



Swimming Pool Policy

June 2018

Introduction

The purpose of this document is to set out the policies and provide guidance on safe practice in school swimming whether at a school pool, hydrotherapy pool or public pool. It includes the policies and procedures of Oxfordshire County Council and the Health and Safety Executive based on national guidance in relation to swimming pool safety.

It is intended to guide the following:

- Head teachers
- Governors
- Teachers in Charge of school swimming within their school
- School staff accompanying their pupils to school swimming lessons
- Leisure Providers (both Joint Use pools and pools providing school swimming)
- Area Team Leaders
- Swimming Instructors

Working in partnership will ensure a consistent joined up approach in the planning and delivery of safe, quality school swimming lessons.

Swimming is a vital life skill. *'It is important that personal survival skills are taught. Students should understand the **effects and dangers of cold water**, their ability to assess a survival situation and the application of the principles of personal survival.'*

'Swimming in clothes differs considerably from styles and techniques used in normal swimming lessons. Students should be taught how to conserve energy and body heat through the use of gentle swimming movements and holding particular body positions. Wearing every day clothing helps simulate real situations.'

(AfPE Safe Practice in Physical Education and Sport 2012 Edition)

In addition, it is a highly beneficial activity for acquiring an 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 lives either on their own, with family or friends 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.

Nonetheless, it is one of the few recreational or teaching activities which also carry with it the evident risks 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.**

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Definitions

Senior Leader in Charge of Swimming:

The named Senior Leader in Charge of Swimming and is responsible for all swimming activities both on site and off including the onsite facilities.

Teachers in Charge of school swimming within their school:

The named teacher or member of staff responsible for coordinating swimming arrangements for their school.

Controller of the Swimming Activities (CSA):

Definition - The Controller of the Swimming Activities (CSA) must be a recognised instructor, a coach OR a competent person holding a current recognised UK Lifesaving Award or directly supported by a person with a current recognised award (*A Competent Person must have knowledge, skills, understanding and experience of teaching swimming*).

Accompanying School Staff:

These are the adults employed by the school or volunteers chosen to accompany the children to their swimming lesson.

Leisure Providers:

These are staff in both Joint Use pools and other pools providing school swimming who are employed by the commercial management company running the Leisure facility.

Area Team Leaders:

Oxfordshire County Council Swimming Instructors with additional responsibilities to support schools and other instructors purchasing or delivering the school swimming service from Oxfordshire County Council.

Swimming Instructor:

The individual in charge of the school swimming lesson, as a minimum, qualified to ASA UKCC Level 2 or STA equivalent.

Swimming Instructor Assistants:

Individuals that can work under the supervision of a Swimming Instructor, qualified to ASA UKCC Level 1.

Lifeguard:

The individual responsible for lifeguarding, rescue and resuscitation of swimmers in difficulty. See Appendix M for appropriate qualifications suitable to pool depth.

Responsibilities

School Responsibility

The Governing Body must ensure that a nominated member of staff is delegated the responsibility of School Senior Leader in Charge of Swimming and applies the Safe Practice in School Swimming Policy to all aspects of school swimming. This is Mr. Chris Hirst the Head teacher. This will incorporate the proper operation of the school's own swimming facility or use of a third-party pool. Governors should meet with the School Teacher in Charge of swimming to ensure the policy and procedures contained within this document are being applied. A checklist is provided in Appendix H.

Schools using pools other than their own, will need to request the pool's NOP and EAP and ensure that accompanying school staff read it and sign to show an understanding of their responsibilities during the visit to the pool, to keep themselves and the pupils safe. These documents need to be kept in the School Swimming Folder.

Accompanying School Staff ~ Appendix A

School staff have a duty of care that applies for any activity in which children are involved and they cannot transfer their duty of care to anyone else. This covers to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside of school hours, whether on or off school premises.

In relation to swimming this means that:

- Children are appropriately supervised when changing.
- Children are under control at all times.
- A head count is taken before, during and after sessions. This should be recorded in the swimming registers.
- The NOP and EAP are enforced; all staff on poolside should be aware of the emergency procedures of any external provision, ensuring that children are aware of what to do in the event of an emergency evacuation.
- School Teachers have an overview of the teaching of their children and the conduct of their class.
- School Teachers should be aware of the special needs or medical conditions of the pupils they are teaching so that correct measures/ precautions can be put in place.
- School Teachers should accompany their own classes to their swimming lessons whenever possible, as they know their children in a unique way.

The Swimming Instructor (Qualified as a minimum to ASA UKCC Level 2 or STA equivalent)

Needs to:

- Understand their role in School Swimming.
- Work in partnership with the Teacher in Charge of swimming and other school staff accompanying children swimming.
- **Ensure a suitable and sufficient risk assessment is undertaken for each group involved in swimming activities.**
- **Be aware of the medical, behavioural and special needs of the children in their class risk assessing these within the context of the swimming environment.**
- Ensure the safe conduct of the class whilst the children are in the water and on the poolside.
- Enable children to have fun in and near water.
- Prepare schemes of work appropriate to the pupils' age and ability – with reference to National Curriculum requirements.
- Ensure appropriate numbers of fully qualified lifeguards are on poolside. Shallow tank school pools will require at least 2 members of school staff qualified in, as a minimum, the Shallow Tank Rescue Course (recommended provider BLT).

Duty of Care

The overall duty of care for the pupils involved in swimming remains at all times with school staff. Where public pools are used for school swimming, the duty of care still remains with the school staff. Swimming Instructors may be employed to assist with the teaching of the lesson, but it is essential the school staff remain on poolside. Swimming Instructors also have a duty of care, for the pupils directly in their control and for ensuring an appropriate swimming programme for the group. It is the responsibility of the school staff to monitor the progress of the pupils regardless of who teaches them, equally the teaching programme needs to be agreed to before the course and, if necessary, modified during the course. Having a teacher standing on the side passively watching is a massive waste of talent and energy that could otherwise benefit the class. Involvement, not lesson observation, therefore not only reduces the instructor pupil ratio, but also enhances the quality of experience for the pupils concerned.

Normal Operating Procedure (NOP) ~ See Appendix A

For some children, school swimming could be their first experience of being in a swimming pool. It is important that they know and understand the rules of the pool, pool layout and the possible hazards of this new environment.

All school staff must have read and signed to show they understand the Normal Operating Procedure (NOP) for the pool being used for school swimming, to ensure that they understand their role and responsibilities during normal operations to maintain safety. This must be recorded by the school, signed by the person delivering the training and kept on file.

For School Pools ~ See Appendix G

Schools with their own pools will need to draw up the NOP for their pool. This needs reviewing at least annually to ensure it is current, relevant and up to date.

School staff working in the pool must receive appropriate induction on the NOP which must be recorded by the school, signed by the person delivering the induction and kept on file. See Appendix E for Model NOP.

Emergency Action Plan (EAP) ~ See Appendix F

An Emergency Action Plan details roles and responsibilities in the event of a reasonably foreseeable emergency.

All staff must receive an induction course on the EAP to ensure that they understand their role and responsibilities during an emergency. This must be recorded by the school, signed by the person delivering the training and kept on file.

Schools with their own pools will need to draw up or review their own risk assessment as a basis for writing the emergency action plan for their pool.

Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

All school classes should run practice drills during the first lesson of each term (and then regularly afterwards) in order that both staff and pupils recognise the alarm signal and know how to respond to it.

Exit doors and signs, fire-fighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible.

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 lesson.

Safety equipment such as poles, throwing ropes or throw bags, and first aid provision need to be sufficient in quantity, regularly checked and records kept and an initialled checklist.

All pools must be equipped with an alarm or alternative backup means of raising an alarm and summoning support in the event of an accident or incident. If the pool has no alarm, there should be a landline phone on poolside which is checked before each lesson. Mobile phones are only appropriate as a back-up and signals must be checked on arrival at poolside prior to the lesson.

Risk Assessment ~ See Appendix J

Each pool and each session, the children and the staff participating, will have unique features that make particular demands upon safety. Each pool and each session must therefore be dealt with individually and risk assessments produced to cover the activity.

The school must provide the swimming instructor with a register, up to date medical information and any other relevant information about the children, one week before swimming takes place. (See Appendix G for template). The completed register of children present should be updated and handed to the swimming instructor for them to check before each lesson.

Accompanying school staff are expected to undertake an overview of the risk assessment each time they attend the pool. Staff should take action to control any identified changes such as:

- Availability and condition of rescue/emergency equipment.
- The age and ability of the children in each class.
- The activities they will be undertaking.
- The qualifications of the people leading and supporting the session.
- Known medical conditions/support needs.

If in any doubt about the safety of the lesson, don't proceed.

Public Pools

The school need to make a judgement if the public pool is safe and appropriate for school swimming. Where public pools are used regularly for swimming lessons, the Leisure provider should arrange an induction course on the NOP and EAP to ensure that all accompanying school staff are clear about how the pool operates and the role they will have to play in an emergency.

Schools whose pupils take part in swimming must be familiar with:

- Risk Assessments for the pool
- The Normal Operating Procedure (NOP)
- The Emergency Action Plan (EAP)
- Conditions of hire/hire agreement
- Pool Rules (usually found in NOP and displayed on poolside)
- Any special requirements or medical conditions of pupils

(N.B. appendices contain model procedures and forms **which must be made specific to each school and pool**).

Medical Information ~ See Appendix K, L, M, N & O

The Head teacher should ensure that all relevant and up to date medical and health information is maintained and provided to the swimming instructors.

It is a requirement that all relevant medical conditions are documented on each school's swimming register and Risk Assessment and each swimming instructor and the accompanying school staff must be in possession of all medical information one week prior to that child swimming, in order that a suitable risk assessment can be undertaken. See Appendix G for templates on which this information can be provided.

Individual pupil information for specific medical conditions that will include but are not limited to asthma, epilepsy, visual and hearing impairment must be compiled and returned to the swimming instructor, along with registers, 1 week before commencement of the swimming programme.

If a child experiences a medical condition during a swimming lesson that was previously unknown to the swimming instructor, and/or school, this must be documented in writing by the school designated person. School staff should discuss the incident with the Parent/carer of the child and permission from them to continue with swimming lessons renewed. The incident should be discussed between the school designated person and the swimming instructor so that safe procedures can be put in place by the swimming instructor before the child participates in the next swimming lesson.

Inhalers, for those swimmers who require them, must be accessible at all times including the poolside. It is the school's responsibility to ensure the inhaler is kept safely by the poolside and readily available. Any child coming to the pool without their inhaler will not be allowed to swim.

First Aid Arrangements

All schools should make or check the arrangements for First Aid for travel to, from and at the pool.

Emergency blankets should be available in a box and clearly labelled, this should reflect the maximum number of people who could occupy the pool.

There must be a qualified First Aider, on site at all times when the pool is in use (In pools used by children under 8 a First Aider should be qualified in Paediatric First Aid).

- Accidents/Incidents requiring first aid need to be recorded on an accident form/book. Schools hiring the pool must request a copy of the form for their own records.
- Accidents/Incidents should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where appropriate.

Pool Rules ~ See Appendix E

A copy of a pool rules will be found in the site's NOP. Rules will vary from pool to pool, so it is important that school staff read and understand the NOP for the site they are using before the first session.

The pool rules should be displayed and explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term and ideally coincide with the emergency procedures when being tested (i.e. alarms).

*Only ASA/UKCC Level 2 / STA Level 2 Certificate in Swimming Teaching Teachers are qualified to teach diving. The pools NOP should be checked before allowing jumping in as water may be too shallow. Please see section on Diving.

*Refer to the section on diving and, more specifically, the qualification for Secondary School PE Specialists.

School Staff Accompanying Pupils to their School Swimming Lesson

It is recommended that for all school swimming lessons at least 2 members of school appointed staff (who know the children) accompany the class to the swimming pool. There should always be someone on poolside who knows the specific medical or special needs of the pupils. These are our swimming teachers.

School staff accompanying pupils swimming should be suitably qualified, confident and competent. The recommended qualification to ensure competence is ASA Module 1. OCC preferred provider of this training is BLT. Other training providers can be used. An overview of the modules and units accredited by the ASA can be found in Appendix N.

The Association for Physical Education (AfPE) recommends:

*'Where specialist Swimming Teachers are employed to lead the lesson, it is essential that **school staff remain on poolside** to provide an assisting role.'*

All adults accompanying pupils to swimming lessons should:

- *Be given a clear role*
- *Understand the limits of the role*
- *Be confident on poolside*
- *Communicate with the other adults on safety issues*
- *Have the necessary discipline and control standards*
- *Regularly carry out head counts during, as well as at the beginning and end of, sessions*
- *Know, understand and be able to apply the pool normal operating procedures (NOPs) and emergency action plan (EAP)*
- *Be suitably dressed for the role they are to play in the lesson'*

(Safe Practice in Physical Education and Sport 2012 Edition)

Accompanying school staff need to work in partnership with qualified swimming instructors.

Teacher Pupil Ratios

As specific circumstances and the building design of swimming pools vary greatly, definitive sets of ratios are not always appropriate. For example, shallow-depth learner pools are much easier to supervise than

large public pools where the presence of public swimmers can present problems. The starting point for any such policy should be the completion of a thorough risk assessment based on considerations of staff and pupils, the context and organisation and national governing body guidance.

Teacher pupil ratios will be found in the pool's NOP and will be based on risk assessments.

Irrespective of the teacher pupil ratio, there must always be at least 2 members of school staff present on poolside during the swimming lesson.

All pools will have a designated maximum bather capacity appropriate to the size of the pool. This should be available in the pool's NOP. Class sizes will be deduced from both bather capacity and an appropriate risk assessment.

Occasionally, swimming instructors will request schools to provide a dedicated named person to provide one to one observation for an individual child who has particular health and safety needs whilst swimming. Sometimes this person is referred to as a "spotter". If spotters are in the water, they become a participant and should be included in the numbers under the supervision of the swimming instructor. They will be additional to Module 1 trained staff, who are not included in the numbers under the supervision of the Swimming Instructor.

In exceptional circumstances, swimming instructors may ask individual children to sit out of lessons until their health and safety in the water can be managed satisfactorily. A member of school accompanying staff is responsible for the safe supervision of any child asked to sit out of a lesson.

Additional school accompanying staff or Swimming Instructor Assistants (module 1 trained) who may be in the water to aid a pupil do not count towards the teacher pupil ratio but do count towards bather capacity numbers.

The Amateur Swimming Association recommend maximum Teacher: Pupil ratios (please see below).

Amateur Swimming Association Guidelines

The ratios outlined below are guidelines set by the Amateur Swimming Association for Swimming Teachers holding an ASA/UKCC Level 2 Certificate for Teaching Aquatics Qualification.

These ratios **should only be used for guidance** when writing **risk assessments**, Normal Operating Procedures and Emergency Action Plans and other factors need to be taken into account, **including the competency and experience of the Swimming Instructor, Lifeguard provision (if the Instructor is also taking on the role of the Lifeguard), design of the pool and ability of the pupils.**

The following applies to **UKCC Level 2 ASA (or equivalent) Swimming Teachers**:

PLEASE PAY PARTICULAR ATTENTION TO THE BOLD TYPE SECTIONS WHEN WRITING YOUR RISK ASSESSMENTS AND JOINTLY PLANNING WITH YOUR LEISURE PROVIDERS

Non-swimmers and beginners 12:1

Young children, **normally primary school age** or adults being introduced to swimming **who are unable to swim 10m unaided** on their front and back.

Children under the age of 7 12:1

Irrespective of their swimming ability, group size should be restricted.

Improving swimmers 20:1

Swimmers of a **similar ability** to each other **who can swim at least 10m competently and unaided** on their back and on their front. It is recommended that the lessons **be confined to an area in which the children are not out of their depth.**

Mixed ability groups 20:1

Pupils with a range of ability (from improving to competent) **where the least able and least confident are working well within their depth.** Swimmers techniques, stamina and deep water experience should be considered.

Competent swimmers 20:1

Those swimmers who can swim at least 25m competently and unaided on front and back and can tread water for 2 minutes.

Competitive swimmers 30:1

Training only with very competent swimmers.

Swimmers with disabilities-various

Each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group. **Individual risk assessments** must be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child.

As it states, **where schools are taking children who are beginners, unable to swim 10M unaided on their front or back, which is often the reality, the ratio becomes 12:1** and schools will therefore need to employ additional qualified swimming instructors to work safely within these ratios.

Where schools take more than 20 pupils swimming; e.g. a class of 30 pupils, the above applies and they will require:

2 ASA UKCC Level 2 Qualified Swimming Instructors, along with 2 Module 1 school staff.

As stated above, this may need to be increased where there are a large number of non-swimmers; beginner swimmers or pupils with special educational needs.

THE OCC POLICY ON SAFE SWIMMING RATIOS COMPLIES WITH RELEVANT NATIONAL GOVERNING BODIES (January 2014)

ASA Guidance

The absolute upper limit for a qualified ASA UKCC Level 2 (or equivalent) Instructor in School Swimming is 20:1 (owing to the likely mixed ability of the group). It is emphasised that this **will need to be lower depending on the Risk Assessment; e.g. age, ability, special needs and where schools are taking children who are beginners, unable to swim 10m unaided on their front and back (see ASA guidance).**

Leisure Provider pools work within the above national governing body ratio guidelines. The Oxfordshire Safe Practice in School Swimming Policy requires school staff with ASA Module 1 qualification to assist leisure provider qualified swimming instructors (**whilst still working under the above ratios and the guidance of the Level 2 Swimming Instructor**).

The ASA recommend that Module 1 school staff work with **a maximum of 3 pupils**, again dependent on confidence, competence and risk assessments, **under the guidance and supervision of the qualified Level 2 Swimming Instructor and within the ASA recommended ratios.**

Schools may well need to employ another qualified Swimming Instructor to meet these ratios.

Secondary School Specialist Physical Education teachers who are ASA Module 2 qualified, will have experience of working practically with groups, many will have had some swimming training during their courses and thus (dependent on Risk Assessment – confidence and competency) are able to deliver school swimming, within nationally recognised safe ratios. In addition, the minimum requirements for lifeguards will need to be met.

AfPE Guidance

Some key points arising from discussions with AfPE:

Firstly, there should never be only one pair of 'qualified eyes' (a qualified ASA Level 2 or equivalent swimming instructor or lifeguard) on poolside. Whilst teachers have organisational and teaching experience, along with knowledge of their pupils, most will have 'unqualified eyes' in terms of spotting pupils in difficulty in the water. The swimming pool is a totally different environment from school settings. Therefore, if the swimming instructor is also the lifeguard, there should be an additional qualified swimming instructor on poolside.

Other Important Factors

Schools using leisure providers must work in partnership to assist the qualified pool staff, within the ratios outlined by the ASA (outlined above).

It is vital that schools work with their Leisure Providers and hold discussions (preferably induction visits) **before** the start of their first school swimming lesson. A Risk Assessment must be undertaken.

Appropriate Ratios for Other Qualifications for Teaching Swimming

The Risk Assessment is paramount and should determine safe ratios.

The following upper limit applies to all school swimming lessons.

Qualified to:

ASA UKCC Level 2 : Upper limit for pupils 20:1

ASA UKCC Level 1 : With an Upper limit of 5 is a support teacher to Level 2 qualified teacher (within the 20:1 upper limit).

Module 1 (Unit 1 & 2): 3:1 pupil, working under guidance of a Level 2 qualified teacher who is working under the ASA recommended ratios.
(Within the 20:1 upper limit).

Module 2: 8:1 pupil, working under guidance of a Level 2 qualified teacher who is working under the ASA recommended ratios (within the 1:20 upper limit).

Secondary school qualified PE teacher with Module 2: working within ASA Ratio Guidelines, absolute upper limit 1:20

Primary School qualified teacher with specialism in PE: Following a risk assessment it may be appropriate for Primary school teachers with a specialist in PE to teach children to swim in shallow tank pools less than 1.2m depth. Should this be considered appropriate they must:

- Never teach alone.
- The group should be no more than 20 children or the maximum number of bathers for the pool.
- Ensure an appropriate lifeguard is present.
- Hold ASA Module 1 or equivalent

Diving – Shallow Entry Racing Dives

Diving must only be taught by an appropriately qualified swimming instructor with a diving specific qualification. At no point must anyone without this qualification be allowed to teach diving. Please note

recently acquired ASA/UKCC level 2/STA Level 2 qualifications no longer include an appropriate qualification to teach diving.

NB. All teachers/instructors (schools and leisure providers) must check whether their qualification covers them to deliver diving. Please also refer to AfPE Safe Practice in Physical Education and Sport 2012 Edition, Section 5.2.46 for guidance on diving.

No diving shall be permitted in water less than 1.8m deep and/or with less than 7.6m forward clearance. However, the clearance will vary according to the height and the ability of the person undergoing instruction and therefore instructors should consider the clearance required taking this into account. Only shallow entry dives should be permitted.

Diving blocks and stages must conform to FINA/ASA regulations.

Qualifications for Lifeguard Provision

Pool operators have a responsibility for the safety of all who use their pools. Whenever children swim, there must be someone present with appropriate lifeguarding, rescue and first aid skills.

There must always be at least 2 people on poolside whilst there are swimmers in the water. One of these supervisors must always have the responsibility for lifeguarding, rescue and resuscitation. They need to have a suitable lifeguarding qualification in accordance with the pool size, depth, NOP and Risk Assessment.

If fully qualified (to ASA UKCC Level 2), in a school pool over 1.2m where the NOP allows, a swimming instructor can also be responsible for lifeguarding if they hold an appropriate lifeguarding qualification, when assisted by an additional qualified person (at least Module 1).

A Swimming Instructor who is also responsible for life guarding should not work alone. In OCC Joint Use pools however, there must be a centre employed lifeguard present at all times during planned school lessons.

Lifeguards must never leave the poolside unattended and always secure the poolside against unauthorised access. They must remain alert and be facing the pool at all times.

See Appendix M for appropriate Lifeguarding qualifications for pool types.

UNPROGRAMMED SCHOOL SESSIONS IN ALL POOLS, OWING TO THEIR UNPREDICTABLE NATURE, SHOULD ONLY TAKE PLACE FOLLOWING A THOROUGH RISK ASSESSMENT.

(These are defined as any activities including any non-structured swimming session or 'free play'.)

Schools using leisure provider pools:

A Health and Safety talk should be run with every class (pupils and teachers) at every pool on the first lesson of each term (and then regularly or when required) to ensure familiarity with the pool alarm and emergency procedures.

Schools using their own pools:

A Health and Safety talk and drill should be run with every class (pupils and Teachers) at every pool on the first lesson of each term (and then regularly or when required) to practice an emergency evacuation of the pool and to ensure familiarity with the pool alarm and emergency procedures.

AfPE recommend, *'All lifeguards, lifesavers and supporting staff need to:*

- *Update their skills in lifesaving and water safety regularly where relevant to their role*
- *Practice their previously learned lifesaving skills and, where appropriate, lifeguarding skills regularly*
- *Remain diligent and effectively organised throughout a swimming lesson*
- *Be aware of the pool operating procedures for the venue they use*
- *Be appropriately dressed so they can fulfil the requirements of their role without restriction*

(AfPE Safe Practice in Physical Education and Sport 2012 Edition)

Swimmers with Disabilities

The Equality Act ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment may need to be put into place to ensure children with disabilities are able to learn to swim. However, there remains the caveat that justifiable actions for the protection of an individual's life or health and safety override the duty to include.

Schools may have to consider the following:

- Pool accessibility (i.e. ramps, hoists and changing facilities)
- Increased Teacher: Pupil ratio
- Assistant/helper in the water

Please refer to the ASA Guidance for Teaching in the Water – Safeguarding, within Appendix J, for guidance for assistants/helpers in the water.

The Institute of Swimming offer on line learning (An Introduction to Disability Swimming – www.theiosonline.com/alltraining/onlinelearning) to support the teaching of swimming activities to children who have severe learning difficulties.

Swimming Instructor Position

The Swimming Instructor 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.

There may be some circumstances in which it is appropriate for the teacher or a classroom assistant to be in the water supporting individual children, (as an additional person). This would be the exception rather than the rule and only following a careful risk assessment, by the swimming instructor, of all the potential

factors involved (depth of water, pupil ability, and use of flotation aids, size of pool, number and age of pupils, life guarding arrangements).

The teacher or member of staff in charge of a group must ensure that at all times they can see all the pupils and NEVER turn their back on a group or position themselves so that pupils are behind them.

When teaching or instructing non - swimmers or weak swimmers in underwater swimming or activity the Swimming Instructor 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. When an additional person is in the water assisting, they must be aware of the NOP and appendix J Re: handling in the water. This will not compromise ratios on poolside.

If there is glare on the pool surface and the bottom of the pool cannot be clearly seen;

- **In an indoor pool** coat or obscure the window letting the light in and/or re-position themselves so that anything on the bottom of the pool can be seen.
- **In an outdoor pool** the teacher/lifeguard should position themselves so that anything on the bottom of the pool can be seen.

Accompanying school staff, who are not involved in teaching swimming should none the less be positioned such that they are able to support the swimming instructor in the control of children but not so as to be in the way of those working on poolside. Their position must be specified in the NOP. Such staff will be in addition to the ASA Module 1 qualified members of accompanying school staff, working poolside with the children under the direct supervision of the Swimming Instructor. Care needs to be taken that there are not excessive numbers of adults on the poolside, but that all staff accompanying the children swimming are alert and supportive to the Swimming Instructor.

Guidance on Goggles ~ See Appendix C

Association for Physical Education

The Swimming Instructor for the group is responsible for determining whether any pupil wearing goggles is using them safely and for a positive purpose. If they are not, then the goggles should be removed.

Child Protection

Swimming is assessed as a high-risk activity in respect of the protection of children from abuse because of the opportunity for close physical contact and the nature of swim wear. For this reason, special attention must be given to rules and procedures to avoid abuse and the allegation of abuse.

All persons working with children shall have a DBS and which should be shown with the hire agreement if these are not school or OCC staff.

OCC 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 County Council. A school using a pool, other than their own should establish a protocol identifying the relationship between their respective procedures. Each School should have a designated person with responsibility for Child Protection,

When supervising children changing or assisting them with their swimming, pool and school staff and adults other than teachers should avoid physical contact with children 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.
- To assist with a personal care task which the child or young person cannot undertake by themselves.

In these circumstances the adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission. If children 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.

The protocols the ASA suggest include:

- Ensure there is a system included within the Pool Operating Procedure whereby the parent or guardian of the pupil gives permission for the teacher to handle the children for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques (this could be through the parental swimming permission form).
- Ensure that any handling of pupils is done within clear sight of other persons. Always explain to the pupil that you are now going to hold him/her and why, to avoid embarrassment.
- Swimming instructors must never support pupils in such a way that their hands cannot be seen by the spectators.
- Never support a pupil by handling the swimmer's torso.
- Only support swimmers by holding their hands, head or feet.

Additionally, teachers and instructors should NEVER teach or coach a swimmer alone.

Where children 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 should also be recorded by pool staff on their forms for their records.

In the event of a child needing to be taken to hospital for treatment, a representative from the school, known to the child, 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.

Staff and adults other than teachers should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view.

Supervision of Changing Rooms

Parents/guardians should be informed of changing arrangements.

It is the responsibility of the accompanying school staff to provide appropriate supervision whilst the children are changing.

Only staff of the appropriate gender should enter the changing room, where possible, unless in an emergency.

A mixed gender group may use an open plan, single sex changing area if the children are under the age of seven and with agreement from pool management.

There should never be a situation where a member of staff is alone with a child. All of the children should remain together in a group. In situations where this is not possible, two members of staff should remain together. Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise children and that children are safeguarded from members of the public.

Conditions of Hire to Outside Organisations

Pool Operators cannot delegate responsibility or accountability, 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.

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, including safeguarding of young people and vulnerable adults. The mechanism for this is initially the agreement to hire and any conditions of hire imposed by the organisation. Hire conditions will be based on provisions made in the NOP and EAP for the pool.

The agreement to hire should be reviewed at regular intervals - whenever dates and times are confirmed these should be recorded in a signed agreement between the two parties. If the pool is to be hired for an un-programmed session (See definition Page 20) the pools' NOP should refer to these. It is recommended that a qualified NPLQ lifeguard must be present regardless of pool depth, due to the unpredictable nature of such sessions.

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 by session type*).
- 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 the form should be ideally 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, number of swimming instructors and their qualifications; who will provide the lifeguarding; qualifications of lifeguards and the level of life guarding provision to be made, qualifications of First Aiders, 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*); responsibility for emergency equipment at poolside, e.g. poolside First aid, rescue equipment; responsibility for structural or power failures etc. will remain with the pool operator who will therefore need to have competent staff in attendance during the hire session.
- 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 read and understood the copies of the NOP & EAP.
- Appropriate third-party liability insurance.
- Ratios for un-programmed sessions should be different to structured swimming lessons. In addition, young children require close supervision in the water by an adult.
- 4 years and under in a ratio of 1:1.
- 8 years and under in a ratio no more than 1:2.

Where schools do not hire pools but use them on a pay for pupil per head basis, schools are recommended to put in place a reverse procedure confirming their use to the pool in writing and asking the pool for details of the NOP & EAP, conditions of hire and respective responsibilities.

Safety Equipment

Safety equipment such as poles, throwing ropes or throw bags and first aid provision must be readily available and sufficient in quantity, regularly checked and positioned to be readily available when needed without creating additional hazards to pool users. Special school pools will have different equipment such as tracking hoists, boards and buoys.

The reaching pole should be kept at the end of the pool and should be long enough to reach over half of the width of the pool, location being clearly indicated. (Very large poles can be difficult to manage – there may not be enough room to use them effectively, ensure poles can be managed safely).

All school pools must be equipped with an effective measure of summoning support in the event of an accident or incident including a backup method. Therefore, it is necessary for all schools to complete a thorough risk assessment to find the most appropriate method of raising the alarm for their pool. Please note mobile phones are not appropriate in this situation.

- Pool depths should be marked clearly around the pool and all signs should be compliant with the Health & Safety (Safety Signs and Signals) Regulations 1986. In pools with a sudden change in depth, there should be a pool profile on display.
- A pool divider (usually a rope) should be positioned to separate deep and shallow water when non-swimmers are present.

N.B. All pools should be able to be locked off and isolated to prevent unauthorised access when not staffed. Failure to achieve this is a major cause of accidents in school and private pools.

Teaching Lifesaving

*'When teaching lifesaving, only reaching with a pole or similar item and throwing rescues should be taught to children below 8 years of age. **Contact rescues** should not be taught to children under 13 years of age.'*

'Advice on teaching packs and awards for lifesaving at the appropriate key stages in primary and secondary education is available from the RLSS, STA, and ASA.'

(Safe Practice in Physical Education and Sport 2012 Edition)

School Pool Management

Background

Guidance on the operation of swimming pools on a particular site is contained in a site-specific booklet entitled "*Oxfordshire County Council Health & Safety Management in Swimming Pools*". The establishment/setting should have a copy of this booklet available to ensure correct management of the pool water chemistry. Replacement copies are available at a cost, through the Property & Facilities Helpdesk. Additionally, there is guidance within the Monitoring of Swimming Pool Safety document within the schools InSite pages.

Other than for major failure of a hydrotherapy pool tank structure, in a community school, the repair and maintenance of a school-based swimming pool is a delegated responsibility.

It is strongly advised that there are 2 persons qualified to run the pool so there is back up in an emergency and absence.

Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool (Pool carers) and should be authorised to control the use of the pool. Pool carers should be trained and competent to the level required by the type of pool e.g. seasonal or all-year.

There are a number of professional bodies that offer a range of operational and supervisory short courses and other management courses which can be tailored to school needs. Where the public use school pools for recreational swimming, operational management skills will be essential.

Bacteriological testing must also be carried out, and satisfactory results obtained, before a pool is brought into use for the first time and before use if it has been shut down for any reason.

Monitoring

The Health & Safety Team inspect school seasonal pools annually, prior to opening, and hydrotherapy/non-seasonal pools once a year, as part of the QuEST package. Aspects for compliance include training and competence, written procedures, site safety, signage, chemicals safety, and water testing regime. Where fully compliant with OCC requirements the establishment/setting will be given written authority allowing use of the pool for a specified period. This may require a second visit to verify improvements before the certificate is issued.

To ensure that pools are being operated correctly an agreed water quality monitoring and testing regime is organised on behalf of the County Property Consultant using a competent contractor.

Water quality testing is carried out at the following frequencies:

1. Non-seasonal pools – every four weeks

Pool closures

If, following the issue of any Pool Service Report, the establishment/setting is advised to close the pool based on unsatisfactory water chemistry the report must be signed on behalf of the establishment/setting by a senior manager acknowledging the need for closure.

The bacteriological samples have to be sent away for analysis; the establishment/setting will be informed immediately of unsatisfactory results by telephone/facsimile/email and of satisfactory results by post.

Following closure for any reason it will be the establishment/setting's responsibility to arrange for remedial measures to be taken, for further testing and analysis of the pool water chemistry, by a competent contractor, to obtain satisfactory results before the pool can be put back into use. The Health & Safety Team must be informed of the results.

Records

It is important that adequate records are kept of all tests carried out. Records must be kept for a minimum of 5 years.

Routine Maintenance ~ See Appendix

Daily running of the pool and related plant will be the responsibility of the Pool Carer (Support is available to the Pool Carer from the County Approved Pool Water Maintenance Contractors (PWMC), details of which can be obtained from Property & Facilities Helpdesk. These details should be held for routine support and emergency call outs (this service by the PWMC is one that the school has to pay for direct).

In view of the large variety of equipment installed for the filtration and chlorination of swimming pools, these notes are intended for general guidance only. Pool Carer(s) should refer to manufacturer's instructions for the specific information relative to their particular plant or, if in doubt, should contact PWMC.

Pool carer(s) should ensure that all safety fittings, such as pool steps, handrails, etc. and also diving boards and other equipment, are secure, in good repair and have non-slip surfaces, and that broken or missing grids to water outlets at the bottom of pools are replaced immediately. Pool surrounds (whatever the surface) should be slip resistant, flat and without any trip hazards to prevent injury to bather's feet. Where there are cracked paving slabs, these should be replaced immediately.

Non School pools

Standards should be to the former ISRM National Pool Plant Operators course or its replacement, the CIMSPA National Pool Plant Operators Certificate.

Schools are not required to satisfy themselves as to the qualifications of those managing the pool and plant at pools where they swim, but if there is any concern with regard to pool safety (including the clarity and quality of the pool water) this should be reported to the manager of the pool.

Public pools are normally checked by the Local Environmental Health Officers. 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.

Records – Swimming

Qualifications

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. The person responsible for this is the School Teacher in Charge of School Swimming. These records will be kept in the school swimming folder and will be looked at as part of the Health and Safety Team annual school check.

Incidents and Accidents

Records of incidents and accidents that occur in the swimming pool or pool area must be maintained and be available for inspection if required. An annual review of these records will assist with the review of the risks associated with school swimming.

Educational Visits

All swimming activities and venues must be identified within the visit planning and itinerary, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad where, for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming Pool (Lifeguarded)

LA approval is not required.

UK Swimming Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely. It is essential that pools are not used where there is a risk of entrapment or vacuum.

Staff must be aware of the pool procedures in the event of an emergency, (NOP, EAP and Risk Assessments) and who at the venue will provide back up. This will include physically checking the location of emergency equipment prior to the session starting.

Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of the Lifeguard(s). Teachers must work with the lifeguard to supervise the session, actively working together as part of a team safeguarding all the children. In a similar manner, significant medical and special needs should be made known to the pool management and lifeguards.

The Visit Leader should be prepared to assist lifeguards in poolside supervision. This will help ensure that behaviour is appropriate. The pool lifeguard should deal with all emergencies occurring in the water.

For lifeguarded public pools abroad there must be appropriate lifeguard cover in place prior to participants entering the water.

Unless suitably qualified, the school staff should not have responsibility for lifeguarding. However, they do retain a duty of care for participants at all times.

For swimming lessons, the Visit Leader must ensure the Swimming Instructor or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Where swimming takes place as a recreational activity (as part of an educational visit) a number of questions require a clear answer.

These include:

- Will a less-structured activity encourage attitudes that reduce safe practice?
- Will the group behave in a safe manner?
- Has the leader made best use of their knowledge of the group, anticipating where problems are likely to occur?

Hotel (and other) swimming pools

Establishments must check the lifeguarding position in advance.

OCC approval is not required for this activity if qualified lifeguarding is provided at the pool.

If lifeguarding arrangements are not provided at the pool then the Visit Leader will bear the full responsibility for ensuring swimming safety and MUST seek advice from the OCC advisory teacher for educational visits/outdoor learning.

Recreational swimming pool activities as part of a visit

Supervision should be proactive. The lifeguard and Visit Leader should work together as part of a team focussed on safeguarding all the young people in the pool. Visiting school staff must ensure that they know the normal operating procedures of the pool as well as knowing the emergency procedures. They should physically check the location of all emergency equipment prior to the start of the session.

The establishment must be able to provide its own lifeguard, who must have been assessed, by the school, as having the required competence and who must meet the employer requirements for qualifications. In this case, arrangements should be made to ensure sole use of the pool if possible. If other guests increase the number of bathers in the water, it should be established that this remains within ratios agreed. Sufficient supervisory staff must be on poolside to ensure effective supervision of the whole pool.

Where the lifeguarding duty is given to an appropriately qualified young person, the Visit Leader will still retain overall supervision responsibilities to guarantee appropriate levels of behaviour.

Lifeguarding must be the sole activity of the person given that responsibility – they should not combine recreational activities with lifeguarding.

The following awards/qualifications apply:

For free swimming activity

- ❖ A valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited - see www.lifesavers.org.uk

For structured or programmed activity

- ❖ A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk

The role of the Lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should remain on the poolside at all times except in the case of an emergency)
- If necessary, to brief pool users in advance regarding rules (e.g. no diving, running, etc.)
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

Open water swimming (not in a swimming pool)/ Natural Water Bathing

(GUIDANCE MUST BE SOUGHT FROM OCC ADVISORY TEACHER/OUTDOOR LEARNING)

Natural Water Bathing

For the purpose of this guidance, “Natural Water Bathing” is defined as “swimming or paddling, in river, canal, sea or lake”. This document should be read alongside the following document;

“Group Safety at Water Margins” (DfES/CCPR 2005).

Taking young people on a trip to the seaside in good weather, and then not allowing them to at least paddle or cool off in the water would seem unfair and inappropriately risk-averse. There is a range of activity from paddling (water below knee level) in a shallow splash pool or sitting chatting in shallow water at the edge of a lake or sea, where the purpose of the activity is to cool off, to swimming well out of one’s depth or body surfing in the waves.

Involving young people in well organised and supervised swimming or paddling in natural waters can provide a great opportunity to develop their awareness of water safety, choice of swimming area and safe conduct while swimming. Such opportunities are important because swimming and paddling in natural waters present real risks: around 400 people drown every year. The most effective way to reduce the risk of young people drowning is to teach them to swim, giving them the skills to make sound judgements about playing in and around natural waters.

Open inland water such as rivers, lakes, reservoirs or canals present additional risks to those of a swimming pool. These include vegetation and other under water obstructions, sudden changes in depth and pollution, slippery rocks and surfaces. Swimming in the sea carries additional risks which may include low water temperature, strong winds, undertow and tide

Clearly the risks to be managed will differ for paddling in clear calm shallow water compared to those for swimming in deep water. But it is important to recognise that the risks involved in any use of natural water should be carefully assessed.

Natural water bathing should always be a robustly planned activity with a fresh look at any risk assessment or operating procedure each time it is undertaken. It should never be allowed as an impromptu group activity. The pleas of young people to be allowed to bathe within the context of another activity (e.g. because it is hot weather) must never be allowed to influence the leader's judgement of the situation.

Visit Leaders must seek out recognised bathing areas that have qualified lifeguard cover. Even then, they should be aware that young people might mingle with members of the public and be lost to view. In natural water bathing, young people should always be in sight and within reasonable reach of those supervising them. It is essential that supervisors always know how many young people are in the water and where they are. A number of young people on educational visits have drowned in shallow water because leaders did not keep track of where they were.

The Visit Leader should assess the risks, taking into account the group, the staff available and the venue, and decide on an appropriate safe supervision level and plan for their particular group before the activity takes place. This plan should be communicated to all other supervisors and participants.

At least one person within the supervision team should be appropriately competent in life saving and resuscitation. Appropriate competence means being able to deal with the worst-case scenario in your chosen environment. For example, when paddling or cooling off in contained shallow waters, or at a beach when the sea is calm and there is no risk of anyone getting out of their depth or encountering currents or underwater hazards, this may simply involve a suitable first aid qualification. When close to or entering a fast flowing stream or river, a supervisor may require experience and skills in white water safety and rescue. When it is possible for someone to get out of their depth, then 'in-water' lifesaving skills may be required. In the last two cases, competence should be verified by a relevant qualification, or by evidence of sufficient training and experience assessed by a competent technical adviser.

For paddling in the sea (gentle, shallow water with no intention to swim) a thorough risk assessment MUST be undertaken which includes:

- A minimum of 2 staff and a ratio of 8:1 participant to staff.

- The ability to account for all participants at all times.
- A person qualified in at least Emergency Aid and competent to carry out CPR. This person may be included in the staffing ratio or be present as an additional person to carry out this responsibility.
- Thorough knowledge of conditions on the beach.
- An agreed and restricted swimming/paddling area taking into account: age, weather and water conditions and safety provision.
- Emergency signals - visual and audible – and the need for a whistle and First Aid equipment.

Managing the activity

Leaders should:

- Ascertain for themselves the level of the participants' swimming ability.
- Ensure the activity is suitable for the group, especially any with special needs or disabilities.
- At the beach look out for warning signs and flags: a red flag means it is unsafe to swim; yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means it is an area used by surfers and not suitable for swimming.
- Brief the group about the limits of the bathing area.
- Consider marking the bathing area themselves, for example with a rope or buoys.
- Adopt and explain signals of distress and recall.
- Carry out regular and frequent head counts.
- Have clear roles within the supervision plan – at least one supervisor should always stay out of the water for better surveillance, even where lifeguards are on duty.
- Take up a best position from which to exercise a constant vigilance.
- Divide supervision between staff who are in the water and looking landward towards the group, and staff who stay on land and watch the group from that vantage point.
- Give the participants their full, undivided attention.
- Be prepared to act immediately when a participant appears to be in difficulties.
- Be aware that a participant in difficulty may not wave or shout – all of their energies could be focussed on trying to keep afloat.
- Follow the advice or directions of an official lifeguard.
- Avoid swimming themselves - unless it is to help a person in distress.
- Avoid joining in with the group's water-based games.
- Ensure that participants leave the water if they are at risk of becoming too cold; especially if toes and fingers look blue or feel numb (this could suggest the onset of hypothermia).

Everyone should know:

- That many people who drown are strong swimmers.
- That sudden immersion in cold water can be very dangerous.

Other Activities

Jumping and diving, as from sea cliffs or gorge environments, should be treated as a specialist adventure activity and be managed accordingly. The Activity Leader should be assessed as qualified specifically competent to lead these activities.

Use of throw-lines

Throw-lines in the hands of a trained and competent leader can have a significant impact on reducing the risk of drowning. However, they can create a false sense of security in the hands of someone who is not well-practised in their use, and training with this rescue tool is required.

Open inland water such as rivers, lakes, reservoirs or canals present additional risks to those of a swimming pool. These include vegetation and other underwater obstructions, including discarded fishing lines, angling equipment, sudden changes in depth, currents and pollution. Swimming in the sea carries additional risks which may include low water temperature, strong winds, undertow and tide.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas
- Changing environmental conditions
- The level of supervision
- Adherence to local advice
- Preparation and knowledge of young people, e.g. is it a planned activity?
- Choosing a venue

The designated Lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safe bathing area'. **Local advice must always be sought.**

For free swimming activity

- ❖ A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water **or**


For structured or programmed activity

- ❖ A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk **or**
- ❖ A valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement. (available from 2012) see www.lifesavers.org.uk

References

- ❖ Whitlam, P (AfPE's Health and Safety Project Manager), *Safe Practice in Physical Education and Sport*. 8th ed. 2012: Association for Physical Education (); ISBN: 978-1-905540-94-4 (Appendices on accompanying CD); Aquatic Activities – 5.2
- ❖ All schools with their own pools should have a copy of HSG 179 '**Managing Health and Safety in Swimming Pools**' 3rd Edition, 2003, which they can purchase from the Health and Safety Executive (HSE), or also available to download free from: www.hse.gov.uk
- ❖ **Amateur Swimming Association (ASA)** *Safe Supervision for Teaching and Coaching Swimming*. www.swimming.org/asa
- ❖ **Swimming Teachers' Association (STA)** www.sta.co.uk
- ❖ **The Institute of Swimming (IOS)** – on line training www.theiosonline.com
- ❖ **Royal Life Saving Society (RLSS) UK** www.lifesavers.org.uk or <http://rlssonline.com>
- ❖ *Improving Physical Education of Muslim Girls in Physical Education and School Sport*, Shared Practice Guidance from Birmingham Schools, 2008
- ❖ **Other Useful Websites:**
- ❖ **Chartered Institute for The Management of Sport and Physical Activity (CIMSPA)** www.cimspa.co.uk
- ❖ **Marine and Coastguard Agency (MCA)** www.dft.gov.uk/mca
- ❖ **Government Safety Advice on Watersports and Coastal Activities** www.direct.gov.uk/en/TravelAndTransport/Boatingandtravellingbywater/Keepingsafeatthecoast/DG_185550
- ❖ Buckinghamshire Safe Practice in School Swimming Policy September 2012

For further information and advice:

Specialist	Email and web addresses	
Education Support Service Manager Sandra Higgs	Sandra.Higgs@Oxfordshire.gov.uk	07917 087603
H&S Training Oxfordshire Skills & Learning Service	LandD.sharedservices@oxfordshire.gov.uk	01865 797123
Training Pool Plant Management Carlton Associates Mike Shuff - Director	enquiries@carltonassociates.co.uk	0121 7060084 07710 206945
Biological Monitoring Kingfisher Environmental	Info@kingfisher-es.co.uk	01902 871700
Health & Safety Team	health&safetyhelp@oxfordshire.gov.uk http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety	Helpdesk 01865 797222
Schools Health and Safety Team Manager Joanna Davis	joanna.davis@oxfordshire.gov.uk	
Safeguarding Service Manager Barry Armstrong	barry.armstrong@oxfordshire.gov.uk	
OCC Advisory Teacher for Educational Visits / Outdoor Learning Jan Harding	jan.harding@oxfordshire.gov.uk	

Appendix A

Normal Operating Procedures Gillotts Swimming Pool

1. Staff taking groups to Gillotts Swimming Pool must read and follow the Risk Assessment for offsite trips and use of coach transport. All adults accompanying the activity must read and sign the Risk Assessment and this SOP.
2. Class list, identified medical needs and pupils requiring risk assessments will all be submitted to at least one week prior to swimming activities taking place.
3. On arrival at the centre a member of school staff will sign in at reception.
4. The school employed swimming teachers' will go directly to the swimming pool side area and prepare for the lesson and brief the centre employed swimming instructor.
5. Dry side member of school staff (1) will escort nominated swimming group to the swimming changing village.
6. The non-swimming group will proceed to the 'Dance Studio' for dry side activities with the other dry side member of school staff (2).
7. Dry side member of staff (1) with swimming group to supervise group changing in cubicles and ensure they wait at shutters until they are opened at which point swimming instructors will take charge.
(shutters will only open when there is sufficient lifeguard cover for the session)
 - a. Dry side member of school staff (1) to stay in changing rooms in case of emergency.
8. At 1.50 dry side member of staff (2) with group in 'Dance Studio' will escort the group to the changing village.
 - a. Dry side member of staff (1) to receive group about to swim and supervise them changing.
 - b. Once changed pupils will wait at changing village entrance to poolside.
 - c. Swimming group once out of the pool will go into the changing village to change and dry group to enter poolside.
 - d. Dry side member of staff (1) to supervise swimmers' change.
 - e. Dry side member of staff (2) to wait in corridor for group who have swum. When all group are there, they will take them to the 'Dance Studio' for dry side activities.
9. At about 2.35 Dry side member of staff (2) will escort group down into reception area, meeting one of the school employed swimming teachers'. They will then walk the group to the coach with other pupils from group 2 who are changed.
10. One member of staff will lead the group whilst another member of staff stands in the middle of the access road to ensure the safe crossing of pupils at this point.
11. Dry side member of staff (1) will be the last to leave the centre with the last of the group of pupils and school employed swimming teacher.
12. Risk Assessment for coach travel to be followed by staff.

Written by Chris Hirst
Head teacher
September 2015

To be reviewed annually.

Signed:.....

Date:

Name	Signature	Date	Name	Signature	Date
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		

Appendix B

Glossary of Terms

OCC – *Oxfordshire County Council*

BLT – *Buckinghamshire Learning Trust*

NOP – *Normal Operating Procedure*

EAP – *Emergency Action Plan*

DBS – *Disclosure Barring Service*

SEN – *Special Educational Needs*

ASA – *Amateur Swimming Association*

STA – *Swimming Teachers Association*

IOS – *Institute of Swimming*

RAP – *Register of Aquatic Professionals*

AfPE – *Association for Physical Education*

RLSS – *Royal Life Saving Society*

NPLQ – *National Pool Lifeguard Qualification*

EHO – *Environmental Health Officer*

CIMSPA – *Chartered Institute for the Management of Sport and Physical Activity*

ISPE – *Institute of Swimming Pool Engineers*

ISRM – *Institute of Sport & Recreation Management*

ASA/FINA – *Federation Internationale de Natation* also known as *International Swimming Federation*

ASA/UKCC – *United Kingdom Coaching Certificate*

ASA/NCTP – *National Curriculum Training Programme*

RIDDOR – *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*

RLSS/NRASTAC – *National Rescue Award for Swimming Teachers and Coaches*

STA/NaRS (PL) – *National Pool Lifeguard Certificate*

QCF – *Qualification and Credit Framework*

PWMC – *Pool Water Maintenance Contractor*

DfES/CCPR – *Department for Education and Skills/Central Council for Physical Education*

Appendix C

Association for Physical Education Guidance on Goggles

Goggles are not normally recommended for normal swimming lessons or where swimmers have poor control in the water. The adult's attention can be distracted by constantly having to help children adjust goggles etc. and limbs that are not controlled can often knock faces and goggles in crowded swimming conditions. Equally the pupil's attention can be compromised by the need to adjust and replace goggles.

However, assuming that water balance is correct, it is reasonable to expect that when delivering a lesson where children spend a considerable amount of time under the water or with their face in the water, such as when training for competitive swimming, that they may wear goggles if approved by the adult in charge.

Pupils with special eye conditions may also need to be allowed to wear goggles. There may be particular situations, such as in hydrotherapy pools where the higher temperature may affect chemical balance and may cause eye irritation but this should be managed through water treatment strategies rather than recourse to goggles. Any deviation from the guidelines should be noted in the risk assessment for the activity. Knowledge about individual children's needs remains critical in determining the wearing of goggles.

Parents are responsible for requesting permission that goggles be worn by their children and schools are responsible for collecting and recording such requests. The Swimming Instructor will ultimately decide whether the wearing of goggles is appropriate for the activity being undertaken.

Risk management should include the teaching of pupils to put on and take off goggles safely.

Basically take an informed sensible approach, acknowledge that you are aware of the guidelines, and ensure that your children enjoy the experience.

Children may be asked to remove their goggles for certain activities e.g. self-rescue, water polo.

Goggles must be manufactured and packaged to British Standard BS 5883:1996.

Appendix D

Teaching in the Water & the Handling of Children ASA Guidance
Teaching in the water and the handling of children?

The Amateur Swimming Association staff are frequently asked by swimming teachers “Can I teach in the water?” and “Is it alright to handle pupils?”

The national guidance document “Safe Supervision for the teaching and coaching of swimming” states: “In the situation where the teacher has responsibility for groups comprising more than two pupils the recommended teaching position is from the side of the pool as this provides the best position to oversee the whole group in terms of safety and to provide appropriate feedback on the performance of each person in the group. This does not preclude a teacher being in the water to assist pupils either on a 1:1 or 1:2 basis or as an assistant to the class teacher. In fact, for groups of more than two pupils a fully qualified teacher on the poolside supported by an assistant in the water may be ideal.

It is recognised, however, that in some circumstances the teacher will have assessed the risk and may feel it is more appropriate to teach from within the water. This practice should only be considered after carrying out a risk assessment giving careful consideration to all the potential factors.

Factors to take into account include pool depth, age, size and ability of pupils and the use of flotation aids. At all times the teacher must be able to clearly see all pupils and be close enough to provide physical support should this be required. In this way it may be practicable to supervise between two to six pupils depending on the previously mentioned safety factors, ratios greater than this should not be considered unless additional helpers are available in the water.

If the qualified teacher is teaching in the water an additional observer should be on the poolside to enhance the swimming teacher’s span of supervision that teaching in the water inevitably diminishes.”

Clearly there may be a greater need to teach in the water with younger pupils under five years of age. Children of that age range, although they probably attend nursery school, do not have a fully developed class mentality and may find it difficult to function in a larger class where the swimming teacher gives instructions from the poolside also the teaching of special needs and less able pupils from in the water is common practice. Many pool providers deliver adult and child sessions or parent and child sessions to this age group to ensure visual, verbal and physical prompts can be provided to the younger child to keep them focused.

Obviously one of the benefits of teaching in the water with younger groups is the reassurance this provides to young nervous children.

Another more controversial benefit is that it allows the swimming teacher to provide physical support to the beginner and physically manipulate the pupils’ limbs in the correct movements for the stroke being taught.

However, this intervention is fraught with difficulties and the swimming teacher is placing him or herself at risk especially if a parent/carer or swimmer is not comfortable with the physical contact and chooses to complain. It is important that the swimming teacher demonstrates exemplary behaviour and good practice at all times in order to protect themselves from false allegations. For this reason and understandably many teachers refuse to handle children in swimming lessons and this decision should be respected and not penalised by swimming pool operators.

Nevertheless, there is considerable evidence that the majority of pool operators provide preschool swimming lessons where they expect the swimming teacher to be in the water with the children AND to handle them to assist the teaching process and it is clearly what the parents in most cases want!

For these reasons swimming teachers that are required to undertake swimming lessons in this manner need to observe certain protocols and the ASA suggest that these should be:

Ensure there is a system included within the Pool Operating Procedure whereby the parent or guardian of the pupil gives permission for the teacher to handle the children for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques.

The swimming teacher should always wear a distinctive top so that they are easily identified in the water. ☑ Ensure that any handling of pupils is done within clear sight of parents and others in spectator areas. ☑ Always explain to the pupil that you are now going to hold him/her and why. ☑ Swimming teachers must never support pupils in such a way that their hands cannot be seen by the spectators (i.e. beneath the water). ☑ Never support a pupil by handling the swimmer's torso. ☑ Only support swimmers by holding their hands, head or feet

Additionally, teachers and coaches should NEVER teach or coach a swimmer alone without other adults being present. It is recognised that on occasions small children who are nervous may cling to the swimming teacher but this is an action that is instigated by the pupil not the swimming teacher, nevertheless these circumstances must be dealt with by the swimming teacher with utmost care.

The Amateur Swimming Association believes that competent swimming teachers should be friendly, tactile and approachable and by following these simple guidelines a swimming teacher can satisfy the customer's needs without placing themselves at undue risk.

Amateur Swimming Association Awards that are linked to this issue and assist in best practice are:

- ASA Awards
- Alpha Step Awards for nervous swimmers and/or swimmers with additional needs
- Swim-A –Song awards
- Duckling Awards

There are Amateur Swimming Association Continuing Professional Development workshops and seminars that are linked to this issue and assist in achieving best practice:

- Adult and Child
- Hands on Support in the water for Swimmers with additional needs
- Teaching Swimming to Disabled Swimmers
- Teaching Swimming to Teenage non swimmers
- ASA/ SCuk safeguarding and protecting children in sport

NB. Readers are advised that the guidance or advice given in this information sheet is not inclusive and any decisions on swimming pool design should first be discussed with a member of the ASA's Facilities Team. Contact details: facilities@swimming.org or telephone: 01509 640258

Appendix E

SWIMMING POOL RULES

- NO SMOKING
- NO RUNNING
- NO DIVING
- SHOWER BRIEFLY BEFORE AND AFTER SWIMMING
- TAKE SHOES OFF AT THE FRONT DOOR
- ENTER THE POOL AREA WITH BARE FEET
- ALWAYS OBEY THE INSTRUCTOR OR LIFEGUARD'S INSTRUCTIONS
- PUT ALL FLOATS, BRICKS AND OTHER EQUIPMENT AWAY AFTER USE
- BE SURE TO KNOW EMERGENCY PROCEDURES
- REPORT BROKEN EQUIPMENT, LACK OF FIRST AID EQUIPMENT OR ANY OTHER DEFECTS TO THE INSTRUCTOR IMMEDIATELY
- KEEP THE INSIDE OF THE SWIMMING POOL AND ITS IMMEDIATE OUTSIDE ENVIRONS LITTER FREE
- NO PUSH CHAIRS TO BE TAKEN INTO THE BUILDING
- NO FOOD OR DRINK TO BE TAKEN INTO THE BUILDING
- ALL CHILDREN MUST WEAR A SWIMMING CAP

**Following sickness or diarrhea swimmers
must not use the pool for 48 hours.**

Enjoy Your Swim

Mr. Chris Hirst ~ Head teacher and Site Manger

Appendix F

EMERGENCY ACTION PLAN

- There will always be more than one adult in the pool building
- The teacher or life-saver is the adult in charge
- In an emergency the other adult will phone for help and care for the other children
- Use the telephone in the main entrance (0118 9723 977) to contact

Ambulance	999
School Office	9722105
Health Centre	9722188

- Place the casualty on the floor at the poolside if necessary
- Commence first aid until medical help arrives
- There is a first aid kit on the ledge by the entrance to the female changing rooms
- There are emergency blankets in the first aid kit
- When the ambulance crew arrive they will take charge of the casualty
- Parents will be kept informed and incidents recorded in the accident book kept in the school office
- In case of fire the children will leave the pool through the usual exit or the fire door or the large windows at the rear of the building. After the register is called they will be taken to a covered area as soon as possible.

Appendix G

Normal Operating Procedures Swimming Lessons at Sonning Common Swim School

Programmed Activities

No person will enter the pool enclosure unless the Controller of the Swimming activities is present.

No person will enter the water until permission is given by the Controller of the Swimming activities.

The Controller of the Swimming activities must be in a position to see the whole of the group and must not be in the water at any time unless in case of emergency or effecting a rescue.

A written register should be taken and maintained. The Controller of the Swimming activities will ensure the counting of the number of persons before entering and after leaving the water.

Individual pool rules, emergency procedures and effective discipline must be observed at all times. Pool drill will be practised and obeyed. Deep and shallow water areas must be explained to students or pupils.

Procedures

The Controller of the Swimming Activities (CSA)

- Definition - The Controller of the Swimming Activities (CSA) must be a recognised instructor, a coach OR a competent person holding a current recognised UK Lifesaving Award or directly supported by a person with a current recognised award (*A Competent Person must have knowledge, skills, understanding and experience of teaching swimming*).

Matrix of combinations

ASA or STA Teacher + valid Lifesaving award

ASA or STA Teacher + person with valid Lifesaving award

A Competent Person + valid Lifesaving award

A Competent Person + person with valid Lifesaving award

- No person will enter the pool enclosure without the specific permission of the CSA. Who must be in attendance.
- The CSA must undertake an initial and ongoing risk assessment of the pool and pool surrounds, e.g. water clarity, temperature, available rescue aids, etc.
- The Pool Safety Operating Procedures (PSOP) for shallow and deep water and relevant notices must be made known by the CSA to all users on their first visit, and reemphasised on subsequent visits. Emergency procedures must be practised and recorded with each group on a regular basis.
- Individual pool rules and effective discipline must be observed at all times. Pool drills will need to be understood, and practised and obeyed by all. Deep and shallow water areas must be explained to swimmers and must be appropriately signed.
- The CSA will liaise with the pool operator to ensure the water quality is suitable for the swimming activity.
- No person will enter the water until permission is given by the CSA.

- The CSA must check that all jewellery or other adornments are removed or have been made safe.
- The CSA must ensure a written register is taken and maintained.
- The CSA will make a count of the number of persons present before they enter, during and after they leave the water.
- The CSA must be in a position to see the whole of the group and must not be in the water at any time unless in the case of emergency or effecting a rescue.
- The CSA will at all times wear suitable clothing and footwear, which is appropriate to the demands of the activity. Outdoor footwear is not permitted.
- The CSA must ensure that all assistants, including lifesavers are appropriately attired for the activity.
- The CSA will draw all matters of concern to the attention of the Head of Establishment for necessary action

Emergency Procedures

In the case of an emergency the lifesaver or instructor will blow the whistle twice for children to get out of the water.

All staff and children will wait silently with their backs against the walls of the building and listen for further instruction.

In the event of having to evacuate the pool (eg a fire) all staff and children will proceed silently and in an orderly fashion either through the normal exit or by the emergency doors or windows. They should line up outside in the school playground or leisure center car park where a register will be called.

Children should be led under cover at the first available opportunity. In the event of a life-saving operation in the water all children should remain silent and still as described above and await further instructions.

In the event of fire there is a powder extinguisher in the boiler room.

In the event of injury or accident there is a telephone in the main entrance by the front door (1008 972 3977) and a first aid kit on poolside by the entrance to the female changing room. There is also a bodily fluid disposal kit and supply of emergency blankets in the same place.

All swimming controllers will be trained to open the emergency door, the windows, and to use the telephone.

A nominated member of staff is responsible for the up-keep of the medical kit, bodily fluid disposal kit and stock of emergency blankets.

Behaviour Around the Pool

The swimming pool rules to be adhered to by all pool users.

Appendix H

Normal Operating Procedures Sonning Common Primary School Lessons on Site

Organisation

All key stage 1 and lower key stage 2 pupils (Years 1 to 3) will use the school pool. All upper key stage 2 pupils (Years 4, 5 and 6) will be transported by coach and use Gillotts Swimming Pool.

Suitable staffing arrangements are made for the children to get from the classrooms to the pools and they are properly supervised when using the changing rooms.

In the case of key stage 1 and year 3 pupils they will swim every week in small groups. Key stage 2 pupils will for a term each in the Autumn, Spring and Summer terms.

All pupils will be supervised by trained life-savers. On no occasion will they be taught in groups of over 20 at Gillotts and 12 on site.

Staff will ensure that pool procedures and Health and Safety arrangements are met.

Swimming hats and recognised swimming costumes fit for the purpose are recommended. Swimming hats must be worn to prevent the filter from becoming blocked. For key stage 1 and lower key stage 2 pupils' goggles should not be worn unless on written recommendation of a medical practitioner. Upper key stage 2 pupils may wear goggles at their own discretion.

Children not participating in swimming activities must not attend the pool site.

Parents should supervise their own children on site while waiting for swimming lessons.

A swimming register must be taken and maintained.

Pupils should be sorted into ability groups for lessons.

Rising 5s may commence swimming as soon as they start school (if a timetable slot is available).

A whistle should not be used as teaching aid, only for emergency use in clearing the pool.

Parents and teachers who know that the children they are responsible for have health problems e.g. epilepsy, asthma, hearing difficulties etc. should inform the swimming instructor immediately.

Appendix I

SCPS Pool Operating Procedures Normal Operating Procedures

Check all plant, water clarity and complete first water test before pool opening.
Second test completed at 10:30, third test at 12:45.
Circulation rate is 3h, water dilution of 8-12cm daily (max 30cm could be refilled overnight).
Pool capacity is 41.16cubic meters, 10cm would waste 4116 l (10%) of pool water.
Tiles and water line cleaning fortnightly.
Vacuuming using skimmer hose also fortnightly.
Skimmer basket cleared twice per week. Pump filter checked weekly.
Backwash twice per week.
Cleaning of the pool area completed after 19:00(Sat 17:00, Sun 11:00. See Cleaning Sheet.
Pool closed, skimmer off, air heating off.

Corrective actions:

- pH minus/plus use after the pool is closed
- Adjusting chlorination level
- Increasing amount of wasted water
- Complete additional backwash

Closing the Pool for Holidays

Decrease pool temperature to under 20c, Increase chlorine levels to up to 10ppm, Skimmer off, Air heating off, display sign/warning tape, Hot water boiler off

Emergency action plan

If water test results are unsatisfactory close the pool
Open the pool when the results are within acceptable limits

Food and drink should not be consumed prior to or during swimming activities.

Users should note that the whole school site is a no smoking area.

Faecal fouling ~ Following *sickness or diarrhoea swimmers must not use the pool for 48 hours*

A significant risk associated with the use of swimming pools, particularly those used by babies and very young children, is the hazard caused by faecal fouling.

Solid faeces should be removed from the pool as quickly as possible. No other action is necessary as long as the disinfection levels in the pool are within the range set for the pool and it is possible to retrieve all of the material.

Any diarrhoeal fouling is likely to contain bacteria and viruses. In a well-run pool these will be inactivated in minutes by residual disinfection. However, diarrhoea may contain oocysts of *Cryptosporidium*, an intergastinal parasite. This can cause chronic diarrhoea and vomiting when ingested and is a serious threat to immunocompromised bathers. *Cryptosporidium* is not killed quickly enough by pool chlorine, though it can be by treatment with ozone or ultra violet light. Effective filtration should remove *Cryptosporidium* oocysts.

It is important that where diarrhoeal fouling occurs is dealt with by:

- closing the fouled pool, and any other pool whose water treatment is linked to the fouled pool; bathers should leave the pool and shower thoroughly;
- maintaining disinfectant levels at the top of the operating range;
- vacuuming and sweeping the pool;
- using a coagulant and filtering for six turnover cycles;
- backwashing of the filters;
- checking the final chlorine residual and pH value of the pool water.

The pool should be reopened only after these actions have been undertaken. This process should also be followed if the pool has been identified as a potential source of Cryptosporidium.

Pool operators can help to prevent Cryptosporidium incidents by:

- discouraging babies under the age of six months from using public pools;
- encouraging all bathers to shower thoroughly before using a pool;
- providing good, hygienic nappy changing areas;
- discouraging anyone ill with diarrhoea (up to 14 days previously) from swimming.

Blood and Vomit:

All pools must have a written procedure for dealing with blood and vomit that may contaminate the pool water. Small amounts of blood loss from a nose bleed are often frequent in a pool. There is no evidence that germs have ever been transmitted from a blood spill in a pool.

Vomiting whilst swimming is not an uncommon event and is often the result of swallowing too much water. In these cases, the vomit is probably not harmful. However, if substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of people, to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

Operators should confirm that disinfectant residuals and pH values are within the recommended ranges.

Any blood spillage on the poolside should not be washed into the pool or poolside drains. Instead, like blood spillages anywhere in the building, it should be dealt with using strong disinfectant, of a concentration equivalent to a 1% hypochlorite solution. The blood or vomit should be cleared up and covered with paper towels, gently flooded with hypochlorite solution and left for at least two minutes before it is cleared away.

On the poolside, the affected area can then be washed with water and detergent and, if possible, left to dry. The person clearing up the spillage will need to wear gloves. The bagged paper towels and gloves should be appropriately disposed of and if possible, be incinerated.

Appendix J

Risk Assessment Master for Trips

<p><u>State the purpose of your visit or trip</u> Educational sporting trip for curriculum swimming lessons to Henley Leisure Centre</p>	
<p><u>Method of transport</u> If going by foot include Risk Assessment for walking If going by Coach include Risk Assessment for travelling by Coach If going by Mini Bus include Risk Assessment for travelling by Mini Bus If going by Parents Cars include Risk Assessment for travelling by Parents Car and follow set procedures</p>	
<p><u>Activity / Process / Operation</u> (If the activity or process is complex it may require more than one risk assessment) Swimming at Gillotts Sports Centre</p>	
<p>Identify the hazards (anything that can cause harm): Travel in coach including entering and exiting Gillotts Sports Centre car park and additional traffic Swimming pool risks, trips slips, drowning</p>	
<p><u>Who might be harmed and how?</u> ¹ Seat belts to be worn at all times High Standard of behaviour enforced on the coach and in centre Supervised entry and exit of the coach and line formed at the Sports Centre All swimming teachers are appropriately qualified Teacher and lifeguards on poolside before pupils enter poolside</p>	<p>Estimate Risk Level (H/M/L) now ² L</p>
<p>What measures are in place to reduce the risk? ^{3 4 5 6 7 8 9 10 11} A class risk assessment will be sent to our Member of staff ICO Swimming Julie Barnett. Gillotts have their Henley Leisure Swimming Centre set of Risk Assessments which will be read and followed by ICO Swimming Julie Barnett.</p>	<p>Estimate Risk Level now ¹² L</p>

¹ Consider the number of people exposed

² Estimate initial risk High, Medium or Low

³ Has all the health and safety information been obtained including policies, procedures etc?

⁴ Can the hazard be eliminated or safer substitution achieved?

⁵ Consider all necessary control measures including procedural and technical controls

⁶ Are controls to the required standard and regularly maintained?

⁷ Have emergency action plans been considered?

⁸ Is training and instruction adequate and information available?

⁹ Is supervision adequate?

¹⁰ Is PPE required?

¹¹ Is health surveillance required?

¹² Estimate risk level achieved – High, Medium or Low

What further action is needed to reduce the risk? (State actions)	Specify dates
--	----------------------

Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).

Name	Signature	Date	Name	Signature	Date
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		

Where more than 14 employees need to be informed how will this be done?

How will you ensure it has happened?

Monitoring Arrangements (e.g. Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspection etc.)

Review Date/Frequency

<p>Name of Assessor</p> <p>Job Title</p> <p>Date of Assessment</p>	<p>Signed (Manager/Head of Establishment/Setting)</p> <p>Name</p> <p>Date</p>
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Appendix K

School: Sonning Common Primary School			Pool: Henley Leisure Centre						
Adults: Spotters (1:1):			Session time: Monday afternoon						
Name	Can swim 10m	Medical Notes	Risk Assessment						Attendance

Appendix L

Risk Assessment: Swimming with Asthma for Name of pupil or pupils':			NOTES ON RISK RATES Severity: 3 – Death, major injury, damage to property 2 – 3 days' abs, moderate injury/damage 1 – Minor injury, loss/damage Likelihood: Low, Moderate, High		Risk Rate	
Name of Pupil	ACTIVITY/PREMISES EQUIPMENT	HAZARD	RISK (to whom)	Severity	Likelihood	Risk level
	Swimming with known or potential asthma problems	Asthma Attack	Drowning (them)	1	Low	Low

PRECAUTIONS AND CONTROLS

Condition advised to swimming instructor

Inhaler to be kept on poolside is administered

Support and instruct child to breathe in through nose and out

Student is to stop activity when feeling tired

Seek emergency care is any of the following: coughs constantly, no improvement after 15-20 mins after medication has been given, trouble walking or talking, lips or finger nails are blue.

Appendix M

Risk Assessment: Swimming with allergy to wasp stings for Name of pupil or pupils':			NOTES ON RISK RATES Severity: 3 – Death, major injury, damage to property 2 – 3 days' abs, moderate injury/damage 1 – Minor injury, loss/damage	Risk Rate		
Name of Pupil	ACTIVITY/PREMISES EQUIPMENT	HAZARD	RISK (to whom)	Severity	Likelihood	Risk level
	Swimming with potential swelling	Chance of contact with wasp (epipen).	Reaction and swelling.	2	Low	Low

PRECAUTIONS AND CONTROLS

- Preparations and conversations before going to the pool
- Exploring routines (changing etc)
- Rules for the pool decided (who is the teacher)

Appendix N

Risk Assessment: Swimming with seizures for Name of pupil or pupils':			NOTES ON RISK RATES Severity: 3 – Death, major injury, damage to property 2 – 3 days' abs, moderate injury/damage 1 – Minor injury, loss/damage	Risk Rate		
Name of Pupil	ACTIVITY/PREMISES EQUIPMENT	HAZARD	RISK (to whom)	Severity	Likelihood	Risk level
	Swimming with seizures	Lost consciousness. Drowning.	Themselves.	2	Low	Moderate/Low

PRECAUTIONS AND CONTROLS

- Preparations and conversations before going to the pool
- Social stories to explore pool etiquette
- Exploring routines (changing etc)
- Rules for the pool decided (who is the teacher)

Appendix O

Risk Assessment: Swimming with ASD for Name of pupil or pupils':			NOTES ON RISK RATES Severity: 3 – Death, major injury, damage to property 2 – 3 days' abs, moderate injury/damage 1 – Minor injury, loss/damage	Risk Rate		
Name of Pupil	ACTIVITY/PREMISES EQUIPMENT	HAZARD	RISK (to whom)	Severity	Likelihood	Risk level
	Swimming with known or potential behavioural problems	Unable to control actions	Hitting other children Pushing children under the water or off the sides of the pool Escaping the premises	2/3	High	Moderate/High
	Swimming with known or potential motor problems	Motor difficulties	Unable to move appropriately for the swimming required	1	Low	Low
	Swimming with known or potential behavioural problems	Very nervous, may not feel confident to join in or follow less familiar adult's instructions	Not following adult's directions Distress to himself	1	Low	Low

PRECAUTIONS AND CONTROLS

- Preparations and conversations before going to the pool
- Social stories to explore pool etiquette
- Exploring routines (changing etc)
- Rules for the pool decided (who is the teacher)

Appendix Q

Check list for Governors

- Does the school should have a designated member of staff in charge of swimming?
- Is there a Swimming Folder kept in a central place which contains:
 - A current list of staff involved in school swimming (Note: This needs updating annually)?
 - Staff qualifications and dates?
 - Up to date, relevant risk assessments?
 - The current NOP & EAP of the pool used (a register of staff and signatures indicating that these documents have been read and understood)?
- Has the swimming programme been planned jointly through consultation with the school and swimming instructor/leisure provider and are all staff aware what will be taught each lesson?
- Do the lessons involve a breadth of aquatic opportunities which meet National Curriculum requirements?
- Have the pool staff discussed school staff involvement/what will they be teaching over the course of the lessons?
- Do staff know where the meeting point is/emergency exits?
- Do staff know what the pool alarm sounds like and subsequent action that will be taken?
- Do staff have the school number with them when they take the pupils swimming?
- Do staff carry a school mobile phone?

The swimming folder needs to be available for Health and Safety to collect data during Annual Monitoring visits.

The following table provides an easy checklist for School Governors, Head teachers and Leisure Providers:

ACTION	WHO	NOTES
<p>Ensure that Accompanying School Staff are confident and competent to assist with school swimming lessons.</p> <p>The minimum qualification required to ensure confidence and competency is ASA Module 1</p> <p>Ensure the Instructor engaged is competent</p>	<p>SLT Member ICS</p> <p>SLT Member ICS</p> <p>SLT Member ICS</p>	<p>Recommended provider for Amateur Swimming Association (ASA) Module 1 courses Bucks Learning Trust (BLT)</p> <p>A data base of school staff who have completed the ASA Module 1 course is held with Angela Thirkettle (athirkettle@learningtrust.net)</p>
<p>Annual visit to pool BEFORE school swimming lessons commence to undertake Health and Safety briefing (e.g. alarms; meeting point; First Aid provision) and to go through NOP & EAP & Risk Assessment for Swimming Activity</p> <p>Plan programme of lessons and share information about pupils</p>	<p>Teacher in Charge of Swimming</p> <p>Leisure Provider</p> <p>Swimming Instructor</p>	

Trips and Visits form completed	Head teacher	
Information on Behavioral issues and specific medical conditions to be available at all lessons	Teacher in Charge of swimming	
Risk Assessment undertaken	<p>Collaborative approach between Swimming Instructor and Teacher In Charge of Swimming; signed by all accompanying school staff involved, along with Head teacher; kept in swimming folder.</p> <p>To include written information on pupils with medical conditions; SEN, behavioural issues etc.</p> <p>Leisure provider Specialist Swimming Instructor to sign</p> <p>It is the Swimming Instructors' responsibility to sign off information & challenge poor/unsafe behaviour in the first instance; however, all accompanying school staff have a duty of care and will need to address this if not challenged</p>	
Identify learning outcomes for each lesson (week 1 to always include Pool Safety and Assessment of pupils swimming ability)	Swimming Instructor	