






Procedures

SWIMMING IN EDUCATION ESTABLISHMENTS (HSOP¹-04-02-60)

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Document Status

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¹ Health and Safety Operational Procedure

Summary of Changes² from Previous Versions

| Version no/Date | Change | Comment | Section/ Page |
|--------------------------|---------------------------------------|---|--|
| V5.0 (September 2020) | Version update. | <ul style="list-style-type: none"> - Dates and layout updated. - Contact changed from Head of Resources. - Change of nomenclature from “Education Services” to “Education Resources and Estates Management”. - Wording added noting change in terminology. - Document links added. - Training and assessment courses are arranged by the Curriculum and Standards rather than Personal Development Team. - Additional information on qualifications. - Wording added to clarify ratios. | General. Pg 1. General. Section 1.4 Section 1.6 2.1.1 Section 2.1.3 2.5 |
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| | <i>(Table started September 2020)</i> | | |

² Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

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1.0 Introduction

1.1 Statement

Many States of Guernsey-maintained educational establishments have a swimming pool. These pools are used to deliver swimming lessons and other pool related activities to learners and, in some cases, may be available to community hirers. Activities in and around water present particular hazards; to ensure safe delivery of quality swimming lessons and other pool related activities requires these hazards to be considered and mitigated against.

This procedure forms part of the Health and Safety Management System (HSMS). It is informed by HSG 179 (Fourth Edition) published 2018 and the current edition of 'Safe Practice in Physical Education' (AFPE).

[Maintenance of pool plant and equipment falls to the Education Resources and Estates Management team and premises/caretaking staff in schools. This aspect of pool safety is covered in other Health and Safety documents, so is not replicated here.]

1.2 Objectives

This procedures document sets out health and safety requirements for swimming lessons and other pool-related activities, to ensure a safe and consistent approach across States of Guernsey education establishments.

1.3 Application

These procedures apply across all States of Guernsey maintained educational establishments that have a swimming pool that is in active use at some point during the year, whether the pool activity is being delivered and/or supervised by the school/educational establishment or a community hirer.

Throughout this document, 'Headteacher' also refers to Heads of Service, Secondary Principals and the College of Further Education Principal, and 'school' refers to any education establishment.

1.4 Accountabilities

Headteachers are accountable for ensuring that swimming lessons and other pool-related activities are undertaken in line with Pool Safety Operating Procedures (PSOP, comprising these procedures, and the Normal Operating Procedures (NOP), Emergency Action Plan (EAP) and risk assessments) established for their individual pool.

The Pool Supervisor is accountable for supervision of the pool activity, any emergency action that has to be taken and the allocation of duties to the other adult/s working in the pool area.

The terminology describing responsibility for some of the services delivered centrally has changed. For clarity the Education Resources and Estates Management is responsible for functions relating to the Education estate, Health and Safety, Risk Management etc. The Education Office is responsible for providing governance, support and challenge to settings.

1.5 Associated Documents

Normal Operating Procedure (Template) (Appendix 1)

Emergency Action Plan (Template) (Appendix 2)

Risk assessment (Template) (Appendix 3)

1.6 Linked Documents

[Swimming Pool: Caretaker Operating Procedures \(HSOP-04-02-63\)](#)

[Premises Staff Responsibilities and Duties](#)

[Vetting Requirements in Education](#)

[Generic Risk Assessment for Swimming Pools for specific non-Education Services Site](#)

[Accident and Near Miss Incident Reporting Procedure](#)

2.0 Pool Rescue Qualifications and Safe Supervision Requirements

2.1 Pool Supervisor Qualification

The **Pool Supervisor** is the person in overall charge of the swimming activity session and must be on poolside at all times when the pool area is in use.

The person responsible for the pool safe supervision will have one of the following current endorsements:

- RLSS³ National Rescue Award for Swimming Teachers and Coaches (NRASTC). There is an initial training/assessment course for new entrants and a renewal training/assessment course for re-qualification provided continuing professional development (CPD) has been completed in the interim two years, or
- RLSS National Rescue Award for Swimming Teachers and Coaches Light (NRASTC Light), or

³ Royal Life Saving Society

- The Pool Supervisor qualification may also be gained via the RLSS open water (sea) qualifications of the National Water Safety Management Programme (NWSMP). (Pool and level 3 in water rescue endorsement), or
- The Education Office specific pool competence training and assessment for poolside supervisor (with NWSMP level 3 in water rescue), or
- The STA⁴ level 2 Safety Award for Teachers (SAT). This is an equivalent to the NRASTC qualification and can be used in the same way

The RLSS and STA Pool Lifeguard qualification is also permitted but the practical assessment requires greater swimming skills and is more appropriate for commercial providers. It does include the supervision of un-programmed activities.

Any other equivalent qualifications must be first agreed with Education Resources and Estates Management. The date of expiry is from midnight of the date given on the certificate and extension beyond this date is not negotiable.

2.1.1 Training and Assessment Courses

Training and assessment courses are arranged by the Curriculum and Standards team who are responsible for professional development for staff in education settings. It is advisable to give notice to the Curriculum and Standards team in advance when the qualification is required to be updated so that sufficient places on courses can be assured at the right times.

Schools must maintain current records of staff competence associated with safe supervision and safe swim teaching, and the information must be shared with the PDT. This information must include the names of those involved, the date of training, level of training, the depth of the pool that they are competent to supervise in and the expiry date of the qualification. Any other relevant information on pool supervision competence must also be retained.

2.1.2 Depth Test

The above-mentioned qualifications require a practical depth test, involving the retrieval of an orange rescue manikin from the maximum depth of the pool being used. This is an endorsement that can be assessed by any NRASTC trainer/assessor (or STA/NWSMP pool trainer) subsequent to the original assessment and is then noted and signed by the assessor on the certificate and the individual's record. The NRASTC/STA (SAT)/NWSMP pool holder can only be responsible for pool supervision with a depth test at, or exceeding, the maximum depth of the pool being used. Depth tests are normally valid for 2 years.

⁴ Safety Training Awards

2.1.3 Qualification Scope and Limitations

The RLSS NRASTC, NRASTC Light, NWSMP (NWSMP pool or a poolside supervisor statement of competence from the Education Resources and Estates Management team) and STA Safety Award for Teachers (SAT) qualification are only validated for 'programmed swimming' activities. A swimming pool session is 'programmed' when it has a formal structure i.e. it is disciplined, supervised or controlled and continuously monitored from the poolside. The learners in the pool will be directed on what they are doing i.e. a skill learning programme or set tasks etc. It includes swimming sessions and other tuition such as personal survival, life-saving award schemes, water aerobics, synchronised swimming, water polo and teaching water activities to learners with learning difficulties or physical disabilities. The RLSS terminology defines this as including 'lessons, water polo, aqua fit, squad training etc.' This definition cannot be extended in any way (as defined by HSG 179).

All who work with this qualification/endorsement with Education groups and/or in Education Resources and Estates Management maintained swimming pools are expected to work within the limitations/scope of the qualification.

The RLSS NRASTC Light qualification does not include 'life support' first aid training. For those using this qualification there needs to be immediate (fast response) first aid provision at the pool available at all times (the person may have an additional standalone first aid qualification). NWSMP qualified staff must hold an additional current first aid qualification.

Most of the national life saving awarding bodies require pool qualification to be updated or renewed every two years and the update course must be completed before expiry to be validated. Specific details on requalification or renewal should be checked with the awarding body for each qualification. In exceptional circumstances (pandemic) the awarding bodies (RLSS, STA, etc.) may extend the time validity of qualifications, but this must be clarified and not assumed.

2.2 Other Swimming Pool Activities (Including Non-Programmed Swimming)

National Pool Lifeguard Qualification (NPLQ) is usually the appropriate competence. It is acknowledged that pool use may extend beyond that of swim teaching and where that is the case, specific risk assessment and appropriate competency checks must be agreed by Education Resources and Estates Management prior to such pool activities taking place. Risk assessment will determine how many suitable qualified persons are required for each pool use.

2.3 Pool Supervision Responsibility

There must always be one qualified Pool Supervisor in overall charge on poolside whenever there are learners in the pool area and where there is a 'duty of care'. Where there are two or more staff who are appropriately qualified to be a Pool Supervisor at a swimming session they will agree beforehand who will be in overall charge. The pool supervision responsibility and arrangements must be agreed with the Headteacher (or agreed Senior Manager) on all occasions and **before** the pool session commences.

The Pool Supervisor may also teach a group provided the risk assessment supports this practice with consideration of the physical conditions of the pool, the nature of the group and the planned activity in the pool. This Pool Supervisor who is in overall charge will need to be positioned whilst teaching so that they have an observational view of the pool at all times.

Any learners who are observing the pool activity should be supervised by a responsible adult(s). In many cases this will be an additional person(s). However, in some circumstances it might be appropriate for this task to be undertaken by the Pool Supervisor - a decision in this regard must be subject to risk assessment and agreed by the Headteacher. Contact the Education Resources and Estates Management team if further guidance is required.

2.4 Swim School

Where Swim School staff are working with an establishment in the delivery of swimming teaching they will be:

- Either the Pool Supervisor and also teach a swimming group
- Or teaching a group and a member of the school staff is the Pool Supervisor

2.5 Ratios

'Safe Supervision' and the NASTC Handbook contain specific and detailed advice regarding acceptable ratios. The ASA (now called Swim England) Swimming in Schools document also details this, as below:

The following ratios are based on Health and Safety considerations and quality delivery of the lesson.

| Swimming ability | Health and Safety | Quality Delivery |
|---|-------------------|------------------|
| Non-swimmers and beginners – Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front | 12:1 | 8:1 |

| | | |
|--|--|--|
| Children under the age of seven – Irrespective of their swimming ability group size should be restricted | 12:1 | 8:1 |
| Improving swimmers – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth | 20:1 | 12:1 |
| Mixed ability groups – Learners with a range of abilities (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 | 20:1 | 12:1 |
| Competent swimmers – Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes | 20:1 | 15:1 |
| Swimmers with disabilities – 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 a 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 | 8:1 with 1:1 support in the water where required | 6:1 with 1:1 support in the water where required |

These are the **maximum** ratios, a risk assessment of the group will determine the acceptable safe ratio with in these parameters.

The Headteacher must agree with the ratio to be used. This may need re-assessment during a programme of swimming lessons with the same group and especially when the participants within a group change from one session to the next. Ratios must not exceed the Health and Safety numbers outlined above.

A minimum of two people on pool side is common and good practice to cover eventualities in the teaching and safety aspects of aquatic activities. Where only one person is present, a risk assessment must indicate clearly why this ratio is acceptable and should highlight alternative emergency arrangements.

2.6 Supervision Time

A Pool Supervisor must be on duty whenever there are learners within the pool area and have access to the pool.

2.7 Headcounts

The Pool Supervisor must operate a system of regular headcounts at the start of the session, throughout the session and at the end.

2.8 Hydrotherapy Pool Supervision

The Education Office administers a Hydrotherapy Pool Supervisor Scheme (provided by Health and Social Care (HSC) trainers) and only a qualified Hydrotherapy Pool Supervisor can be in charge on poolside.

3.0 Teaching Requirements

3.1 Swimming Teaching

Education Resources and Estates Management supports the use of the ASA (Swim England) National Teaching Plan for Teaching Swimming. Individual records can be maintained by all establishments and then, at transfer, passed on with the pupil records between schools. The STA Foundation swim teaching course and associated resources are also supported and provided for Education staff.

3.2 Training

All teachers should have received training in the teaching of swimming appropriate to the level of teaching that they are required to deliver. No teacher should be expected to teach swimming at a level beyond their competence, confidence and training level.

This training may have been in their initial teacher training or subsequent training courses. Professional development opportunities are available for teachers and learning support assistants working to either the ASA (Swim England) National Curriculum Training Programme, the Education Office Swimming Teaching Scheme, or the STA scheme (School Teachers Foundation Swimming Certificate). To attend the STA foundation course there is a prerequisite of holding the STA level 2 Safety Award for Teachers (SAT).

4.0 Pool Safety Operating Procedures (PSOP)

Each school must establish and maintain the following documents relating to their pool:

- Normal Operating Procedures (NOP)
- Emergency Action Plan (EAP)

Education Resources and Estates Management has established templates that schools must use in creating their own documents, which can be seen at Appendices 1 and 2 (also available as individual editable documents on ConnectED). Blue text indicates where schools should tailor text according to their circumstances, black text should remain unchanged.

The NOP and EAP documents must be:

- Informed by risk assessment (see section 5.0 below)
- Reviewed every year, and whenever there are significant changes or after every accident or incident
- Distributed to all parties set out in their distribution lists
- (A copy) Kept in the pool area, clearly marked and accessible to staff

An individual pool's NOP and EAP, together with associated risk assessments and this procedure document, form the Pool Safety Operating Procedures (PSOP) for the pool. Swimming lessons and any other pool-related activities undertaken in a pool in an education establishment must be undertaken in line with its PSOP.

5.0 Risk Assessment

Pool activities must be suitably risk assessed. Education Resources and Estates Management has established a template generic swimming pool risk assessment for schools to use to inform their NOP and EAP (Appendix 3, and also available on ConnectED. Only blue wording within the table must be amended as appropriate to tailor the template assessment to suit the particular circumstances. Any additional risks identified can be added as further lines within the table.) This risk assessment is owned by the Headteacher but must be informed by a competent member of staff holding one of the current swim supervision qualifications identified in this procedure/the pool NOP.

In addition, risk assessment must be conducted in respect of each group using the pool. This must consider such elements as the number of swimmers, their ages, competence, behaviour, medical needs, and group dynamics etc. Where the nature of either the group or the lessons delivered changes over the course of sessions, the original assessment must be reviewed/revised.

Risk assessment must also be reviewed/revised in the event of a near miss incident or accident.

6.0 Community Hire

For clarity, community hirers must abide by the same standards of qualification, supervision etc. that apply to when the pool is in use for school purposes – i.e. they should observe the PSOP.

People wishing to hire a pool should visit www.gov.gg/schoolhire or contact the relevant Premises Manager.

7.0 Other Procedures

7.1 Vetting

Refer to '[Vetting Requirements in Education](#)'. Checks are not limited to employed roles and so, dependent on the circumstances, may apply to e.g. parent/carers volunteers or others assisting with a session.

7.2 Accident and Near-Miss Incidents

In the event of an accident or near miss incident, refer to the [Accident and Near-Miss Incident Reporting procedure](#).

APPENDIX 1: Template for Pool Normal Operating Procedure (NOP) (HSOP-04-02-61)

Blue {text} to be completed by individual establishment, other text must not be altered.

Establishment: [Insert name] School

Issue [Year]

This document forms part of the Pool Safety Operating Procedures (PSOP) for the above-named pool. Overall, the PSOP for each individual pool comprises:

- The Normal Operating Instructions (NOP) for the pool
- The Emergency Action Plan (EAP) for the pool
- Associated risk assessments
- The 'Swimming in Education Establishments' procedure (HSOP-04-02-60)

The above documents should be considered together.

It is our responsibility where safety is concerned that amendments are made immediately errors are noticed or changes in practice occur.

This document should be:

- Informed by risk assessment
- Reviewed every year, and whenever there are significant changes or after every accident or incident
- Distributed to all parties set out in the distribution lists
- (A copy) Kept in the pool area, clearly marked and accessible to staff

| | |
|--------------------|---|
| Distribution list: | States of Guernsey Education Office Headteacher School Health and Safety Officer Pool Caretaker Teachers / Learning Support Assistants Helpers / Parents / Carers Beau Sejour Swim School Hirers |
|--------------------|---|

Signed _____
Headteacher of School

Date _____

[Establishment Logo]

1. Pool Dimensions and Details

- The pool is [?] metres long and [?] metres wide.
- The details regarding the profile of the pool are: Sudden changes in depth etc.
- A plan of the pool is attached in Appendix 1
- Pool depth changes are marked [?] (Where and how)
- The arrangements to manage sudden changes of depth
- The poolside rescue equipment is: [?] Reaching poles / throwing ropes / torpedoes? Where
- The first aid equipment is wall mounted [?] Where
- The light switches for the pool are [?] Where
- There is built-in seating against [?] Where
- There are toilets [?] Where for girls and boys or/and adult male/female
- The water system used in the pool is [?] Treatment etc.

2. Pool Security

- The pool area includes [?] the poolside and the changing rooms? This is defined by the area around the pool that can be made secure i.e. locked. This will include the changing area if there is no system to lock the access to the pool
- A Pool Supervisor will be responsible for the pool supervision whenever there are learners in the pool area
- When the pool is not being used the main entrance door and the doors to both changing rooms will be locked to stop unauthorised entry.
- No learner is allowed to enter the pool area or changing rooms at any time unless supervised by a Pool Supervisor
- Designated teachers and caretakers will be the only people who have keys with which to gain access to the pool and the changing rooms
- It is recommended that the changing room doors are locked during lessons for the security of learners' belongings. The main pool must be unlocked for emergency access during use.
- Any unauthorised person entering the pool area must be told to leave immediately
- Changing rooms should be supervised where possible but this may not always be possible when taking mixed gender groups
- A plan of the pool and a pool profile are displayed outside the pool main entrance
- The pool rules are prominently displayed [?] Describe where – e.g. outside both changing rooms and at the deep end
- There are signs around the pool warning of the depth of the water

3. Access and Egress

- Access to the pool area is [?] [How and where](#)
- Swimmers must only enter the pool area via [?] [Where](#)
- Pool side observers or helpers should enter the pool via [?] [Where](#)
- The door [?] is for emergency exit only and should remain closed during normal circumstances
- Information regarding steps / access and egress of the pool

4. Alarm Systems and Emergency Equipment

- The school alarm system is [?] [Description](#)
- The pool area has a telephone, which is situated [?] [Where](#). This telephone can only reach the emergency services on 999 or the school office on 0
- There is an air horn [?] [Where](#)
- There are rescue torpedo buoys and throw bags available on poolside as informed by risk assessment; these are placed appropriately around the pool

5. Risk Assessment

As informed by the Pool Specific Risk Assessment completed by [name](#) on [date](#).

- **The physical risks of the pool are:**
 - [The glare on the surface on a sunny day](#)
 - [Slipping in the showers, changing rooms or on the pool side](#)
 - [The steps at the side of the pool](#)
 - [Badly stored equipment on the pool side](#)
 - [Water quality](#)
 - [Water clarity](#)
 - [Lane or dividing ropes](#)
 - [The entrance to the pool direct from the corridor](#)
 - [Cracked, chipped or loose tiles](#)
 - [Seating at the end of the pool](#)
 - [Poolside grills](#)
 - [Lighting](#)
 - [Poolside floor](#)
 - [Chemicals and levels in the water](#)
 - [Structure failure](#)
 - [Glass walls and doors](#)

- **The human risks are:**

- **By users:**

- The use of substances such as alcohol or drugs by swimmers

- Poor health

- Age, either elderly or very young

- Non swimmers

- Weak swimmers

- Disabled persons

- Badly behaved swimmers

- Boisterous/show offs

- Unauthorised access to pool

- Individuals in arm bands or rings

- Panic/stress

- **Pool Supervisor / teacher hazard:**

- Bad positioning

- Telephone calls or messages

- Unqualified

- Non vigilance

- Leaving the pool area

- Lack of knowledge of the NOP and EAP

- Absence of, or inadequate response, by staff to an emergency

- Tiredness

- Talking

- Lack of training

- Lack of concentration

- Over complacency

- **Risks and hazards caused by activity include:**

- Tag games

- Misuse of equipment

- Bombing

- Running

- Pushing

- Gymnastics

- Fighting

- Shouting

- Diving

- Ducking

- Petting

- Underwater swimming

6. Pool Rules

These are clearly marked on [?] Where

They are as follows:

1. Do not enter the pool area until directed to do so by a teacher.
2. No running
3. No ducking or bomb shelling

4. No open cuts or sores
5. No diving without permission and only then when supervised by a competent person
6. Use the toilet before entering the pool
7. Obey the whistle
8. Watches, jewellery and body piercing fixings must not be worn in the pool
9. Use of swim goggles?

7. Maximum Swimmer Loads/Occupancy Levels

Each swimming pool will have a designated maximum bather capacity appropriate to the size of the pool and activity taking place. **The maximum number of swimmers permitted in the [insert School name] pool at one time is [?], provided sufficient qualified staff are supervising and organising the session.**

Education Resources and Estates Management uses the ASA (now called Swim England) Guidelines for School Swimming (Section 4 Teacher: Pupil ratios) as the best practice standard. These are reproduced below.

Learner to teacher ratios must not exceed 20:1 and, in the majority of cases, primary school swimming should be less than this. The following ratios are based on Health and Safety considerations and quality delivery of the lesson.

| Swimming ability | Health and Safety | Quality Delivery |
|---|-------------------|------------------|
| Non-swimmers and beginners – Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front | 12:1 | 8:1 |
| Children under the age of seven – Irrespective of their swimming ability group size should be restricted | 12:1 | 8:1 |
| Improving swimmers – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth | 20:1 | 12:1 |
| Mixed ability groups – Pupils with a range of abilities (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 | 20:1 | 12:1 |

| | | |
|--|--|--|
| Competent swimmers – Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes | 20:1 | 15:1 |
| Swimmers with disabilities – 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 a 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 | 8:1 with 1:1 support in the water where required | 6:1 with 1:1 support in the water where required |

8. Pool Supervision

The **Pool Supervisor** is the person in overall charge of the swimming activity session. The number of assistants required will depend on their ability to see someone getting into difficulties and then able to respond in a timely manner. It can be influenced by how they are deployed e.g. patrolling poolside or static. Whatever the aquatic activity, whenever there are people in the water a suitably qualified pool supervisor must be present on poolside. They must be able to affect a rescue from the water, carry out cardiopulmonary resuscitation (CPR), and effectively carry out emergency procedures. The person responsible for this lifeguarding or safe supervision must hold one of the following awards as a minimum (as appropriate to the situation):

8.1 Awards for Programmed Swimming

A swimming pool session is 'programmed' when it has a formal structure i.e. it is disciplined, supervised or controlled and continuously monitored from the poolside. The learners in the pool will be directed on what they are doing i.e. a skill learning programme or set tasks etc. It includes swimming sessions and other tuition such as personal survival, life-saving award schemes, water aerobics, synchronised swimming, water polo and teaching water activities to learners with learning difficulties or physical disabilities.

Possessing an up-to-date qualification in lifeguarding/poolside supervision recognised by a national qualification awarding body is the best way to demonstrate an acceptable level of competence.

Awards:

- Swimming Teachers Association (STA) Level 2 Safety Award for teachers (SAT), or
- RLSS National Rescue Award for Swimming Teachers and Coaches (NRASTC), or
- RLSS National Rescue Award for Swimming Teachers and Coaches light (NRASTC Light)

- RLSS National Water Safety Management Programme (NWSMP) with Level 3 in water rescue and Swimming Pool endorsement, or
- The Education Office specific pool Competence training and assessment for poolside supervisor (with NWSMP level 3 in water rescue)

For all of the above awards, the person must have a current depth test at, or exceeding, the maximum depth of the pool being used (depth tests are valid for two years).

8.2 For All Other Swimming Pool Activities (Including Non-Programmed swimming):

- National Pool Lifeguard Qualification (NPLQ)

Risk assessment will determine how many suitable qualified persons are required for each pool use. A minimum of two people on pool side is common and good practice to cover eventualities in the teaching and safety aspects of aquatic activities. Where only one person is present, a risk assessment must indicate clearly why this ratio is acceptable and should highlight alternative emergency arrangements.

9. Safe Systems of work

The Headteacher has overall responsibility for the running of the school and the curriculum. However:

- The Pool Supervisor:
 - Has the overall responsibility for the pool activity, for any emergency action that has to be taken and the allocation of duties to the other adult/s working in the pool area
 - Shall be designated as in charge of the pool area (as given in section 2 above) and all learners/teachers/helpers in that area and in particular for the safety of the swimmers. She/he will be suitably qualified as required
 - Will be responsible for the supervision of the pool area whenever there are learners/people present
 - Will follow safe working practice as required for the teaching and supervision of swimming in the published guidance and policies
- All other staff or other responsible adults on the poolside that are assisting with the supervision/teaching will be answerable to the Pool Supervisor.
- Any learners who are observing the pool activity should be supervised by a responsible adult(s). In many cases this will be an additional person(s). However, in some circumstances it might be appropriate for this task to be undertaken by the Pool

Supervisor - a decision in this regard must be subject to risk assessment and agreed by the Headteacher.

- It is recommended that poolside staff should not work for more than one hour without a break from the pool environment
- Diving and jumping activities must follow the appropriate guidance
- Diving and jumping in this pool is [not permitted/ permitted as follows \(informed by the FINA⁵ and British Swimming guidance\)](#)

- **Use of the whistle on poolside** will be taught to all those using the pool:
 - One blast on the whistle means
Stop and Listen

 - Two or more blasts on the whistle means
Get out of the pool immediately

 - If there are any problems or worries about the clarity or cleanliness of the water the session must be stopped and the Pool Caretaker informed immediately

10. Duties and Responsibilities of Staff

All staff working with activities in the swimming pool are under the control and direction of the Pool Supervisor for the lesson. Where more than one suitably qualified member of staff is present, they should agree between them who will take on the lead role. In all cases, the pool supervision responsibility and arrangements must be agreed with the Headteacher (or agreed Senior Manager) **before** the pool session commences.

All staff must:

General

1. Be suitably attired to work in a swimming pool environment
2. Never leave the pool area whilst on duty without the permission of the Pool Supervisor

Risk Awareness

3. Be aware of the warning signs when a potentially dangerous situation is developing e.g.:
 - a. Worried expression on the face of the learner
 - b. Cries for help
 - c. Deliberate waving of an arm

⁵ Fédération internationale de natation / International Swimming Federation

- d. Sudden submerging
- e. Two or more swimmers in close contact or involved in “horseplay”
- f. Hair over eyes or mouth
4. Be conversant with the Risk Assessment, NOP and EAP for this pool and the procedure ‘Swimming in Education Establishments’
5. Be aware that their position and attitude on the pool side can have an immediate influence on swimmer behaviour
6. Be alert at all times whilst on duty
7. Be fully conversant with the pool rules and ensure that they are adhered to at all times
8. Read and comply with all notices and conditions relating to this pool
9. Check all apparatus before making it available to learners or before using it themselves
10. Report all faults promptly to the Head of Services, Headteacher or pool Caretaker
11. Be fully aware of the location of all emergency/first aid equipment and ensure its correct operational positioning at all times

Pool Supervisors should additionally:

1. Remain constantly vigilant and continuously scan the water and count heads. By doing this, Pool Supervisors are able to detect a problem in its earliest stages and then take appropriate action. All Supervisors should not just look at the surface of the pool but look through the water at all levels
2. Make sure that each group of learners entering the pool are aware of the pool rules, use of the whistle and what to do in the case of an emergency

11. Staff Training

- All staff working with lessons in the swimming pool will be encouraged to complete training and/or qualifications as offered by the Curriculum and Standards team, such as in pool supervision, the teaching of swimming and first aid. Currently this training includes the STA Level 2 Safety Award for Teachers and the STA Foundation Certificate in Teaching Swimming. Other equivalents exist as outlined in section 8 (Pool Supervision)
- They must be fully conversant with the current PSOP for this pool
- They must be fully aware of the position and operating methods of all the emergency equipment and the emergency telephone
- All staff should be aware of the action to be taken in the case of a fire alarm or drill
- All staff working on poolside must be made aware of any planned fire drills
- Schools must maintain current records of staff competence associated with safe supervision and safe swim teaching and the information must be shared with the Curriculum and Standards team. This information must include the names of those involved, the date of training, level of training, the depth of the pool that they are

competent to supervise in, and the expiry date of the qualification. Any other relevant information on pool supervision competence must also be retained

12. First Aid / Equipment

A supply of first aid materials is kept in a marked box poolside. This is mounted on [?]

It is the responsibility of the Pool Supervisor to check the box contents before commencing the session. If a first aid room is provided in the vicinity of the pool, it must remain accessible at all times (unlocked) whilst the pool is being used.

- The Pool Supervisor will have a valid Life Support qualification (or if appropriate to the specific supervision qualification there must be first aid response immediately available). It is advisable to have additional staff with recent first aid training. There must be an appointed person to take charge of first aid arrangements during any use of the pool
- Where a spinal board is provided at the pool, only those competent to use that equipment must use it. It must be stored out of sight to avoid 'non-competent use' and only placed on poolside where a competent user of that equipment is in attendance and where the nature of activities (and risk assessment) require that approach

13. Accident and Near-Miss Incident Reporting

The Pool Supervisor must complete a report for all accidents or near-misses that happen in the pool or pool area during their task, in line with the [Accident and Near-Miss Incident Reporting procedure](#). The Pool Supervisor must be aware of the process used to record/report accidents that occur, prior to commencement of the duty.

14. Cleaning and Maintenance of the Pool and Equipment

The School Pool Caretaker is [?] Name and can be contacted by [?]

The School Caretaker has a duty to follow set current procedures relating to swimming pool operations in line with their job role and delegated duties. Duties include (but are not limited to):

- Ensuring the pool is safe for use at the times it is scheduled to be in use
- Checks and maintenance of poolside safety equipment (such as ropes, floats, buoyancy aids, etc.)

15. Use of Kayaks and Other Equipment in Swimming Pool

All kayaks, other crafts and equipment (e.g. snorkelling or diving) used in educational establishment pools must be clean and checked by the Pool Caretaker prior to bringing on poolside.

There must be an appropriately qualified Pool Supervisor on poolside at all times during the session (unless an agreed equivalent safety system is in place).

The session must also be managed by an appropriately qualified Supervisor for the activity e.g. BC/UKCC, BSAC, PADI. For more information please contact the Education Health and Safety Manager.

16. Conditions of Hire

- Any person wishing to hire the pool should visit www.gov.gg/schoolhire or contact the school Premises Manager. Specific conditions apply, covering such elements as insurance, vetting, supervision, specific risk assessment and emergency procedures, etc.
- The final decision on the letting of the pool will be made by Education Resources and Estates Management

Appendix A: Pool Plan

This should be attached for all pools and note dimensions, depths, location of telephone and all other useful information.

APPENDIX 2: Template for Pool Emergency Action Plan (EAP) (HSOP-04-02-62)

Establishment: [Insert name] School

Issue [Year]

This document forms part of the Pool Safety Operating Procedures (PSOP) for the above-named pool. Overall, the PSOP for each individual pool comprises:

- The Normal Operating Instructions (NOP) for the pool
- The Emergency Action Plan (EAP) for the pool
- Associated risk assessments
- The 'Swimming in Education Establishments' procedure (HSOP-04-02-60)

The above documents should be considered together.

It is our responsibility where safety is concerned that amendments are made immediately errors are noticed or changes in practice occur.

This document should be:

- Informed by risk assessment
- Reviewed every year, and whenever there are significant changes or after every accident or incident
- Distributed to all parties set out in the distribution list
- (A copy) Kept in the pool area, clearly marked and accessible to staff

| | |
|--------------------|---|
| Distribution list: | States of Guernsey Education Office Headteacher School Health and Safety Officer Pool Caretaker Teachers / Learning Support Assistants Helpers / Parents / Carers Beau Sejour Swim School Hirers |
|--------------------|---|

Signed _____

Headteacher

Date _____

[Establishment Logo]

1.0 Emergency Whistle Signal on Poolside

- One blast on the whistle means: **Stop and Listen**
- Two or more blasts on the whistle means: **Get out of the pool immediately**

2.0 Outbreak of Fire or Bomb Threat

In the event of a non-swimming emergency such as a fire or bomb threat the pool must be evacuated immediately and the fire alarm activated.

- The emergency evacuation signal is a continuously sounding bell
- The assembly area is [\[Insert school assembly area\]](#)
- Learners / All will be instructed to evacuate the pool area to [\[Insert where\]](#)
- They must not enter the main part of the building or the changing rooms to collect anything unless instructed by the Pool Supervisor
- Learners / others already in the changing area will be told to put on shoes and take a sweater or towel to cover up with and then proceed through the emergency exits to [\[Insert where\]](#)
- The emergency exits are clearly marked with a green and white fire exit sign showing a walking person and a directional arrow

3. Structural Failure

In the event of a structural failure to the pool building the area must:

- Be evacuated immediately through the safest exit and the learners escorted to a safe distance

4. Lack of Water Clarity

- If the water becomes cloudy or discoloured in any way the pool responsible Caretaker must be informed immediately. The pool can no longer be used.
- If the bottom of the pool cannot be seen the pool must be cleared immediately. Two or more blasts on the whistle will instruct swimmers to clear the pool.

5. Lighting Power Failure

If there is a lighting failure and there is insufficient light in the pool area:

- The lesson should be stopped
- The pool responsible Caretaker be informed

6. Emission of Toxic Gases, Leaks or Chemical Spillage

If a member of staff or learner suspects a leak of any chemical or gas the following action must be taken:

- The lesson terminated and the pool area evacuated
- The learners escorted to a safe distance from the building
- The medical emergency services contacted if there are any concerns about the health of the learners and staff
- The pool responsible Caretaker contacted to assess the problem

7. Excreta

If any form of excreta is discovered in the pool or nearby then the pool must:

- Be cleared immediately and the lesson abandoned
- The Pool responsible Caretaker informed at once to clear up the excreta and to test the water quality to agree when it will be safe to use again

8. Missing Persons

In the event of a learner going missing the following action must be taken by the Pool Supervisor:

- The learners instructed using the whistle signal to get out of the pool and sit at the shallow end (or in a safe place)
- Check the bottom of the pool to see that nobody is in the water
- Check the changing rooms and toilets
- Contact the office to notify them if the learner is still missing

9. Responsibilities (What to do in an Emergency)

The Pool Supervisor is responsible for all safety procedures.

In the event of an emergency in the pool the Pool Supervisor will:

- Use a whistle signal to clear the pool
- Summon help as needed – ask another supervisor to:
 - **Call the Emergency services**
The telephone is mounted [\[Insert where\]](#)
999 or 112 will summon the Emergency Services
 - Call other people in the school if further support is needed. ('O' contacts the school office)

- Make the casualty safe by following the RLSS / STA or awarding body protocols:
 - Removing from the water as soon as possible **unless** a spinal injury is suspected, when the casualty should be supported in the water until the emergency services arrive
- Ensure that all learners in the pool area are supervised and moved to another area
- Administer first aid until ambulance personnel arrive. The first aid box is situated [\[Insert where\]](#)
- Notify the Headteacher as soon as possible after help has been summoned

10. Procedures for Handling Casualties (Duty Chain of Command)

- The Pool Supervisor is responsible for the management of the incident in the pool area
- The Headteacher has the responsibility to ensure that the parents/carers of the learner and the Education Office are contacted as appropriate
- **If it is considered appropriate to invoke the Critical Incident Plan, reference must be made to the [Critical Incident policy](#).** A Critical Incident is one that is likely to cause:
 - Immediate or delayed emotional reactions in a number of staff, learners and parents/carers surpassing their normal coping mechanisms and/or
 - Serious disruption to the running of the school and/or
 - Significant public/news media attention to the school
- For example, in the event of an extreme emergency or death of a learner.
- In the case of a critical incident, contact with the media or other public announcement should only take place in line with the plan. In any other (non-Critical Incident) case, it will be the responsibility of the Headteacher to liaise with the Education Office before contact is made with the media. Neither staff on duty nor any other adult present can give interviews to the media
- The teacher in charge of the class should take close note of the psychological condition of all learners who may have witnessed the accident. If the teacher in charge of the class has any concern for any learner, they must consider appropriate medical referral

11. Reporting and Follow-up Action

- The Pool Supervisor must make sure that the accident report process is completed as soon as possible. (Refer to the [Accident and Near-Miss Reporting procedures](#).)
- If any emergency equipment is used, then the Pool Supervisor should ensure that this is replaced and report to the Headteacher anything that is missing or which needs replacing
- If any first aid kit contents are used, the Pool Supervisor should ensure that the person appointed by the Headteacher as being responsible for maintenance of the kit, should be notified of what has been used, to enable the kit to be re-stocked

12. EAP for Hirers of this Pool

The Hirer will need to adapt this EAP to be specific to their needs and devise their emergency support system. This should not include poolside support from the school office unless otherwise agreed with the school or Education Resources and Estates Management.

The Hirer is responsible for ensuring that their agents/staff are fully conversant with the NOP for this pool and their own specific EAP.

APPENDIX 3: Education Swimming Pool Site Specific Risk Assessment

2020

Establishment [Insert name]

Assessment Date [Insert]

Completed by Headteacher [Insert name]

Review date [Insert]

- Add to/delete/tailor blue entries as appropriate to the specific circumstances. Convert text to black when complete

| Hazard | Control measures to avoid / reduce / manage risks | Further action needed: School to complete and make specific to their pool |
|---|--|---|
| Physical | Considered in risk assessment for scheme of work/ lesson plan | |
| Floor surface: Collects water at Slippery surface | Identify location – inform staff Cleaning regime No running on poolside briefing and reminders of pool rules | |
| Hand rail traps | All staff aware for teaching instruction Vigilance with swimmers ensure all are aware of the hazard | |
| Gutters / troughs collect water and dirt | All to keep away Cleaning regime | |
| Drain outlets underwater | No underwater swimming in the vicinity Learners warned to keep clear and not to touch | |

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|---|--|-----------------------|
| Pool Supervisor / Staff | Considered in risk assessment for scheme of work/ lesson plan | |
| Sudden change of depth | <p>Check appropriate signage</p> <p>Staff aware</p> <p>Knowledge informs lesson planning and management</p> <p>Vigilance with weak and non-swimmers and ensure all know about the hazard. A pool divider or rope positioned to delineate shallow from deep where non swimmers are present may help</p> | |
| <p>Light on water surface</p> <p>Glare /reflection / refraction</p> | <p>Staff aware and position themselves for pool supervision.</p> <p>Pool supervisor to monitor and react to changing conditions. Light conditions likely to impact on the assessment will vary depending on the time of day, climatic conditions and layout of each specific pool.</p> | |
| <p>Tiles cracked or chipped – sharp surfaces</p> | <p>Inform Pool Caretaker</p> <p>Mark and arrange maintenance as required</p> <p>Inform all staff</p> <p>Keep pool users away as required</p> | |
| <p>Steps into pool – traps</p> | <p>Only used for purpose of entry and exit</p> | |

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|---|---|-----------------------|
| Pool Supervisor / Staff | Considered in risk assessment for scheme of work/ lesson plan. | |
| <p>Equipment on poolside:</p> <p>Hygiene</p> <p>Trip hazard</p> <p>Not fitted correctly</p> | <p>Cleaning regime</p> <p>Storage arranged so no chance of slips/ trips</p> <p>Check all lane ropes etc. are properly fitted before use</p> <p>Pool supervisor to monitor</p> <p>Maintenance and training regime for all equipment, e/g. hoists, wheeled beds, chairs, slings etc.</p> <p>No hoist (or associated lifting equipment) must be used unless that equipment has been subject to thorough inspection/testing in line with the expectations of the Lifting Operations and Lifting Equipment Regulations (see www.hse.gov.uk/work-equipment-machinery).</p> | |
| Poor behaviour | <p>Learners know pool rules</p> <p>Consistent standard followed by all staff</p> <p>Head to monitor and act as appropriate with safety in mind</p> <p>Additional supervision as needed</p> | |
| People with disabilities | <p>Individual medical conditions known and managed in scheme of work / lesson plan. Head to agree that the pool is appropriate for the individual</p> <p>Pool Supervisors have RLSS / STA / equivalent agreed specific qualification</p> <p>Additional supervision as needed</p> | |

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|-----------------------------|--|-----------------------|
| Pool Supervisor / Staff | Considered in risk assessment for scheme of work/ lesson plan | |
| Unauthorised access | Pool locked when not in use Controlling the access to poolside from the changing rooms must be managed to prevent unauthorised pool access Key system managed | |
| New to pool | Induction process – not Pool Supervisor until acquainted with the pool. Induction process followed – read NOP and EAP Preferably swim and use the pool for familiarisation | |
| Supervision and blind spots | Staff to position themselves (and helpers) to ensure vision is not restricted by blind spots | |
| Distracted staff | No messages taken whilst working on poolside unless an emergency. Staff briefed before session regarding arrangements | |
| Illness of pool staff | Staff not to work on poolside if known to be unwell as atmosphere is challenging and personal higher risks Be prepared to cancel lesson | |
| Complacency | All poolside staff complete accident / incident scenario site training using available rescue aids Training logged by Headteacher | |

SWIMMING IN EDUCATION ESTABLISHMENTS (HSOP-04-02-60)

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|---|--|-----------------------|
| Pool Supervisor / Staff | Considered in risk assessment for scheme of work/ lesson plan | |
| Rescue aids: Inadequate Not available | Check suitable, sufficient and in a known location Ensure no hard or heavy 'Perry buoy/rings' make up the rescue equipment Ensure security and that the equipment is properly maintained Fix in place before each lesson for outdoor pools Use regularly in staff training | |
| Emergency communication | EAP tested and emergency support access timed Telephone line tested Clear list of contact numbers | |
| First aid box incomplete | Named post responsible for checking and restocking. Monitored by ? | |
| Outside pools Debris on poolside; Leaves, glass, litter | Cleaning regime prior to use No food drink on poolside Pool Supervisor to check before swimmers allowed on poolside | |
| Door to Pool Caretaker area | Keep locked shut system in place Appropriate signage Monitored by Pool Caretaker | |

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|--|---|-----------------------|
| Environmental | Considered in risk assessment for scheme of work/ lesson plan | |
| <p>Water polluted:</p> <p>Chemicals / cloudy water</p> <p>Urine / faeces</p> | <p>Pool Caretaker managed – Chemical levels must be checked at regular intervals during the day and monitored. If any readings are beyond the safe limits the pool must not be used (and this must be effectively communicated to all)</p> <p>All staff vigilant and abandon lesson / close pool if concerned.</p> <p>Only Pool Caretaker can decide if pool is safe to use again</p> | |
| <p>Jumping</p> <p>Diving</p> | <p>Pool assessed if jumping and diving activities are permitted with reference to the policy and appropriate guidance</p> <p>Permitted area known to staff</p> <p>Staff appropriately competent with reference to the policy</p> <p>NOP</p> | |
| Underwater swimming | <p>Pool assessed if underwater swimming activities are permitted with reference to the policy</p> <p>Permitted area known to staff</p> <p>Staff appropriately competent with reference to the policy</p> | |

SWIMMING IN EDUCATION ESTABLISHMENTS (HSOP-04-02-60)

| Hazard | Control measures to avoid / reduce / manage | Further action needed |
|---|---|-----------------------|
| Provision for safe supervision | Considered in risk assessment for scheme of work/ lesson plan. | |
| Collision - proximity of swimmers: To each other To edges of pool | Lane ropes used as appropriate Swimmers close together swimming in the same direction. Swimming on back may be guided by ceiling marking. Competition swimming – for speed needs additional space between swimmers – pool assessed as appropriate when planning. | |

This generic risk assessment is owned by the Headteacher but must be informed by a member of staff with one of the identified current swim supervision qualifications as per the Swimming in Education Establishments Procedure and the Pool NOP.