

St Peter's School Association

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**This booklet covers the following items in respect
of the use of St Peter's School swimming pool
outside of usual school hours:**

- **Rules for the Swimming Pool**
- **Normal Operating Plan**
- **Emergency Action Plan**

2017



S w i m m i n g

ST PETER'S C.E. PRIMARY SCHOOL, CASSINGTON

RULES FOR THE SWIMMING POOL

Please note: only children whose parents have paid the annual subscription fee and agree to act as Supervisor will be allowed to attend the family-led structured swim sessions after school. The guests of eligible school children are also admitted subject to the conditions set out below.

1. All swimmers, including guests and adults accompanying non-swimmers must pay a fee of £1 (£2 for guests) for each family led structured swim session.
2. A family led structured swim session requires the parents or adult in charge to be involved in assisting the child/children with swimming techniques, for the purposes of the parent lifeguard qualification.
3. **The pool may be used only by the authority of the School Governors at the following times:**
 - **School weekdays.** (Monday to Friday inclusive) Pool will be used during usual School hours plus, 3.00pm to 4.15pm or 5.30pm in hot weather.
 - **Weekends and School Holidays** (Summer...Half Terms etc.). Pool will be used 3.00pm to 4.15pm or 5.30pm in hot weather for family led structured swim, or at other times at the discretion of a willing lifeguard. NO use of pool before 11 o'clock on a Sunday.
 - The pool may be occasionally used for swimming lessons by a qualified instructor outside the above hours but only with the express permission of the governing body after completion of relevant documentation.
4. **The lifeguard's decision on all matters concerning the use of the pool shall be final, because the lifeguard is responsible for the use of the pool.**
5. The pool will not be opened until the lifeguard is present. Sessions are scheduled to not exceed one hour, 15 minutes duration (Unless busy or hot weather at lifeguards discretion)
6. Two supervisors must be present during the family led structured swimming session, one of whom must be a lifeguard. The maximum ratio of adult to child must be respected. Non swimmers 3:1 adult. Able swimmers 5:1 adult.
7. Diving or jumping from the side of the pool is not permitted. Running alongside the pool, pushing, ducking and excessive noise should be kept to a minimum.
8. Use of the pool is restricted to St Peter's School children, siblings not exceeding 12 years of age, parents, and guests as noted in rule 11.
9. No unaccompanied child is to use the pool. Each adult is responsible for the safety of their own child/children and guests in and around the pool and also for their behaviour and should support any lifeguard instructions and sign the daily pool register on arrival to confirm this. (See separate note re: delegation of responsibility.)
10. Any child that attends St Peters School that has a prejudicial medical condition, should have the nature of this condition recorded and this information is to be cascaded to all lifeguards in a sensitive and confidential way by the Head Teacher. All lifeguards have a responsibility to ask for this information as they assume responsibility for the safety and well-being of all children whilst swimming and can take appropriate action if required.
11. The responsible adult should notify the lifeguard if the child in their care has any prejudicial medical condition such as asthma, diabetes, epilepsy, respiratory illness etc. If a child requires an inhaler, this must be in their or their parent/carer possession on poolside when swimming.
12. Not more than 20 persons should be in the water at any one time and bathing hats must be worn by all swimmers. No jewellery should be worn.
13. Guests of eligible St Peter's school children are admitted up to a limit of three per host family. They must not exceed twelve years of age and must be accompanied by the host parent. The host parent must sign the daily pool register on arrival and will then be accepting full responsibility for that child/children. The host parent must make the guest familiar with the rules of the pool.
14. There should be an adequate interval of time – not less than 1 hour – between the end of a meal and entering the water. No food is allowed on the poolside and swimmers are not permitted to chew gum.
15. The pool cover must only be operated by supervisory teams, maintenance teams and school staff.
16. Any child with a foot infection must wear a swimming sock.
17. Only armbands and floats are accepted as swimming aids in the pool. Flippers and masks are not permitted, in accordance with OCC rules. If goggles are worn they must conform to B.S. 5883:1996 made of unbreakable plastic and/or rubber materials and children must be taught (by their parent/carer) their correct fitting and removal by slipping them off the head rather than by stretching the retaining strap or band.
18. The use of swimming inflatables is not permitted and items brought to the pool must be approved by the lifeguard on duty before they can be used in the pool.
19. No animals are allowed in or near the pool area.
20. No smoking (including e-cigarettes) are permitted in or around the pool area.
21. A copy of the rules and the Pool Safety Operating Procedures (NOP and EAP) will be sent to each family and must be signed by one parent/guardian before that family may use the pool.

NORMAL OPERATING PLAN (NOP)

For the attention of all pool users.

The Governing Body of St Peter's School is responsible for the management of the pool. The maintenance of the pool environment, and the day to day operation of the pool outside of school hours is delegated to the Officers of the St Peter's School Association. The sessions held outside school hours are designed to encourage family led structured swimming time, a time for parents and carers to support their children with swim and water techniques and to encourage self confidence in water. The maintenance of the pool is outside the scope of this procedure.

Lifeguards shall be qualified to a level not less than the "National Rescue Award for Swimming Teachers and Coaches", as administered by the Royal Life Saving Society UK.

Pool size 12.0 x 6.25 metres. **See attached plan** for layout of the pool, its environment, buildings, and safety equipment.

1. Watchfulness is a keyword in preventing accidents.

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| a. Never leave the pool unattended | d. Look for potential danger |
| b. Maintain control at all times | e. Do not get distracted |
| c. Change position frequently to avoid blind spots and reflections | f. Never turn your back on the pool |

2. Areas of potential risk – be aware of danger areas.

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| a. Gate – rush to get in | e. Entrapment at steps/handrails |
| b. Changing room doors – behind doors | f. Unsuitable games risking collisions between bathers, or between bathers and the pool structure |
| c. Cover – roller | |
| d. Young children – pushchairs | |

3. Procedures for dealing with pool users – At all times, the lifeguards decision is final. Encourage the pool's safe usage and always be calm and polite. If anyone is contravening any of the pool rules:-

- a. Ask them to stop and tell them that they will be asked to leave if they continue
- b. If a reprimand is necessary, be diplomatic and offer a safe alternative
- c. If they continue, tell them to leave the pool for the remaining time

4. Maximum bathing load – 20.

Children from St. Peter's School, Cassington, siblings not exceeding the age of 12, parents and guests.

5. Minimum operating temperature

The pool should not be opened if the water temperature is below 22 degrees centigrade.

6. Guests not exceeding the age of 12 are admitted subject to the conditions set out in the Rules for the Swimming Pool.

7. First aid box – is the responsibility of the lifeguard and is to be kept on the pool side when the pool is open.

8. Alarms – all pool users must obey the whistle:-

- 1 whistle – stand still and keep quiet
- 2 whistles – clear the pool and sit quietly at the side of the pool – see EAP

9. Pool Rules – see attached sheet.

EMERGENCY ACTION PLAN (EAP)

Application of the EAP: The EAP is for the attention of lifeguards, supervisors and all pool users. It identifies the responsibilities and required actions in the event of emergencies.

The EAP should be read in conjunction with the Normal Operating Plan (NOP) which records the access and exit details, the required supervision, the rescue equipment, the first aid equipment, the emergency telephone and locations thereof.

Responsibilities: the lifeguard is responsible for safety in the pool and poolside. The supervisor shall assist the lifeguard as requested in the event of an incident. The supervisor shall call for outside assistance when requested, by using the telephone. The lifeguard is responsible for the well being of a casualty until a paramedic arrives. The parent or the adult with delegated authority shall accompany a casualty if a visit to hospital/surgery is required.

Physical conditions: In the event of low temperature (below 22 deg C), poor water quality (i.e. lack of clarity or physical contamination so as to prejudice vision or so as to suggest a health risk), structural damage to the pool or buildings, the lifeguard will not permit the pool to open and will post a notice to that effect on the pool gate.

In the event of water contamination occurring during a session, the lifeguard shall terminate the session if they consider that a health risk is present. They shall then notify the pool maintenance coordinator so that the appropriate action can follow.

Behavioural incidents (including suspected overcrowding): Lifeguard blow 1 whistle, tell all bathers to stand still and be quiet. Take a count or issue a warning. If disorder continues blow 2 whistles, clear the pool and end the session.

Fire alarm (or fire) from pool or main building: Lifeguard blow 2 whistles to clear the pool. Handle any first-aid needs. Supervisor use the emergency phone if needed to call help. Parents calmly remove their children from the pool area to assembly point in car park.

Accident: Lifeguard blow 2 whistles to clear the pool with bathers leaving poolside as required to allow space for the treatment of the casualty. Follow lifesaving procedures. Supervisor use the emergency phone. Parents calmly remove their children from the pool area.

Reporting of accidents: the lifeguard shall complete the accident book pro-forma kept in the lifeguard folders in the toilet area on shelving and ensure that a copy is passed to the school secretary on the next working day.

Replenishment of first-aid kit: the lifeguard shall notify the Headteacher or maintenance coordinator if the kit requires replenishment, or if any rescue equipment requires replacement / repair.

Public relations: In the absence of the Headteacher, the lifeguard is responsible for all communications with parents, Police and press.

Pool Plan – St Peters School, Cassington

