

## Forres Sandle Manor (Non-Academic) Policy

Policy Title	Swimming Pool Safety
Policy Lead (Appointment (& Initials))	Bursar (CI-J)
Date of Last Review	September 2019
Date of Next Review	September 2021

### SWIMMING POOL SAFETY

#### METHODS AND PRODEDURES

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times. When the Pool is in use by FSM, it is always under the strict supervision of a qualified Swim teacher when lessons are taking place and one life guard (please see ratio's below). During free swim times the pool maybe operated by a qualified teacher and a lifeguard.

The Swimming Pool is operated under a **Normal Operating Procedure** and **Emergency Action Plan** as follows:

#### **NORMAL OPERATING PROCEDURE**

#### POTENTIAL RISK FEATURES OF THE POOL

Physical Hazards	<ul style="list-style-type: none"> <li>• There is a considerable amount of shallow water. Diving is prohibited in water of less than 1.5 metres depth.</li> <li>• On occasions there is some spectral glare from the water surface.</li> <li>• Staff must ensure they are in a position to see all of the pool.</li> <li>• Raised level side of pool may cause a hazard to bathers entering the pool.</li> <li>• The pool cover rollers situated at the shallow end of the pool provide a potential hazard. Staff must ensure they are stored neatly against the wall.</li> <li>• Staff should not allow running on poolside.</li> <li>• Staff should be aware that entrance to pool is adjacent to Lower School.</li> </ul>
People Hazards	<ul style="list-style-type: none"> <li>• People under the influence of alcohol/drugs.</li> <li>• The elderly.</li> <li>• The young.</li> <li>• People in poor health.</li> <li>• Nervous or timid bathers.</li> <li>• People in large groups (peer pressure).</li> </ul>
Activity Hazards	<ul style="list-style-type: none"> <li>• Swimming lessons - Nervous children.</li> <li>• Sponsored swims - swimmers may push themselves too hard.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Canoeing.</li><li>• Sailing.</li></ul> |
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### **MAXIMUM CAPACITY**

- The maximum bather load in the Pool at any one time is 25 with 2 supervisors plus a qualified lifeguard. A qualified swimming teacher may teach a maximum of 18 children at one time (provided an additional adult is present for children in Reception and below) but the maximum load when there is only one supervisor is 12 swimmers plus a qualified lifeguard. When 2 supervisors are present, one should be always on active patrol. Extreme vigilance is to be exercised.

### **NO LONE SWIMMER RULE**

FSM operates a strict No Lone Swimmer rule.

### **SUPERVISOR AND LIFE GUARD RATIOS**

- A qualified lifeguard is always to be poolside when the pool is in operation.
- Less than 13 bathers: 1 member of supervising staff plus a qualified lifeguard.
- 25 bathers: 2 members of supervising staff (1 of whom must be patrolling the poolside).
- Gap students must always have a full time member of staff with them on the poolside, but where this is the case they may act as one of the 2 members of staff.
- Staff in the Pool cannot act as Lifeguards. Staff can be in the pool for teaching purposes - particularly with Year 2 and below. Staff should be fully aware of the potential risks of swimming in the pool with pupils.

### **STAFF DUTIES POOLSIDE**

- To unlock the pool prior to use and lock up at the end.
- To be on the poolside at all times during a supervised swim.
- To patrol and supervise pool.
- To keep pool and poolside clear of debris.
- To be responsible for making sure that the pool is cleared of debris and the poolside is tidy at the end of the session.
- To report any defects/damages to the Bursar.
- To be responsible for making sure that pool rules are obeyed.
- Be aware of all potential risks.
- Be alert and attentive at ALL TIMES.

### **FIRST AID PROVISION**

- Small first aid kit at poolside.
- First aid – Matrons' Room situated in the Boarding House.

### **ALARM SYSTEM**

- Klaxon - situated on poolside notice board.

- Should an incident arise, the member of staff on duty must press the klaxon.
- Staff will proceed immediately to poolside once the klaxon has been activated.

## **TRAINING**

- It is the responsibility of each individual to ensure they are fit (both physical and professional competence) to perform their duties.
- All staff involved in the supervision of swimming must have appropriate training.
- Gap Students will be formally trained as lifeguards at FSM's expense prior to the opening of the Pool in the Easter holidays.

## **CHEMICALS**

Pool chemicals are controlled and applied by the trained Grounds staff only.

## **LACK OF WATER CLARITY**

If the clarity of the water deteriorates such that the member of staff cannot see the bottom of the pool or swimmers below the surface, the pool must be cleared and a report made to the Bursary. If the Bursary is closed, the problem should be reported as soon as possible to the Headmaster.

## **SPORTS EQUIPMENT**

- All equipment should be set up and taken down as per the manufacturer's instructions.
- If staff are unable to lift a piece of equipment comfortably, assistance is to be sought.
- Equipment must be stored neatly and safely. Always leave the equipment as one would expect to find it.

## **EMERGENCY EQUIPMENT**

There are four rescue poles and one reach pole-hook.

## **EMERGENCY SERVICES**

- Activate klaxon if necessary.
- Administer first aid; send two pupils to call an ambulance.
- If back injuries are suspected, leave casualty at the scene of the accident and await specialist help.

## **EMERGENCY ACTION PLAN FOR THE SWIMMING POOL**

### **SCENARIO**

Discovery of a casualty in the water or serious injury to a bather; the following procedure is to be carried out by the member of staff on duty:

- 3 blasts on the whistle. If the situation appears to be critical, use the klaxon.
- Clear pool immediately. Bathers to sit on the grass bank.

- Carry out rescue and administer first aid rescue procedure:
  - Talk.
  - Reach.
  - Throw.
  - Wade.
  - Swim with aid.
  - Swim and tow.
- Effect rescue from the nearest convenient point to the casualty. If a spinal injury is suspected, the rescuing teaching slides in and performs the Vice Grip Tow on the casualty to shallow water, where the teacher remains with the casualty until paramedic help arrives. Appropriate action should be taken to support and keep the casualty safe until the emergency services arrive.
- **Do not** leave the casualty unattended. **Do not** stop resuscitation until the emergency services arrive.
- On hearing the alarm all available staff should respond and assist to:
  - Help with rescue and first aid.
  - Call emergency services if necessary.
  - Control and evacuate bathers.
  - Ensure clear route and wait for the emergency services.