



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning
To work for excellence
To further curiosity and creativity
To aspire to high ideals

Health and Safety

Swimming Pool

Aim : to use the pool as much as possible and encourage pupils to swim to a high standard..
To ensure the safety of everyone who uses the pool.

Guidelines:

Rules for pool use must be adhered to

Staff must be qualified or a life guard must be present. (Under our insurance for groups of 8 with a ratio of 2:6 adult to child the pool may be used. One adult on the outside of the pool)

Risk Assessments must be completed.

Safety:

Instructions for lifesavers to ensure a safe environment for staff, pupils, parents and public.
Everyone must try to ensure the safety of all.

- NO running round the poolside
- NO pushing or pulling others in
- NO bombing
- NO ducking of bathers
- NO playing at the DEEP END by non swimmers.
- NO diving or action that might injure someone else.
- NO eating at the poolside or in the pool
- NO shoes in the pool area
- NO jewellery

Spectators may have to be limited around the poolside
Please look after the property and fittings of the pool.
The FILTER HOUSE is out of bounds.

Swimming aids are only permitted as follows:

Armbands - Pre Infant to Yr2 - shallow end only

Kicking boards (floats)

Air beds, masks, snorkels, balls are not allowed in the pool unless they are part of a structured lesson.

Safety and control

The teacher/lifesaver should be in a position where all bathers are visible.
He / she should be:-

- a) properly dressed so as to be easily visible by the bather.
- b) continually moving, so as to be more alert for any emergency
- c) aware of the location of any necessary lifesaving equipment.
- d) frequently counting the number of swimmers so as to keep a constant check.
- e) **swimming is not permissible if water is unclear.**

As a general rule the maximum period of time spent on the poolside should be:

Pre Infant to Yr4 - maximum 30 minutes; Year 5 to Year 11 - maximum 40 minutes

General instructions regarding bathers:

1. All persons wearing plasters or bandages must be questioned before entering the pool.
If these cover boils, sores or open wounds they must not be allowed in the pool.
Remove plasters for minor cuts.
2. No food or drinks must be allowed on the poolside.
3. All bathers to wear a swimming cap.

Lifesaver training

1. All lifesavers are qualified up to ASA RLSS Swimming Teachers Lifesaving Certificate.
2. All lifesavers train on a regular basis practising First Aid and Life saving skills, records are kept.

[https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Swimming Pool Policy RC 3-18.doc/](https://d.docs.live.net/4f19d8d24af74b52/Development/WebSites/sacredheartschool/Swimming%20Pool%20Policy%20RC%203-18.doc/) page 1 of 6
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Operating Procedures - Normal Operating Plan

1. Awareness of risks by pool operators and users

Awareness of potential hazards may be drawn to swimmers' attention by:

- a) notices displayed in changing areas or on the poolside.
- b) references in contracts with club organisers, etc. hiring the pool.
- c) oral reminders, where necessary, by lifesavers.

2) **Maximum bather loads** - Pool - whole pool 30 (2 adults required); shallow end 15;

Pre / Infant	maximum	15
Yr 1 - 4	maximum	20
Yr 5-11	maximum	30 (20 bathers per adult)

3) **In case of an incident:**

Pool alarm on side near pavilion

An adult should return at once to school office for 999 Emergency Services to be telephoned.

Whistle signal – one short blast to attract bathers attention

two blasts for swimmers to come to the pool side

three blasts for swimmers to leave pool at once and sit by the fence

4) **First Aid supplies and training**

1. First Aid is positioned in wash room area. It contains the usual accepted supplies allowed in school (plasters; gauze bandages; A bandage; safety pins).

Supplies checked by Mrs Calvert and Miss Wookey

2. Accidents must be reported and recorded. Accident forms are available in the desk in the swimming pool changing rooms.

3. Outside lettings must supply their own first aider, kit, mobile phone and lifeguard. If an Accident occurs it must be reported to School as soon as possible. (01760 721330 / 724577)

4. All teachers on duty are qualified with the minimum ASA RLSS Swimming Teachers Lifesaving Certificate.

5) The pool may be used after school by boarders.
A lifeguard must be present unless there are only 8 pupils.

6) The PTA may book the pool for a Splash Evening
A lifeguard must be present and pupils need to follow school rules.

Monitoring and Review:

Prepared 1999

Last Reviewed March 2018

Next Review: March 2019

SACRED HEART SCHOOL SWIMMING POOL

Operating Procedures - Emergency Action Plan

Action to be taken in the following situations:

A) **Overcrowding**

Teachers / lifesavers to check the numbers regularly. If pool is adjudged to be overcrowded, then the teacher / lifesaver to take appropriate action to relieve the danger.

B) **Disorderly behaviour by pupils, parents or public**

1. Try tactfully to calm the situation down and explain the reasons for not allowing whatever they are doing.
2. If they do it again give them a warning (please stop it otherwise I will have to ask you to leave).
3. If persisting ask them to leave the pool.

If person(s) leave the pool only after various warnings and are frequently behaving in a disorderly manner then records should be kept and this person may be banned from using the pool.

C) **Lack of water clarity**

The clarity of the water should be constantly monitored. Should it begin to deteriorate slightly especially in the deep end, then the pool should be cleared.

D) **Outbreak of fire** (or sounding of alarm to evacuate the building)

Fire Procedure: Action by teachers / lifesavers

1. Clear the pool by using the agreed whistle signal (one long blast).
2. Bathers must **NOT** be allowed to get changed but must collect their towels from the poolside and leave by Emergency Exit 1 on the Plan of the Building.
3. They must then assemble by the sports hall where a register will be taken.

E) **Bomb threat**

Write down message

Report to Headmistress who will call the emergency services (999) and ask for the police.

The building needs to be evacuated as per fire procedure.

F) **Structural failure**

If these pose a danger to the bathers or public on poolside then remove them from the area where danger exists.

If the building needs to be evacuated please follow procedures as per fire procedures.

G) **Emission of toxic gases**

Evacuate bathers or poolside public from area where danger exists.

This may imply evacuating the pool area.

Ensure swimmers congregate "upwind".

Report to Head as soon as possible.

H) **Serious injury to a swimmer**

Sound pool alarm

Contact Emergency Services (999)

I) **Thunder & Lightning**

Evacuate the swimmers from the pool and changing area at the beginning of a storm.

COSHH

More details required by Wensum Pools, Swimming Pool Contractor

Chemicals to be recorded by maintenance

APPENDIX 1

Conditions of use after School by Boarders / Parents and Hire from Outside Organisations.

1. Outside Organisations may hire the pool providing the pool operating procedures are adhered to and that the emergency action plan has been noted. Lifeguard cover needs to be present up to the same standard as the school provides.
2. Written agreement needs to be reached between the school and outside organisation on who is providing lifeguards.

Potential Risk Factors:

An appreciation of main hazards and users at risk is needed for planning safe procedures.

Factors in fatalities or serious injuries may be:

- a) prior health problems (asthma, epilepsy, etc.)
- b) alcohol or food before swimming.
- c) inexperience in the water.
- d) weak or non swimmers straying out of their depth.
- e) diving into insufficient depth of water.
- f) unruly behaviour and misuse of equipment.
- g) unclear pool water, preventing casualties from being seen.
- h) absence of, or inadequate response by lifesavers in an emergency.
- i) glazing - sunlight shining in the water blinding the lifesaver near windows and emergency exits.

Details of alarm systems and any emergency equipment maintenance arrangements.

POOL ALARMS:

There is a pool alarm on the side of the pavilion near the pool. This must be used when a lifeguard has to enter the water or take action which reduces the level of supervision to either get assistance or extra lifeguard cover. The alarm will be heard and Emergency Action plan goes into operation.

- members of Staff from west side of building to go to the Swimming Pool to assist
- one member of Staff reports back to the Office
- Emergency Services contacted where necessary.

Lifesavers duties as well as any special supervision requirements for equipment etc.

Lifesavers must:

- a) maintain concentrated observation of the pool and pool users in order to anticipate problems and to identify any emergency quickly.
- b) carry out rescues and initiate other emergency action.
- c) give immediate first aid.
- d) ensure that the poolside is kept clear of clothes, goggles, etc.
- e) check equipment and ensure that it is readily available and useable.
- f) ensure that the class is taught in a safe, organised manner.
- g) communicate with bathers to ensure a safe, workable environment.

The following whistle signals have been agreed upon to assist in communicating:

one short blast - draw the attention of the bathers.

two short blasts - bathers to swim to the poolside

one long blast - signals the pool is to be cleared and the bathers to sit silently by the fence.

All lifesavers need thorough knowledge of the pool's normal operating and emergency action, procedures and potential risk factors.

They need skills to:

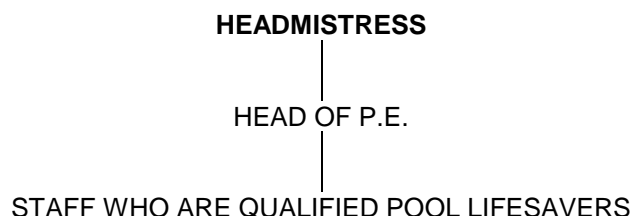
- a) observe the water and effect a prompt rescue.
- b) give effective resuscitation
- c) give emergency first aid.

Appendix

Systems of work

a) LINES OF SUPERVISION:

The management structure of the pool is:



Discovery of a casualty in the water

Guidelines for lifesavers in case of emergencies in the pool (drownings).

1. Please remember your lifesaving practice.
2. Keep calm, assess the situation and take action.
3. In most cases it will NOT be necessary to enter the water.
4. In emergencies whereby assistance is needed sound the pool alarm.
5. In appropriate cases give resuscitation.
6. In appropriate cases cardiac massage may be required.

Emergency resuscitation should continue until the paramedics arrive and take over.

Emergencies at different sessions

a) School session

1. Lifesaver sounds alarm and takes action.
2. Assisting Staff come to on poolside - assess the situation. If necessary will clear the poolside of swimmers.
3. Assists in rescue and instructs member of Staff to go to the Office and to dial 999 with the message "water rescue in progress" and to report back to confirm.

β) **Club session or any other session** when it is agreed that own qualified lifesaver is provided.

- Lifeguard sounds the alarm and takes action
- Assistant goes to Convent for help
- Pool is cleared of swimmers
- Assistant returns and assists in rescue
- Staff dial 999 if necessary

Sacred Heart Swimming Pool

Emergency Action Plan during periods when an Outside Organisation has hired the pool and it has been agreed with the Pool Management that this Organisation will provide their own Lifeguard(s).

Please note that all duties which are normally part of the Sacred Heart School Swimming Pool Lifeguard becomes the responsibilities of the lifeguard(s) acting on behalf of the outside organisation.

e.g.

- 1) All School rules to be strictly adhered to.
- 2) Action when patrons behave in a disorderly manner.
- 3) Fire Procedure.
- 4) Evacuation Procedure.
- 5) Bomb Threats.
- 6) Structural Failures.
- 7) Emission of Toxic Gases.
- 8) Serious Injury to Bather.
- 9) Discovery of a Casualty in the Water.

For more information regarding the above please refer to the "Operating Procedures - Emergency Action Plan".

DIMENSIONS

1. Pool: 7.35m x 16.12m Depth: 0.88m to 1.65m

PLAN OF BUILDING Attached