



SWIMMING POOL POLICY AND PROCEDURE

REVIEW DATE	10 th December 2017
Owner	Vice Principal
Version Number:	2
Legal Sign:	N/a
Type of Policy:	staff
Authorised by:	Principal
Authorised by Board:	N/a
Effective date of Policy:	1 st October 2015
Circulation:	staff



Table of Contents

Introduction..... 3

General Pool Information 3

Pool Operational Responsibilities..... 4

Standard Pool Operating Procedures..... 5

Emergency Procedures..... 10



Introduction

Ranches Primary School provides an exciting swimming program that supports students' all-round development and encourages the students to have the opportunity to learn in an environment that is safe and fun.

This document is provided for the teachers, coaches and all persons involved in the operation and management of, as well as participate in, swimming lessons and activities in order to ensure their and pupil's wellbeing, enjoyment, health and safety.

All teachers, coaches and support staff must read, observe and enforce the contents of these documents.

General Pool Information

Dimensions

Main Pool: 25m x 15.5m

Depth

Deep End: 1.65 m

Shallow End: 1.15 m

Lifeguard

When pool area is in use, a lifeguard must be present.

Emergency equipment

The RPS staff, coaches and all the trainers should be aware of the emergency equipment placed around the pool.

An emergency telephone is located in the pool area with all emergency contact numbers attached next to it. (Connection is given. Telephone needs to be fixed)

Life buoy rings are hung from wall around the swimming pool area.

Rescue tubes are visible and easily accessible.

First Aid kits are kept in pool area, the PE Office, Main Reception and the School Clinic



A spine board is available in the pool area.

Pool Operational Responsibilities

RPS Facilities-In-Charge will:

- Ensure the swimming pool areas are clearly marked with water depth, warning signs and emergency equipment
- Maintain the pool facility, equipment, stepladders, water quality, cleanliness and pH and Chlorine levels.
- Ensure pool rules and regulations are clearly displayed in and around the pool area.

Pool Lifeguards will:

- Keep the pool area locked at all times when not in use
- Check the availability and condition of all swimming pool safety equipment before each session
- Have primary responsibility for the safety of all pool users during each session
- Remain out of the pool unless required to enter the water for emergency intervention
- Coordinate with the Teacher / Coach in Charge to ensure all equipment required is at hand and in good working order
- Have primary responsibility for ensuring the pool, poolside and changing rooms have been completely vacated before securing the pool area and locking the doors
- Be fully aware of all standard and emergency operating procedures.

RPS Swimming Teachers and Coaches will:

- Ensure regulations regarding maximum student numbers in the pool are observed (do not exceed ASA maximum guidelines of 1:12)
- Coordinate with the Lifeguard to ensure the safety of all pool users
- Remove any student from the water at the first sign of any distress or discomfort
- Be fully aware of all standard and emergency operating procedures.

RPS Students will:

- Walk sensibly in the pool area at all times



- Respect the pool environment and equipment, including changing facilities
- Follow all instructions from RPS staff and respond immediately to direction
- Refrain from unruly, unsafe or antisocial behavior including ducking, pulling underwater, bombing, pushing or diving (unless under instruction of a diving coach)
- Use swimming pool equipment for the purpose for which it was intended
- Remain in the pool area while wearing their swimming costume.

Parents, Guests, Visitors and Contractors will:

- Be aware of and follow pool rules and regulations while in the pool area
- Only enter the pool area when directed by the lifeguard or teacher in charge
- Only enter changing rooms under the direction of the Lifeguard or RPS staff.

Standard Pool Operating Procedures Registers

The Teacher in Charge is solely responsible and accountable for recording the number of students, teachers and assistants in the swimming pool area at any one time.

The Teacher in Charge will take the roll call before and after each lesson.

The number of students and adults counted in to the pool area will be recorded on the register and checked off before the Teacher in Charge leaves the pool area at the end of the session.

In an event of an evacuation, the Teacher in Charge is required to bring the student register with them to the evacuation assembly point in order to account for every student in the class at the time of the evacuation.

The registers must be kept current during the course of the session.

Records

The Teacher in Charge and the Lifeguard will record all injuries, accidents and incidents in the Swimming Pool Log Book held in the PE Office.



Any injury requiring medical treatment from the school medical team will also be recorded on a RPS Incident Report Form available from the School Doctor.

Changing Facilities

Students change in the changing rooms and not in the pool area or corridors nearby. Changing room doors must be closed while the changing rooms are in use.

Bags and clothes must be kept in lockers in the changing rooms.

Parents or adult visitors may not enter changing rooms at any time unless under the direct supervision of the Lifeguard or PE Staff.

Under no circumstances (other than to make a final check before locking the swimming pool doors) may a male member of staff enter the female changing room.

Pre-swim Hygiene

All swimmers must use the toilet and shower thoroughly before entering the pool.

Students must wear appropriate swimming costume.

Swimmers with shoulder length or longer hair must wear a swimming cap.

Swimmers with chlorine allergies, open wounds, skin infections or verruca may not enter the pool. Pool use may only resume upon presentation of a medical clearance certificate.

Pool Equipment

The Lifeguard is responsible for ensuring all pool equipment is safe to use and complete. PE teachers/coaches will submit lesson plans in accordance with the Lifeguard in which equipment needs for each lesson are clearly presented.

Equipment requested from the general PE Department store must have prior approval from the head of the PE Department before being taken to the swimming pool area.

The Head of PE will maintain a borrower's log book indicating the list of equipment borrowed.



Safe Staff: Student Ratios for Swimming Lessons

A Lifeguard must be present at all times while the pool is in use

For Foundation Stage and Years 1 and 2 there will be 1 swimming teacher taking responsibility (Teacher in Charge) and 1 teaching assistant for each lesson

For Years 3 to 6 there will be 1 swimming teacher taking responsibility (Teacher in Charge) for each lesson

At no times will swimming ratios exceed ASA guidelines of a maximum 1:12

In addition a fully qualified lifeguard will be present poolside at all times

The Teacher in Charge must hold a valid lifesaving, first aid and CPR qualification.

Signals and Alarms

RPS Lifeguards, Teachers and Coaches will use the following whistle patterns to instruct students:

1 short whistle for attention – stop and listen

2 short whistles – students to the poolside, remain in the water

3 short whistles – students to exit the pool as quickly as safely possible

Extended whistle blast – Lifeguard or Teacher entering the water

First aid arrangements

A complete and updated first aid kit is readily available in each pool area. This will be checked by the school nurse once a month.

The lifeguard or Teacher in Charge will attend to any minor injuries including small cuts, bumps or falls as they occur. Any injury to the head or face area must be directed to the School Doctor.

In the event of a serious injury, the Teacher in Charge will inform the School Doctor immediately and follow the medical team's direction.



An Incident Log Book is kept in the PE office and all first aid interventions must be recorded in this log.

Disabled Facilities

Disabled swimming facilities are not available at RPS.

Diving

Diving is only permitted into the deep end of the main pool which is 1.65m deep.

Diving should be done only under the supervision and instruction of the Teacher / Coach in Charge.

Only standing, front entry dives are permitted.

Divers must ensure the entry area is clear of other swimmers before diving and immediately exit the diving area once the dive is complete.

Use of Buoyancy Aids, Mats and Inflatables

Non-swimmers must wear an approved buoyancy aid at all times in the pool area. All buckles and straps must be fastened.

From time to time, kickboards, foam noodles and other floatation aids may be used for training purposes. Swimmers will use these for the purposes for which they were designed and intended and following the direction of the Teacher in Charge.

On occasion the mats and inflatable are used for fun sessions. The following rules will apply:

- No jumping from the side of the pool onto the mats
- No standing on the mats and inflatables
- Mats and inflatables will be kept at least 1 m away from the side of the pool
- Use of equipment will be regulated according to the normal school rules, even during 'fun' sessions.



Inappropriate use of any pool equipment will result in the equipment being removed and may lead to closure of the pool or a suspension of swimming privileges.

Appendices

Arrangements and Conditions for the Hire of the Facility

- a. External companies using the Ranches Primary School swimming pool facilities are required to follow the rules and regulations laid out by the school
- b. A copy of the NOP and EAP can be found by the pool main entrance as well as the entrance by the PE office.
- c. Coaches should inform the School PE in Charge or the Facilities in Charge of any damages or breakages happening while using the facilities
- d. In the event of an accident, coaches must make a written report of the details of the accident including any medical supplies used so these can be replaced
- e. All pool equipment used must be put back in its appropriate place
- f. Coaches are responsible for the condition of the pool area at the end of their session and must ensure that the swimming pool area is left clean and tidy with all equipment in good working order.

Plant Room

Access to the plant room area is limited to swimming pool technicians and maintenance staff only. The plant room door must be kept closed and locked at all times.

The plant room must be kept tidy and organized free from rubbish, unmarked chemical containers, materials that can cause fire.

Personal Protective Equipment [PPE] and fire extinguishers must be accessible at all times. Trained, certified and RPS authorized personnel are responsible for water testing. No-one else may test the pool water.



In the event of an emergency in the plant room, the room must be secured and both Heads of PE and the Facilities Manager informed in person or by telephone immediately.

Emergency Procedures

In the Event of an Emergency

3 short whistle blasts will instruct all pool users to proceed to the side of the pool, exit the water and proceed to the assembly point.

Students at the assembly point will be under the supervision of the Teacher in Charge while the Lifeguard assesses the extent of the emergency.

While the Lifeguard takes appropriate action, the Teacher in Charge will telephone the School Doctor, Principal and appropriate Head of PE in that order.

The Lifeguard could, at this point, instruct the Teacher in Charge to call the emergency services on 999.

All school staff will then comply with further instruction from the School Principal, Doctor or Emergency Services.

At the earliest possible opportunity, all RPS staff concerned will record the incident in detail via the Swimming Pool Incident Log Book and the RPS Incident Report.

Suspected Spinal injuries

Suspected spinal injuries must be handled with caution and great care, to prevent further injury to the casualty.

Responders to suspected spinal injuries must have received previous medical training in spinal injury (Lifeguard or Teacher in Charge).

Supporting the casualty in the water, as immobile as possible so they can breathe, until qualified personnel arrive is the last resort, only to be attempted if absolutely necessary.



Emergency Evacuation Procedure

In the event of an emergency in the swimming pool area or the whole school alarm sounds, the Teacher in Charge will evacuate the pool by signaling with three short bursts of their whistle.

Attendance will be checked by the Teacher in Charge and once every student is accounted for, the teacher will lead the class to the emergency muster point (RPS Sports Field).

Register will be re-taken at the muster point. Any missing student must be reported to the School Principal immediately.

The Lifeguard will remain in the pool area after the class have left and complete a final check of the pool, pool area and changing rooms. It is the Lifeguard's responsibility to ensure no students or teachers remain in the pool area. Before leaving the pool area, the Lifeguard will secure and lock the pool doors.

Return to the building is not permitted until the CLEAR sign has been given by the School Principal or emergency services.

Fire extinguishers

Fire extinguishers should be used only by staff who are trained in their use and for the purposes of securing an evacuation route.

No RPS staff should risk their safety by trying to fight the fire.

Bomb threat

Never touch a suspect package.

The Teacher in Charge will immediately inform the School Principal and follow further instruction.

Power failure

In the event of power failure in the pool area, the Lifeguard and Teacher in Charge will evacuate the pool and assess the situation once every student is safely out of the water.



Toxic Gas

If the Lifeguard or Teacher in Charge suspect toxic gas in the air or contamination in the pool water, they will follow the emergency evacuation procedure and inform the School Principal.

The Head of PE will inform all RPS teachers and will inform all ASA providers of the pool closure until it is safe to re-open.

Structural Failure

If the Lifeguard or Teacher in Charge witness or suspect structural failure in or around the pool area, they will evacuate the pool and report the situation to the Head of PE Department and the Facilities Manager. The pool area must be immediately secured once all students and staff have been accounted for.

Severe water fouling/contamination

If the Lifeguard or Teacher in Charge see or suspect fouling in the pool water, they will follow the emergency evacuation procedure and inform the School Principal.

The Head of PE or the Teacher in Charge will inform all RPS teachers and will inform all ASA providers of the pool closure until it is safe to re-open.

Lack of Water Clarity

The Lifeguard will be responsible for monitoring water clarity on a day to day basis. If there are any concerns regarding water clarity, these will immediately be reported to the Facilities Manager who will issue further instructions.