requirements of the Users
- 4.6 The Hirer is responsible for the adequacy, suitability and safety of all equipment brought to the Facilities
- 4.7 Any equipment brought to the Facilities must be removed at the end of each Hire Period

- 4.8 The Hirer must familiarise himself/herself with the emergency procedures for fire (set out on the fire notice in the pool area), first aid and accident reporting and carry them out to the best of his/her ability. The First Aid kit is available inside the front entrance area, any user of which should be reported to the Headteacher.
- 4.9 All accidents must be recorded in the **First Aid Book** as well as to the Headteacher or Pool Representative.
- 4.10 Any incident to be noted down in the **pool record book** and reported to the Headteacher or Pool Representative.
- 4.11 Any damage or hazards e.g. sharp edges to be noted in the pool record and reported to the Headteacher or Pool Representative.
- 4.12 It is the responsibility of all Users to notify the School of any concerns, incidents or damage seen.
- 4.13 The Hirer must have access to a mobile phone at all times in case of an emergency. There is also a telephone situated by the pool should the Hirer need to contact the main school reception or the emergency services. Hirer to note, the main school reception is only accessible between 0830 and 1630. Outside of these times, the Hirer should refer to their out of hours emergency procedure.
- 4.14 The Hirer and the Users must participate in any evacuation drills or procedures operated by the School (see Normal Operating Procedures).

4.15 Health and Safety

In line with the Health and Safety at Work Act, both the School and the Hirer agree to take all reasonably practical precautions to ensure the health and safety of persons attending or using the Facilities under their control.

As such the School will:

1. Provide N.O.P. (Normal Operating Procedures) to the Hirer
2. Provide E.A.P. (Emergency Action Plan) to the Hirer
3. Make COSHH reports available to the Hirer if necessary
4. Allow the Hirer access to pool testing results
5. Identify to the Hirer any property defects, make the area safe and repair at the earliest possible convenience
6. Maintain high quality pool water as specified by the HSE guidelines in "Managing Health and Safety in Swimming Pools"
7. Maintain the water temperature at 29 deg C, unless otherwise stated or agreed.
8. Maintain a warm, draught free atmosphere in the Facilities
9. Maintain the pool and its running equipment to the same standard of repair and condition as they are at the date of the Agreement with the Hirer (deterioration to be promptly remedied by the school)
10. Provide clean and safe changing Facilities.

As such, the Hirer undertakes to:

11. Arrange for its staff at the Facility to abide by the pool N.O.P.
12. Arrange for its staff at the Facility to abide by pool E.A.P.
13. The Hirer to undertake independent pool testing at the start of every session.
14. Ensure the Pool and surrounding area is as clean, tidy and safe at the end of the sessions as on arrival
15. Inform the school of any facility property defects identified and take appropriate and immediate action if necessary
16. Inform the School of any reduction in quality of pool water and take appropriate and immediate action if necessary.

17. Inform the School of any accident occurring in the pool area and take appropriate and immediate action
18. Ensure that all instructions are conveyed to all other persons using the facility and are complied with
19. Complete a formal activity risk assessment at the beginning of each teaching term and provide a copy to the School, if required
20. Undertake mentally an activity risk assessment at the beginning of each class.

5. Condition of Facilities

The Facilities must be left clean and tidy after each hire period. This includes removing all rubbish. If the Facilities are not cleaned to the reasonable satisfaction of the School the Hirer will be responsible for the cost to have them cleaned.

6. Payment

Standard rate £30.00 per hour or part hour for schools/clubs. Additional costs may apply to out of hours hire or weekend hire, depending on the requirements of the Hirer, but these will be agreed in advance. (This is subject to review) All payments must be made within a timely manner, via BACS, using the bank details on the Invoice. Failure to do so will result in the hire agreement being terminated.

7. Cancellation by the School

- 7.1 The Headteacher/Pool Representative reserves the right to cancel an agreed booking for reasons including but not limited to:-
 - The School requires the use of the Facilities
 - The School considers that the Facilities are unfit for use
 - The number of Users exceeds the maximum number permitted to use the swimming pool at any one time
 - Any reason beyond the School's control
- 7.2 Any monies paid in respect of bookings cancelled in accordance with the above Conditions will be refunded to the Hirer. The School will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the Hirer or the User, arising from cancellation.
- 7.3 If the Hirer is in breach of the Conditions of Hire the Headteacher reserves the right to cancel a booking immediately and no refund will be given.

8. Cancellation by the Hirer

Five days' notice must be given in, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than five days' notice is given, the whole of the fees may be charged by the school

9. Damage

- 9.1 Any damage to the Facilities of the School should immediately be reported to the Pool Representative or Headteacher.
- 9.2 If any damage is done to the Facilities, School equipment or any part of the School by the Hirer or the Users, the School may as its discretion carry out the necessary reports and the Hirer will undertake to pay the cost of such reparation.

10. Insurance

It is a prerequisite of this agreement that the Hirer has appropriate Insurance cover.

- 10.1 The Hirer is responsible for arranging appropriate insurance cover.
- 10.2 If the Hirer has their own liability Insurance it must comply with KCC policy Guidance. The minimum cover provided for Public Liability should be £5M.
- 10.3 Where a registered charity or other commercial or community group is hiring the pool, they should provide their own cover in accordance with KCC policy guidelines.
- 10.4 The Hirer agrees to provide the Headteacher with a copy of their insurance policy prior to the Hire Period and thereafter upon request.

11. Liability Generally

Except in the case of death or personal injury caused by the negligence of the School or Kent County Council, neither the County Council nor the Governing Body of the School shall be liable to the Hirer in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature incurred by the Hirer.

12. Car Parking

There is no parking available on the School site for the Hirer or the Users at any time.

Parking is only available on the School site by the Hirer and Users with prior agreement from the school. The parking of vehicles at the School site by the Hirer and the Users is permitted only on condition that:

- They park at their own risk and that they accept responsibility for any damage caused to their vehicles or any injury to any person or the property of the School by the vehicles or the presence of such vehicles at the School.
- The Hirer shall maintain at all time adequate means of access for emergency vehicles.

13. No assignment/sub-contracting

The Hirer shall not be entitled to assign the benefit of, delegate the burden of, or sub-contract all or any of its rights and obligations under, these Conditions of Hire.

14. Variation

The Responsible Body reserves the right to vary these Conditions of Hire at any time or to make special arrangements in any particular case. The varied conditions of hire will not be effective until a copy is given to the Hirer.

Agreement to Abide by all policies and procedures of the pool

I, the under signed, have read the hirers agreement and agree to this. I have read the Normal Operating Procedure and Emergency Operating Procedure and agree to abide by these.

Signed by the Hirer

Name in block capitals Date

Return to the Headteacher

Headteacher:

I have seen copies of the following documentation and am happy for the booking to be confirmed:

- Proof of insurance
- Relevant qualifications: First Aid/pool testing/Lifeguard
- Activity risk assessments
- Disclosure and Barring documentation
- Child protection policy (youth clubs of groups only)
- Accident and emergency procedures.

Signed by the Headteacher Name Date

APPLICATION FORM (for use of School Swimming Pool & Facilities)

To Request the Use of: Swimming Pool, Changing rooms & facilities			
St. Katherine's School & Nursery			
<i>This form to be completed by the applicant and submitted to the Headteacher</i>			
Name of Organisation			
Applicant's Name			
Address & Post Code			
Telephone No			
Email address			
Use to be made of the premises	Hire of swimming pool	Maximum number of persons	24 (in the pool at any one time)
Days		Dates	
Times (including preparation and clear up time) 1 hours each sessions			
Cost £30.00 per hour			
Furniture and equipment requirements		Swimming pool storage cage to be provided by the school for equipment storage	
Insurance certificate available / unavailable*			
Caretaking requirements (opening, closing, for duration etc)		Hirer Responsible for the security of the pool during agreed operating times.	
Risk assessment will be provided for the activities listed here / Risk assessment not required (delete as applicable)		Hirer is responsible for producing their own Risk Assessment in conjunction with the schools Normal and Emergency Operating procedures and regulations of use. Hirer is in agreement with the process put in place relating to safeguarding. Hirer will ensure compliance of the policy for hiring during the school day and will ensure that all stakeholders are aware and abide by this policy.	
Signed		Dated	

***Commercial hirers must have their own insurance** of at least £5,000,000 to be seen and copied by the school. For non-commercial hirers the KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen and a copy attached

For office use only:	Sign/Date
Application Approved by HT / Refused (delete as applicable)	
Hire Agreement Letter/Hire Agreement Form/Conditions of Use sent	
Risk Assessment acceptable / Not required	Own
Insurance Seen / KCC Insurance included (delete as applicable)	
Hire Agreement Form signed & returned	



St Katherine's School & Nursery

SWIMMING POOL RULES

- Wear your **swimming hat at all times**
- **ONLY** enter the water when instructed
- Walk carefully on the poolside – **no running**
- **No food or drink** to be taken to the poolside
- To keep everyone safe **do not shout** at all times
- **No jumping or diving**
- **Safety first** – behave sensibly at all times
- Remember to **remove earrings and watches**
- **Remove outdoor shoes** before entering poolside
- One long blast on the whistle means you must leave the pool
- Obey promptly all instructions