

SWIMMING POOL POLICY

1. Statement

This policy is to be followed in order to prevent or respond to an injury or situation both in, and in the surroundings of, the College Swimming Pool. It is produced in accordance with the ASA (Amateur Swimming Association) guidelines for the safe supervision of teaching and coaching swimming by 'Swim England'. This policy will be reviewed annually and after each emergency incident or near miss.

2. Aims & Objectives

The aim is to ensure activities involving pupils, staff and visitors are undertaken in a controlled and monitored environment and that, in the event of an emergency situation, a rapid efficient emergency response procedure is followed by knowledgeable and appropriately trained staff.

3. Potential Areas of Risk

Full details can be found within the College's Swimming Pool Risk Assessment (Appendix 1) detailing the management and prevention of risks including:

- Safety within water e.g. drowning
- Safety around poolside e.g. edge is slippery when wet
- Tiling surround
- Steps into pool
- Changing room floors are slippery when wet
- Steps for exiting the pool
- Diving bocks
- Lightning
- Fire in nearby building

4. Responsibility

- The duty of care for pupils remains at all times with the class teacher.
- Even in the case of specialist instructors being brought in, responsibility remains with the class teacher.

- The class teacher must ensure good communication between all instructors/Gap students/staff assisting with the supervision of pupils.
- The class teacher must ensure the access gates/doors at the top of the stairs and to the changing rooms are opened at the beginning of each lesson for ease of access in an emergency, and locked at the end of every session, to prevent unsupervised pupil access to the pool area.
- The swimming pool is regarded in law as a place of work and must be treated as such in terms of risk to health.

5. Safety Qualifications & Pupil/Teacher Ratios

a) For Lessons & Team Training

- Whenever the pool is used for a timetabled lesson or official CCA swimming activity, it is expected that a member of staff with a current and up to date lifeguarding qualifications is present, who is also aware of the particular demands of the pool at ECiM; their responsibility will be for the safety of all pupils in the pool and on deck and, as such, will not teach the lesson. These members of staff should be suitably qualified to be able to effect a rescue and carry out cardio-pulmonary resuscitation.
- Alongside this there will be teachers who will run the swimming lessons, who may, or may not be lifeguard trained.
- During a swimming session the teaching will be led by a qualified PE teacher/holder of a recognised swimming coaching qualification. Their responsibility will be for delivering the curriculum content, whilst ensuring the safety of their group; as such they should ensure their class management and organisation allow for this. This means consideration must be given to a range of factors including: the tasks, ability of the group, pupils' English language levels, organisation of pupils and the teacher's position poolside.
- The lead teacher may run a whole class (see ratio below) or, supervise other coaches who are delivering a range of smaller sessions within the lesson.
- Regular training is undertaken with all staff involved in swimming. This usually includes first aid recap/scenario.

The following ratios must not be exceeded for the safe supervision of pupils in the swimming pool:

- 20:1 mixed ability groups (pupils with a range of ability from improver standard to competent swimmer)
- 30:1 Swim team training
- 12:1 non-swimmers and beginners (young children and adults being introduced to swimming)
- There is maximum swimming capacity of 36 pupils in the pool at any one time.

b) Social Swimming Sessions

- For non-timetabled/regular social swimming sessions involving pupils (e.g. Boarding Houses/Prep School) the number of suitably qualified staff and additional supervision required will be decided on an individual basis. This will be based on the Risk Assessment produced by the member of staff running the session due to the potential higher risks involved.
- The Risk Assessment must take into account the number of pupils, the age range of pupils, the ability of pupils and any specific activities being undertaken.

6. Requirements

All staff with responsibility for pupils in the swimming pool must know the whereabouts of / have in their possession (or close to hand) the following:

- The panic button that is audible in the administration and medical areas
- A first aid kit and knowledge of emergency contact numbers
- A nominated first aider and support person (if this is not themselves)

7. Arrangements prior to Swimming Lesson/Activity:

- Pupils must wait inside the changing rooms until teacher is poolside.
- Teacher unlocks changing room gate
- Teacher unlocks exterior gate to swimming pool at top of stairs for easy access in case of emergency
- On instruction, pupils enter and sit in designated area next to the pool store.
- Pre-session safety briefing given to pupils. This will include:
 - rules on a pupil being near or entering the water without the permission of the teacher in charge;
 - reference to the panic alarm and what to do in the event of an emergency;
 - reference to the whistle signals (*1 short blast – stop, look and listen; a long continuous blast – everyone out at the nearest edge, sit down away from the poolside*); and
 - emergency procedures in the event of fire/lightning alarms being activated.

8. Supervision and pupil conduct

- The teacher should be able to see a pupil throughout the session
- The teacher should not enter the water if this leaves no supervising adult on the poolside except in the case of an emergency situation.
- In addition, pupils must be made aware that the following are forbidden in the swimming pool and surrounding poolside area:
 - No running
 - No diving in the shallow end of the pool
 - No pushing
 - No horseplay
 - No bombing
 - No ducking
- The Rules & Regulations for use of the Swimming Pool must be clearly displayed in the changing rooms and poolside in the swimming pool area.

9. Emergency Procedures

- Panic alarm to be pressed in the case of emergency alerting College Medical Centre and Administration Area.
- Teacher to clear swimming pool by a long blow on the whistle.
- Teacher to offer immediate support to stabilise and provide first aid care to casualty, calling on others to help as needed.
- Emergency services to be contacted by a responsible adult.
- Information provided should include:
 - brief detail of the incident
 - the possible severity of the incident
 - the name/age and any other medical conditions of the casualty (if known)
- The College Nurse will:
 - Give first aid support at poolside
 - Coordinate the arrival of the ambulance with Reception
 - Alert appropriate members of SLT (if not already contacted).
- Automated External Defibrillator (AED) to be used if casualty is unresponsive, as required
- In the event of a serious incident requiring an ambulance, the pupil's parents/guardians will be contacted by their HMM/Head of Prep School or another Senior member of staff.
- A member of staff (usually the HMM or Head of Prep) will accompany the Pupil to hospital and remain with them until such time that parents/guardians arrive. They will take with them:
 - Any special medical information relating to the Pupil
 - Details of the pupil's medical insurance (where known and available)
 - Parent and guardians' contact details
 - ECiM liaison person contact details (e.g. HMM/Head of Prep/Deputy Head Pastoral)
- Teacher to complete **Accident & Incident Record Form** within 24 hours of the incident. This must be sent to: Medical Centre/Director of Sport/Deputy Head (Pastoral)/Pupil's HMM and/or Head of Prep School). In the event of a serious casualty this may involve the Deputy Head (Pastoral)/Director of Sport and/or another Senior member of staff taking statements from witnesses to the incident.
- Near-miss accidents/incidents must also be reported to the Bursar, Director of Sport and Deputy Head (Pastoral) so that preventative measures can be taken to ensure pupils are safe from future harm.
- Follow up to any Health & Safety issues identified to be taken by the Bursar, Facilities Manager and Director of Sport.
- HMMs/Head of Prep and College Counsellor informed in order to provide support to any distressed pupils in the event of a serious incident if necessary.

10. Unsupervised use of swimming pool

It is recognised that at times members of staff (and their families) may use the swimming pool when it is not supervised by a responsible adult with a life-saving qualification. Before such use, staff are required to sign an indemnity waiver form accepting the risks and agreeing to abide by the swimming pool rules (*see Appendix 3)

11. Emergency Contact Numbers:

Internal

Medical Centre:	016-2245842
College Medical Coordinator (Satwant Kaur):	012 3085498
Daniel Jeffries (Director of Sport)	0197513219
SLT Duty Phone	016 224 9417
Murray Tod	016 224 9541

External

Ambulance/Police:	999/112 (mobile phone)
Maha Mas Medical Services:	03-40449099/03-40223999 Or 1-300-888-999
First Ambulance:	03-77851911
	03-77851919
St John's Ambulance	017 622 6398
Nilai Medical Centre:	06-8500999

Appendix 1 – Swimming Pool Safety Procedures

Good Practice regulations for Staff

Pool design and depth

- Outdoor – 25m x 6 lanes
- Shallow end – 160cm
- Tiled poolside

Potential areas of risk

- Pool edge is slippery when wet
- Tiling surround
- Steps when entering the pool area
- Changing room floors slippery when wet
- Steps for exiting the pool
- Diving blocks

Arrangements for lessons

- Pupils should wait inside changing rooms until teacher is poolside
- Staff member unlocks changing room gate
- On instruction, pupils enter and sit in designated area next to the pool
- Pupils should be seated for pre-session briefing
- No pupil should go near the pool edge, enter or test the water until instructed to do so by the teacher in charge
- Pupils must know and observe the whistle signals
 - ⇒ 1 Short blast – Stop, Look and Listen
 - ⇒ Long continuous blast – Everyone out at the nearest edge, sit down away from the poolside.

Responsibility for safety

- Duty of care for pupils remains at all times with the teacher
- Even in the case of specialist instructors being brought in, responsibility remains with the teacher
- There is need for good communication skills
- The swimming pool is regarded in law as a place of work and must be treated as such in terms of risk to health.

Safety qualifications

- Whenever there are pupils in the water, a responsible adult must be present at the poolside who is able to effect a rescue and to carry out cardio-pulmonary resuscitation
- Where teachers are responsible for the safety of a programmed session, such as a swimming lesson, it is recommended by the Health and Safety Executive (HSE), that they have a current swimming life-saving award
- Therefore, if a staff member, supervising a swimming session has no qualification, there must be another member of staff on the poolside who is suitably qualified.

Supervision and pupil conduct

- Routines, deep and shallow water and other relevant notices should be brought to the attention of the pupils before the start of any session
- The teacher should be able to see all pupils throughout
- The teacher should not enter the water if this leaves no supervising adult on the poolside
- In addition
 - ⇒ No running
 - ⇒ No diving in the shallow half of the pool
 - ⇒ No pushing
 - ⇒ No horseplay
 - ⇒ No bombing
 - ⇒ No dunking

Pupil/teacher ratio

The following ratios must not be exceeded:

- 20:1 mixed ability groups (pupils with a range of ability from improver standard to competent swimmer)
- 30:1 Swim team training
- 12:1 non-swimmers and beginners (young children and adults being introduced to swimming)
- There should be no more than 40 pupils in the pool at any one time.

Weather conditions

- Pupils to be made aware of College Lightning Policy and what to do in the event of the Lightning Alarm being activated whilst in the pool/pool area.
- **Pool safety and equipment**
- The pool and surround is adequately supplied with appropriate equipment
- It is the responsibility of the teacher in charge to ensure that this readily available at the start of each session
- Equipment is to be checked on a regular basis
- It is highly desirable that the teacher in charge has a mobile phone with pre-set emergency contact numbers.
- All incidents need to be reported to the Director of Sport and PE and on an Accident and Incident Record Form.

Appendix 2: Emergency Response Procedure - Swimming Pool

This procedure is to be followed in the event of an injury or situation requiring emergency assistance from the College nurses and/or transfer to hospital by ambulance.

Resources:

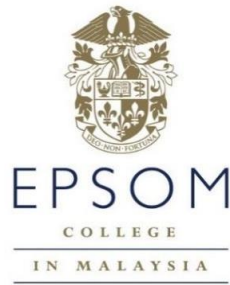
- First Aid kit and Spinal Board situated in PE office
- Mobile phones with pre-set emergency numbers
- First aid kit + emergency contact numbers
- Student or staff runner
- Nominated first aiders and support persons

If leading staff member assesses the situation as requiring College nurse assistance/an ambulance ASAP (severe head injury, spinal injury, near drowning) the following steps are taken:

- Press the panic button (red buttons x 2 situated on the dressing room side of pool) This will alarm in the Administration area and the Medical Room
- Designated First Aider will stabilise and provide first aid care to casualty calling on others to help as needed.
- Support person 1 will contact National Emergency Services 999/ Private Ambulances (number pre-set in mob)
- Support person 2 will contact the College nurse (even if the panic button has been pressed as a back-up measure) via mob phone with preset Med Room number/ext 266 and/ or send a runner with information that should include: brief details of incident, the possible severity of the incident and the casualty name if known
- Support person 3 will ensure the physical and emotional safety of other students
- The College nurse will organise: first aid support at poolside; appropriate first aid equipment; the co-ordination of ambulance arrival with school receptionist and alert members of SLT and HMM
- The school receptionist (during office hours) will contact the guards to direct the ambulance to the road above the swimming pool. The College nurse will be responsible for this after hours.
- ELT, HMMs or College nurse will contact parents/guardian
- A member of staff will accompany the casualty to Nilai Medical Centre or other appropriate medical facility. They will take with them: student health details (iSAMS/Med Room), parent/guardian contact details, pupil ID and ECiM liaison person contact details.
- ECiM will arrange transport to retrieve staff from the medical facility when the duty of care has been handed over to parents/guardian
- Medical Room will provide an incident debriefing to staff and students. The services of a counsellor will be organised if necessary.

This procedural document will be reviewed yearly and after each emergency incident or near miss.

Appendix 3



SWIMMING POOL LIABILITY WAIVER

This form is to be completed by all staff wishing to use the College swimming pool for recreational swimming.

- 1) I understand that there is **NO LIFEGUARD ON DUTY** and that there ought to be a minimum of two swimmers present when using the pool.
- 2) I agree to familiarise myself, my family members and my guests with Epsom College in Malaysia's rules of the swimming pool and agree to abide by them. I understand that Epsom College in Malaysia ("the College") retains the right to suspend or expel swimming pool users from use of the swimming pool, changing facilities or the surrounding area ("the Pool Amenities") for failure to comply with the pool rules.
- 3) The College, to the extent permitted by law, shall not be liable or responsible for any loss of life or injury of any kind sustained by any person in respect of or in connection with the use of the Pool Amenities.
- 4) I recognise and acknowledge that there are certain dangers and risks of physical injury while swimming and using the Pool Amenities. I also understand that in order to be allowed to use the Pool Amenities I must give up my rights to hold the College liable for any injury or damage which I, my family members, or my guests may suffer while utilising the Pool Amenities. I voluntarily agree to assume the full risk of any and all injuries, damages or loss that I, my family members, or my guests may sustain as a result of using the Pool Amenities. I further agree to waive and relinquish all claims against the College that I, my family members, or my guests may have as a result of using the Pool Amenities.

This form must be signed by a Parent or Guardian of children (under 18) who intend to use the Pool. Visitors over the age of 18 will need to complete their own form.

Name: _____ Signed: _____
(block capitals)

Guest of*: _____ Date: _____
(*Complete as necessary)