

CITY OF LONDON SCHOOL FOR GIRLS

SWIMMING POOL SAFETY POLICY

This policy was written in July 2014 and will be put to the Board of Governors for approval in October 2014. To be reviewed by June 2017.

POLICY STATEMENT

The School believes that all children should learn to swim as soon as possible. It is fortunate in having its own indoor heated swimming pool and is therefore able to arrange class swimming lessons for all of its pupils.

HEALTH AND SAFETY

Health and safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. A Lifeguard is always present in addition to a Teacher when possible. The School does permit swimming in open water subject to conditions laid down in the Educational Visits Policy.

RESPONSIBILITIES:

HEADMISTRESS

The Headmistress has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regularly monitoring and reviewing these arrangements.

THE SWIMMING COORDINATOR

The Head of PE is the Swimming Coordinator. She is responsible for applying the swimming pool safety policy and procedures. These duties comprise:

- The proper operation of the facility.
- Providing, implementing, monitoring, recording and reviewing risk assessments.
- Recording and reviewing pool safety operations - both the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).
- Monitoring and recording staff training including First Aid, Lifeguarding and Teachers rescue award.
- Swimming pool related communications with staff.
- Conditions of pool use by school staff and pupils. Ensuring that pupils follow instructions and behave responsibly.

The Coordinator is a member of the school's Health and Safety Committee, which is the forum at which the NOP, the EAP and risk

assessments are discussed and reviewed. Copies of both NOP and EAP documents can be found in the premises section of the staff intranet. Copies are always given to all external groups and schools that use or hire our pool.

THE BURSAR/PREMISES MANAGER

The Premises Manager is responsible to the Bursar as the School Safety Coordinator and the Bursar is Chairman of the Health and Safety Committee. The Premises Manager works closely with the Head of PE in maintaining pool safety. They are jointly responsible for ensuring that:

- The physical security of the building is maintained to prevent unauthorised access by pupils or others
- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is an emergency telephone beside the pool
- Lone working in relation to maintenance and cleaning is not carried out poolside unless the pool cover is in place
- The water quality is maintained in a safe and hygienic condition. Water is sampled monthly and records maintained.
- Pool chlorine levels are checked daily and remedial action taken where necessary.
- The pool plant operates safely and effectively and is regularly maintained and serviced
- The facility is regularly cleaned and appropriately maintained
- Appropriate hire and insurance arrangements are made with all outside users, in accordance with the times of use identified by the Head of PE
- The pool is always closed if the water quality or chlorine sample causes concern and not re-opened until remedied.
- Depth markings are clearly visible, together with safety signs that prohibit running and diving
- Members of the Maintenance Department have attended an accredited course in swimming pool maintenance. Untrained members of staff are not allowed to carry out maintenance of either the pool, or of its plant.

RISK ASSESSMENT AND NORMAL OPERATING PROCEDURES

Risk assessments should be prepared by a competent person covering the normal uses of the pool. See the Risk Assessment Policy for more information. These assessments should be included on the school Risk Assessment Register and should be reviewed on an annual basis or more frequently if there is an incident or if changes are made to the buildings or operating procedures.

The assessment will include issues such as security, supervision, water quality, emergency arrangements and risks presented by specific activities etc.

These assessments should be used as the basis for the Normal Operating Procedures which will detail how the pool will be operated to achieve safe conditions. Further information on this subject can be found in the ASA Guidance for School Swimming.

LEISURE USE OF THE POOL

Members of staff may use the school's pool at designated times agreed by the Head of PE. During staff swimming sessions the lifeguard must be present.

HIRE ARRANGEMENTS

The School hires the swimming pool regularly to a number of other schools, local community groups etc. Hire is conditional upon the acceptance of an undertaking to conform to the school's NOP and EAP, provide risk assessments, and provide their own Lifeguards and proof of certification and supervision in conformity with the school's own policies and to pay any hire charges.

FIRST AID AND EMERGENCY

A specific emergency plan should be provided identifying roles and responsibilities and detailing the action to take in the event of an incident. All relevant staff should be trained on the contents of the plan and records kept of this training.

A member of staff who is qualified in First Aid is always present when pupils use the pool. First Aid boxes are located poolside in the drying room. They are checked half termly by the School Nurse who replenishes the contents as necessary.