



# SWIMMING POOL POLICY

**COVERING BOTH SCHOOLS  
INCLUDING EYFS AND BOARDING**

<b>Committee normally reviewing:</b>	Senior Leadership Team
<b>Date last formally approved:</b>	Summer Term 2019
<b>Date policy became effective:</b>	April 2005

<b>Period of Review:</b>	1 Yearly
<b>Next Review Date:</b>	Summer Term 2020

<b>Person responsible for implementation and monitoring:</b>	Headmaster (Prep & Senior) Heads of PE (Prep & Senior) Bursar Assistant Bursar Director of Global Education
<b>Other relevant policies:</b>	<ul style="list-style-type: none"> <li>● Health and Safety Policy</li> <li>● Risk Assessment Policy</li> <li>● First Aid Policy</li> <li>● Site Security Policy</li> <li>● Fire Safety and Emergency Evacuation Policy</li> <li>● Accident Reporting Policy</li> <li>● Educational Visits Policy</li> <li>● Safeguarding (Child Protection &amp; Staff Behaviour) Policy</li> <li>● Crisis Management Plan</li> </ul>

The following Policy covers both schools and encompasses the Aims and Ethos of the

## Preparatory School

Mr Simon James  
Head, Preparatory School

and the

## Senior School

Mr Chris Townsend  
Head, Senior School

### [Aims and Ethos](#)

#### **SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

#### **EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

## **1. POLICY STATEMENT**

This policy sets out the proper operation of both the Indoor and Outdoor Swimming Pools by pupils, staff, Felsted Gymand outside users.

The purpose of this document is to set out the policies, procedures and provide guidance on safe practice in Felsted School indoor/outdoor swimming pools and are based on the national guidance in relation to swimming pool safety.

## **2. HEALTH AND SAFETY**

Health and safety is of paramount importance. The swimming pools are always kept locked and pupils are not allowed to swim without staff supervision. As a minimum, pupils are supervised by a teacher who holds a RLSS National Rescue Award for Teachers and Coaches however during un-programmed swimming a lifeguard is always present. The School does not permit open water swimming.

## **3. RESPONSIBILITIES**

### **3.1 OVERALL HEALTH AND SAFETY RESPONSIBILITY**

The overall responsibility for health and safety on site is covered by the Health and Safety Policy. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regularly monitoring and reviewing these arrangements.

### **3.2 HEADS OF PE**

The Heads of PE are responsible for applying the swimming pool safety policy and procedures in relation to pupil swimming at both schools. These duties comprise:

- The proper operation of the facility by teachers
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to pupil swimming
- Recording and reviewing, in conjunction with the SHEF Adviser, pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)
- Identifying, monitoring and recording staff First Aid training
- Swimming pool timetabling including available times for staff use and outside use
- Swimming pool related communications with teaching staff
- Establishing the conditions and rules of pool use by pupils. Ensuring that pupils follow instructions and behave responsibly.

### **3.3 ASSISTANT BURSAR**

The Assistant Bursar is responsible for applying the swimming pool safety policy and procedures in relation to Felsted Gym and staff swimming. These duties comprise:

- The Proper operation of the facility by Felsted Gym and Staff
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to staff and Felsted Gym
- Recording and reviewing, in conjunction with the Heads of PE, pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)

- Identifying, monitoring and recording monthly lifeguard training including First Aid
- Swimming pool related communications with Felsted Gym members and staff
- Establishing the conditions of pool use by Felsted Gym Members and staff. Ensuring that members and staff follow instructions and behave responsibly.

### **3.4 DIRECTOR OF GLOBAL EDUCATION**

The Director of Global Education is responsible for applying the swimming pool safety policy and procedures in relation to Felsted Summer School and outside users. These duties comprise:

- The Proper operation of the facility by Felsted Summer School staff and hirers
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to Felsted Summer School and hirers
- Ensuring that appropriate hire and insurance arrangements are made with all outside users including a copy of the qualifications and training records for lifeguard on duty, all in accordance with the times of use identified by the Heads of PE
- Swimming pool related communications with Felsted Summer School staff, and hirers
- Establishing the conditions of pool use by Felsted Summer School and hirers. Ensuring that staff and outside users follow instructions and behave responsibly
- Providing external users with a copy of this Swimming Pool Policy, the NOP and the EAP

### **3.5 BURSAR**

As Chairman of the Health and Safety Committee, the Bursar is responsible, with the help of the Estates Manager, for ensuring that:

- The physical security of the pools is maintained to prevent unauthorised access
- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is a dedicated emergency telephone for pool user use.
- Lone Working in relation to maintenance and cleaning is kept to a minimum. Each task is assessed and if required a minimum of two members of staff will be allocated to the task
- The water quality is maintained in a safe and hygienic condition. Water is sampled weekly 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
- With the additional help of the General Services Manager the facility is regularly cleaned and appropriately maintained
- The pool is always closed if the water quality or chlorine sample causes concern and not reopened until remedied
- Signage and depth markings are clearly visible, including safety signs that prohibit running and diving
- Untrained members are not allowed to carry out maintenance of either the pool or pool plant equipment.

#### **4. RISK ASSESSMENTS**

The Risk Assessments in relation to the swimming pool are provided, implemented, monitored and reviewed by:

- The Heads of PE in relation to Pre-preparatory, Preparatory and Senior School Swimming
- The Assistant Bursar in relation to Felsted Gym and Staff Use
- The Director of Global Education and Events in relation to Felsted Summer School pupils

Risk Assessments are reviewed on an annual basis or following an incident or if there is a change to the building or operating procedures.

Copies of all Risk Assessments are provided to SHEF Adviser for their review and inclusion on the MIS.

#### **5. SCHOOL SWIMMING – SCHOOL AND ABROAD**

Any school swimming, (Senior, Preparatory and Pre-Preparatory) is taken under the guidance of a qualified Teacher in Charge or a Lifeguard. Where a Teacher in Charge or Lifeguard is not available swimming will not be permitted.

#### **6. STAFF USE OF THE POOL**

Members of staff and their immediate family may use the school pools outside of any other use as detailed on the termly timetables available on MIS. This staff use is on the condition that they undertake to follow the NOP and in particular, undertake not to swim on their own and under no circumstances is diving permitted.

Employees are made aware that there is **no** lifeguard on duty during these sessions. Access to the Swimming Pools is via a personal fob which is issued upon signing the disclaimer and acceptance of the pool rules and conditions of use.

#### **7. HIRE ARRANGEMENTS**

The School hires the swimming pool regularly to a number of other organisations. Hire is conditional upon the acceptance of an undertaking to conform to the school's NOP and EAP, provision of risk assessments, provide Lifeguards and supervision in conformity with the school's own policies, to lock the premises securely upon leaving, to provide evidence of insurance, and to pay any hire charges.

#### **8. FIRST AID ARRANGEMENTS**

A member of staff who is qualified in First Aid is always present when pupils use the pool. First Aid box is located poolside and it is checked monthly by the Gym Staff who replenish the contents as necessary.

## Appendix 1: Normal Operating Procedure (NOP)

January 2018  
Issue 8

### Details of the Indoor Pool

- Total surface Area - 173.05m<sup>2</sup>
- Width - 7.58 m
- Length - 22.83 m
- Minimum depth - 1.2m
- Maximum depth - 2.00m
- Number of Lanes - 4
- Maximum Capacity - 40 people (24 in relation to staff swimming)
- Users include Pupils, Felsted Gym Members, Staff and Outside Users

### Details of the Outdoor Pool

- Total surface Area - 74.42m<sup>2</sup>
- Width - 6.1m
- Length - 12.2m
- Minimum depth - 1.0m
- Maximum depth - 2.1m
- Number of Lanes - None marked
- Maximum Capacity - 25 (18 in relation to staff swimming)
- Users include Pupils and Staff

### Plans of the Pool and Associated Buildings

Plans showing the emergency exits and evacuation routes, alarms etc. can be found at Appendix A

### Potential Areas of Risk

1. Pool environment
2. Pool Supervision
3. Pool plant
4. Session Users
5. The Risk Assessment is available to the Person in Charge and is held the Pool Office.

### Known Hazards

Inadequate or inappropriate supervision;  
Recreational swimming  
Prior health problems (eg heart trouble, impaired hearing or sight, epilepsy);  
Alcohol or food before swimming;  
Youth and inexperience (half of those who drown are under the age of 15);  
Weak or non-swimmers straying out of their depth;  
Unauthorised access to pools intended to be out of use;  
Diving into insufficient depth of water (leading to concussion, or injury to head or spine);  
Unruly behaviour and misuse of equipment;  
Unclear pool water, preventing casualties from being seen;  
Absence of, or inadequate response by, lifeguards in an emergency

## Pool Rules

- No running on the pool side
- No diving or jumping from the side of the pool
- No unnecessary shouting
- No acrobatics
- No pushing or ducking other swimmers

### Definition of a Teacher in Charge:

A qualified class teacher that has relevant qualifications in Physical Education with swim teaching experience and holds as a minimum an appropriate ASA, SAT or RLSS teaching and lifesaving award. They may only provide supervision for their group in a programmed session during curriculum swimming.

### Definition of a Lifeguard:

A person who holds a valid RLSS National Pool Lifeguard Qualification, has been assessed by the school's accredited trainer and attends monthly training. Where a lifeguard missing two or more consecutive training sessions they must redo the Competency Test. They must have sufficient knowledge and skills to observe and monitor activities in and around the pool area in order to ensure such activities do not create an unreasonable risk to participants and others. Such persons must also be able to affect a rescue of a person from the water and provide immediate first aid attention.

### Duties of a Teacher in Charge/Lifeguard

Read and understand the Pool Safety Operation Procedure, i.e. Normal Operating Plan and the Emergency Action Plan. They must sign and date the accompanying form and return it to the Assistant Bursar.

Ensure that all pool users are aware of the **Swimming Pool Users' Safety Code** (see Appendix B) displayed on notice boards, in the changing rooms and pool surround.

Familiarise themselves with the position and type of rescue equipment that is located around the poolside (*Indoor Swimming Pool Plan* - see Appendix A).

Read and be familiar with the *Duties of a Lifeguard* (see Appendix D).

Keep a close watch over the pool and the pool users, exercising the appropriate level of control.

Communicate effectively with pool users and colleagues.

Should not partake in social conversation with colleagues or spectators when on poolside duty

Must be aware of young children, ensuring that they are supervised in the water by a parent/responsible adult (public session only).

Must position themselves to ensure they can reach a casualty within 20 seconds

Check all safety equipment when entering and leaving the poolside and report any defects to the Works Department

If there is an incident or a near miss involving a school pupil, complete an Accident Report Form immediately and inform the SHEF Adviser immediately. Additionally

inform the Deputy Headmaster of the Senior School or Preparatory School as appropriate

If there is an incident or near miss involving an employee or the public, complete an Accident Report Form immediately and hand it to the SHEF Adviser

In an emergency, it is the duty of the Lifeguard/Teacher in Charge to ensure all persons evacuate the building, quickly and safely and go to the assembly point, and to summon the emergency services

Ensure they have a mobile phone on poolside - this must be a school issued phone when Pre-Prep pupils are involved.

Whistles are a form of communication. The guidelines on their use are as follows:

- i. One short blast - draws the attention of a bather
- ii. Two short blast - draws the attention of another Lifeguard/Teacher in Charge
- iii. Three short blasts - indicates a Lifeguard is taking emergency action.
- iv. One long blast - Signal for the pool to be cleared.

If using hand signals, ensure that they are made in such a way as to be quite obvious and not open to misinterpretation

Not enter into prolonged discussions, display anger, use bad language or intimidate a bather. Be sure of the facts

If the Lifeguard or Teacher in Charge suspects a discipline problem, he/she needs to warn the bather that he/she will be excluded from the session as a consequence of repeated or dangerous behaviour. The Head of PE (School Use) or the Assistant Bursar (all other use) must be notified

Anticipate problems and prevent accidents

Intervene to prevent behaviour which is unsafe

Identify emergencies quickly and take appropriate action

Carry out an effective rescue from the water. Give immediate first aid to any casualty

Must be aware of warning signs that a potentially dangerous situation is developing, in particular:

- Worried expression on the face of a swimmer.
- Cries for help.
- Deliberate waving of an arm.
- Sudden submerging.
- Two or more swimmers in very close contact.
- A swimmer in a motionless face down position.
- Hair over the eyes and mouth.

### **Definition of a Programmed Session**

Programmed swimming involves organised activities where there is a formal structure in place being coordinated, controlled and continuously monitored from poolside by one (or more) Teacher in Charge:

- Swimming Lessons.
- Swimming Clubs and Galas



- Lifesaving and Lifeguarding Courses (including training).

Where these requirements are satisfied, no separate Lifeguard is required. However, where these requirements are not satisfied, the session must be supervised as for an un-programmed session.

### **Definition of an Un-programmed Session**

These are activities without a formal structure and must be supervised by a qualified Lifeguard:

- Fun sessions for school pupils
- Felsted Gym Use
- External Use by Hirers

### **Standard Procedures**

Swimming is not permitted unless there is a qualified Lifeguard on duty or the Teacher in Charge has relevant qualifications (holds a current National Pool Lifeguard Qualification, or a minimum of a RLSS National Rescue Award for Swimming Teachers and Coaches).

The Lifeguard and Teachers in Charge must comply with the teacher/pupil ratio recommended by the appropriate governing body, e.g. ASA, RLSS, which are:

- 12:1 ratio for adult and infant classes, non-swimmers or beginners,  
 20:1 ratio for improving swimmers, mixed ability groups and competent swimmers,

Swimmers with disabilities need individual assessment.

The Lifeguard or a Teacher in Charge must be aware of the ability of the group. Swimming groups may have a wide variety and new groups may not be known.

### **General Procedures:**

- No Access when pool not in use
- Swimming not to take place until one hour after a meal
- All emergency equipment to be in place before commencing session
- The overall maximum bather load of the swimming pool is 40 (24 people during Staff Use)
- Annotated register or signing in sheet for those entering the pool
- Supervising Teacher or lifeguard to be aware of any individual health problems/restrictions
- Non-swimmers and swimmers wearing armbands should be restricted to swimming in the shallow end only
- During lane sessions, swimmers must swim in a clockwise/anti clockwise direction and at an appropriate speed/ability.
- Swimmers in inappropriate lanes should be asked to move to a lane that is more appropriate
- Swimmers are not permitted to hang onto lane ropes or to climb out using them
- Bathers with epilepsy are advised to notify the Lifeguard/Teacher in Charge (*Swimming with Epilepsy* - see Appendix F – displayed on the notice board)
- Supervising Teacher/Lifeguard to carry a whistle
- Swimmers are not allowed into the pool unattended
- No swimming whilst an injured person is being treated

- Lifeguards/Teacher in Charge must carry out a head count of all bathers in the water throughout their duty
- Annotated register or signing out sheet for those leaving the pool
- With the exception of water in plastic drinks bottles, food or drink must not be brought onto the poolside.
- Babies, small children or toddlers must not be left unsupervised in carriers or pushchairs on the side of the pool.
- Children who are not well should not swim
- All swimmers must be encouraged to use the toilet and showers before swimming
- Any persons with a recent history of diarrhoea (within the last 14 days) should not be allowed to swim
- All children who are incontinent or not dry throughout the day must wear nappies specifically designed for swimming
- A parent/responsible adult must accompany and supervise all children who are 8 years and under during a public session
- Be firm at all times, remaining calm and courteous
- Rules for the pool are displayed in the male and female changing rooms – Felsted School Swimming Pool Rules:
  - i. Before entering blow your nose, use the toilet and shower
  - ii. No outdoor shoes on poolside
  - iii. No eating, drinking or smoking in the building
  - iv. Common sense behaviour – no running, pushing, fighting and petting
  - v. When the Teacher in Charge/Lifeguard blows the whistle, swim to the side and listen for further instructions
  - vi. During sessions where there is no Lifeguard you are forbidden to swim unless there is a minimum of two able swimmers present
  - vii. Do not swim alone
  - viii. Bathers swim at their own risk.

Any persons who appear to be intoxicated or not well enough to enter the water must be excluded.

**Caution:** The Lifeguard or the Teacher in Charge must be aware that some signs of medical emergencies may be similar to, and confused with, signs of drugs or alcohol intoxication e.g. diabetic emergency, head injury.

During Programmed and Un-programmed Sessions it is the responsibility of the Lifeguard or the Teacher in Charge to remove/replace the pool cover and to ensure that no one enters the pool until the cover is completely clear of the pool. (See Appendix E – *Instructions for the use of the Indoor Swimming Pool Cover*)

### **Procedures Specific to School Lessons**

- Pre-preparatory and Preparatory pupils are escorted to the pool by school staff
- Senior School pupils are met outside the pool building
- The Class Teacher or Class Assistant will assist Pre-preparatory pupils in the changing rooms
- Once on the poolside the pupils are the responsibility of the Teacher in Charge
- Recorded headcount once the group is split according to ability
- Diving is not allowed at the shallow end of the pool unless supervised by a qualified teacher during a programmed session.

## Procedures Specific to Felsted Gym Members

- Felsted Gym members are admitted to the pool building by the Lifeguard
- Due to the presence of only one lifeguard during Felsted Gymsessions diving is not permitted

## Procedures Specific to Outside Users

Any outside users hiring the school pools are required to provide a suitably qualified lifeguard and provide risk assessments, certificates and training records to support the relevant qualifications held. These are held on file by the Enterprises Department.

If outside users are unable to source a lifeguard this service can be provided by Felsted School for an additional charge.

## Staff Use

The pools are available for use by staff and their immediate family for recreational swimming. By becoming a member, staff sign a disclaimer and to agree to the following;

- Staff swim at their own risk, along with any family that accompany them.
- A disclaimer is signed by every swimmer over the age of 18 before using the pool, and by the staff member on behalf of all children using the pool
- Felsted School accepts no responsibility for lost, damaged or stolen property whilst using the pool
- During the times staff are permitted to use the pool there will be no supervision or lifeguard provision provided by Felsted School therefore there must never be fewer than TWO people over 18 at the pool.
- If taking children swimming, the requirement for no fewer than TWO people over 18 to be present remains and at least one adult must supervise the children at all times. The required ratios for Staff Use are as follows:
  - 1:1 ratio for non-swimmers where there must be TWO persons present over 18 where one person is supervising, in the water, each non-swimmer regardless of the age of the non-swimmer.
  - 2:1 ratio for swimmers under 8 where there must be TWO persons present over 18 where one person over 18 is supervising every two swimmers. This supervising adult can be in the water or spectating from the side.
- Staff members are welcome to bring a guest on up to three occasions per year.
- The maximum number allowed in the indoor pool during staff use is 24 persons and 18 persons in the outdoor pool.
- As there is no lifeguard on duty during Staff Use diving is not permitted at any time.

During Staff Use it is the responsibility of the staff users to remove and replace the pool cover and to ensure no one enters the pool until the cover is completely clear of the pool. (See Appendix E – *Instructions for the use of the Indoor Swimming Pool Cover*)

## Condition of Hire to Outside Users

Requirements and Rules identified in this procedure apply to organisations and private users hiring the pool.

The pool may only be hired to outside organisations and individuals once the booking form has been completed, signed and returned, and a copy of the lifeguard on duty valid qualification and training records has been received. These records are held on file.

The Enterprises Office will issue this Swimming Pool Policy, the NOP and EAP to the organisations on request for the hire of the swimming pools including the *Rules for Outside Organisations Hiring the Pools* - see Appendix C.

## Teaching Equipment

The following teaching equipment is stored in the equipment storeroom:

- Floats
- Pull buoys
- Balls
- 1 Submersible Training manikin
- Foam Mats for training purposes
- Small foam blocks
- Hoops
- Armbands
- Diving sticks/rings
- Flippers
- The Following training manikin's are kept in Telfer Classroom:  
1 Baby Annie, 2 Little Annie, 2 Little Junior

## Life guard Equipment:

The following equipment is available for rescue purposes:

Reach pole	2
Rescue Ropes	2
Safety Throw Bags	2
Rescue Torpedo Buoy	3
Spinal Board	1

The rescue equipment is fixed at various locations on poolside. (*Indoor Swimming Pool Plan* - see Appendix A)

The rescue equipment shall be checked weekly and maintained in good order by the Pool Maintenance Engineer. A record of the checked rescue equipment is kept in the pool office. The rescue equipment shall be checked at the start and end of each session by the teacher/lifeguard in charge. Any defects are to be reported to the Assistant Bursar.

## Cleaning and Pool Water Treatment

- The pool is closed for cleaning every morning (Mon to Fri) before the first session. The pool water is tested daily and record sheets kept in the swimming pool plant room.
- The Pool surrounds and changing rooms are cleaned on a daily basis and on a Saturday when pupils are in residence. Cleaning with hydrochloric acid

for “degreasing” takes place during school holidays as and when the timetable allows it.

### **First Aid and Accident Reporting Procedure**

- The First Aid Box is located in the pool hall
- Space blankets are stored in the pool office.
- If equipment from the first aid box has been used, or when items become out of date, notify the SHEF Adviser in order for the first aid box to be replenished
- The Gym Staff should ensure that the contents of the first aid box is correct and replace out of date items, each month
- Incident reporting forms can be on the MIS
- Completed Incident Report forms should be passed to the SHEF Adviser at the earliest opportunity

## Emergency Action Plan (EAP)

### Procedure Detail

This procedure covers the following emergencies.

- Overcrowding (partial evacuation as necessary)
- Disorderly behaviour
- Lack of water clarity
- Fire /Bomb Threat
- Lighting failure
- Structural failure
- Emissions of toxic gases
- Serious injury
- Discovery of casualty in the water (partial evacuation as necessary)

- 1. Overcrowding:**
  - Lifeguard/Teacher in Charge to monitor continually numbers in the pool to prevent numbers exceeding bather load for each pool.
  - When the maximum bather load has been reached, the Lifeguard/Teacher in Charge is to ensure no other persons are allowed to swim until numbers in the pool will allow it.
- 2. Disorderly Behaviour, including Violence or Abusive behaviour towards Staff**
  - Keep calm and do not argue
  - Keep reactions and hand movements to a minimum
  - In the first instance, give a calm verbal warning.
  - On the second occasion, inform transgressor/s if another incident occurs they will be told to leave the pool.
  - On the third occasion, ban from the pool and inform the school. If necessary dial 999 on the emergency phone and ask for police assistance.
- 3. Lack of Water Clarity**
  - If the water becomes cloudy, do not allow any swimming to take place.
  - Report to Works Dept (24 hours) - Office (01371) 822500 or Enterprises Coordinator via agreement
  - Pool must not be re-opened until water clarity has returned to normal.
- 4. Outbreak of Fire**
  - Sound the alarm.
  - Evacuate the building:
    - a. Lifeguard/Teacher in Charge to give one long whistle blast. Inform all to immediately exit the pool via the shallow end, calmly and orderly.
    - b. Evacuate the building and proceed to the assembly point:  
**Senior School** - the area in front of the Science Department and main entrance doors.  
**Prep School** - the grass area in front of the pavillion.
    - c. Do not attempt to tackle the fire.
    - d. Call the **FIRE BRIGADE (999)**.
    - e. Call Works Dept (24 hours) 01371 822500
    - f. Once Works Department have been contacted contact relevant Senior Leadership Team

5. **Bomb Threat**
  - Follow procedure as for (4) Outbreak of fire.
  - For a bomb threat evacuate to the:  
**Senior School** - Lord Riche Hall car park.  
Prep School - playing fields away from buildings.
  - Contact and inform **POLICE** of type of incident quoting "**BOMB THREAT**".
  - Inform the Works Dept (24 Hours) (01371 822500)
  
  - Once Works Department have been contacted contact relevant Senior Leadership Team
  
6. **Lighting Failure**
  - Unless light levels are sufficient to see all areas of the pool, including the bottom of the deep end of the swimming pool, the Lifeguard/Teacher in Charge must give one long whistle blast. Inform all immediately to exit the pool via the shallow end, calmly and orderly. Bathers must be lead into the changing rooms by the Lifeguard/Teacher in Charge.
  - Inform the Works Dept (24 Hours) 01371 822500 of the lighting failure
  
7. **Structural Failure**
  - Evacuate the building and follow the procedure as for (4) Outbreak of fire.
  - Carry out first aid to any casualties that are outside the building.
  - Inform the Works Dept (24 Hours) 01371 822500 of the structural failure
  - If at all possible, after the evacuation has taken place, lock the entrance door.
  
8. **Emissions of Toxic Gases**
  - Evacuate the building and follow the procedure as for (4) Outbreak of fire.
  - Appropriate first aid should be given if necessary and medical attention should be sought immediately.
  - If at all possible, after evacuation has taken place, lock the entrance door.
  - Inform the Works Dept (24 Hours ) 01371 822500 of the emission of toxic gases
  - A School Incident Report Form must be completed for every accident and near miss that occurs in the swimming pool building, soon as possible.
  
9. **Serious Injury to a Swimmer**
  - Carry out appropriate emergency or first aid action.
  - In serious cases the patient must not be moved until first aid has been given.
  - Call an ambulance.
  - In no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well. Delayed concussion is a real possibility and may lead to loss of consciousness in the pool.
  - It is important to support the casualty by speaking to them confidently and reassuringly.
  - A School Incident Report Form must be completed for every accident and near miss that occurs in the swimming pool building, soon as possible.
  
10. **Discovery of a Casualty in the Water**
  - Sound the alarm.
  - Clear the pool of all swimmers.

- Remove the casualty from the water and take appropriate action – EAR and/or CPR.
- Call an ambulance and maintain first aid until an medical staff arrive.
- A School Incident Report Form must be completed for every accident and near miss that occurs in the swimming pool building, soon as possible.
- The pool area should be kept clear until the incident has been fully addressed.
- No statements shall be made to the press or other members of the public.

#### 11. Spinal Injury Rescue Procedure

- In the event of a spinal injury or suspected spinal injury occurring, follow the RLSS guidelines for spinal cord injury using the required number of persons to effect the rescue, calling for assistance from other lifeguards as required. Stabilise the casualty in shallow water and await the arrival of the emergency services.
- See Appendix A for location of the spinal injury board.
- A School Incident Report Form must be completed for every accident and near miss that occurs in the swimming pool building, soon as possible.
- The pool area should be kept clear until the incident has been fully addressed.
- No statements shall be made to the press or other members of the public.

#### 12. Cryptosporidium

##### Diarrhoea:

- Any person with a recent history of diarrhoea (within the last 14 days) should not be allowed to swim.
- Should a substantial amount be introduced into the water, the pool shall be closed immediately to swimmers.
- Inform the Works Dept (24 Hours) 01371 822500
- A water test shall be carried out.

##### Solid Stools:

- If the presence of these are spotted by the Lifeguard, Teacher in Charge or reported by a swimmer or spectator, they shall be retrieved immediately from the pool using the scoop provided. They shall be disposed of in the nearest toilet.
- A water test shall be carried out.
- The scoop/net must be disinfected immediately after use.

#### 13. Dealing with Blood and Vomit Spillages

##### Spillages in the Pool:

- If substantial amounts of blood or vomit are spilled into the pool, it must be cleared of people to allow the pollution to disperse.
- Inform the Works Dept (24 Hours) 01371 822500

##### Spillages on Poolside or other areas:

- The person clearing up the spillage must wear appropriate protective clothing.
- Spillages must be contained and wiped up with a proprietary spill kit
- Any contaminated items must be safely disposed of immediately in yellow disposable bags found on the shelf next to the first aid box.
- Any spillage must not be washed into the pool.
- The incident must be reported immediately to the SHEF Adviser