

# **St Katherine's School & Nursery**



## **Swimming Pool Safety Policy Information and Operating Procedures**

Date of Policy: September 2025

Next Review Date: September 2026

## **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. This will include the issuing of the NOP, EAP and the pool risk assessment.

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 Head Teacher 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.

Teaching staff will hold a minimum of ASA Certificate Level 2, as well as a National Pool Life Guard Qualification.

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 a Swimming Teachers' Association (STA) National Pool Plant Operations Foundation Level 3 or equivalent.

## 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. It is strongly recommended that this person is suitably qualified and competent.

## 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 **9/999 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.
- The Swimming risk assessment has set the ratio of swimmers to instructors/supervisors based upon pool area conditions, layout, depth and instructor qualifications.  
The swim teacher must ensure that the ratio of swimmers to instructors as stated in the risk assessment is adhered to at all times.
- 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).
- The pool must be left in a tidy state after each lesson/session.

### SWIMMING POOL DETAILS

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
Pool Maximum loading	28 = Based upon Managing Health and Safety in Swimming Pools recommendation of 1 bather to 3m <sup>2</sup> of water.
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 always be 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:**

<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
School Office		01634 240061 or 57/24
Gareth Young	Premises Manager	07850 140836
Ray Lang	Headteacher	07896 423986
Sarah Aikenhead	Designated Safeguarding Lead	07841 474524
Emergency Services		999

**Conditions For Hire** – Please see School Letting Policy

## Appendix 1



### 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** –sensible behavior at all times.
- Remember to **remove earrings and watches.**
- No nose clips to be worn in school lessons.
- **Remove outdoor shoes** before entering poolside.
- One long blast on the whistle means you must leave the pool.
- Obey all instructions promptly.
- Report accidents and damage immediately.

## Appendix 2

### Information on Swimming at St Katherine's School & Nursery

St Katherine's School & Nursery offer children the opportunity to receive swimming lessons throughout the year.

- **Swimming is part of the school curriculum** and children will only be excused on medical/health grounds, which are supported, by written request and/or letter from the child's G.P.
- The aim of the lessons is to **teach children to feel confident in water** and progress as far as they are able towards becoming a confident swimmer.
- The children will receive **an hour lesson per week**. The lessons will take place in the St Katherine's swimming pool.
- All instruction is **under the supervision of a qualified swimming instructor** (Mrs Sewell).

In readiness for their lessons the children will need:

**Girls - A one-piece traditional swimming costume.**

**Boys - Traditional swimming trunks (not the long Bermuda variety).**

- A bath size towel.

- A waterproof bag/carrier to contain wet costume and towel.

- A swim hat.

**The following rules also apply:**

- The children are **expected to behave sensibly at all times** and listen carefully to instructions – see St Katherine's Pool Rules (Appendix 1)
- All children must wear a **swimming hat**.
- **Jewellery is not to be worn.**
- **No plasters/bandages** can be worn in the water.
- **Goggles/nose clips** are only permitted **with a letter from a parent/ carer.**
- **Long hair** must be **tied back**.
- Children with a verruca can still participate if the following barriers are applied:
  - They wear a **waterproof sock**.
  - **A trainer sock**.
- **No deodorants or talc** are allowed.