

Swimming Pool Policy 2026-27

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Policy Contact: Mr Greg Burt, Director of Estates & Operations

This document is produced in accordance with the guidance given by the ISBA, the ASA and the HSE Health and Safety in Swimming Pools and contains the following information.

- *Normal Operating Procedures (NOP)*
- *Risk Assessment*
- *Emergency Action Plan (EAP)*

POLICY STATEMENT

Seaford College believes that all children should the opportunity to learn to swim at the earliest age possible. We are fortunate in having our own covered heated swimming pool and promote swimming for all pupils and students.

HEALTH AND SAFETY

Health and Safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. A lifeguard is always present.

RESPONSIBILITIES

Director of Estates & Operations and Senior Deputy Head

The Director of Estates & Operations and Senior Deputy Head have overall responsibility for Health and Safety of the School estate and teaching environment. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regular monitoring and reviewing of these arrangements.

The Swimming Coordinators

- The Director of Sport - Coordinator for all swimming activities in relation to sport.
- The Director of Boarding – Coordinator for all swimming in relation to boarder’s activities.
- Head of Outdoor Education – Coordinator for use of pool for all outside education activities.

Duties of the above comprise:

- The proper use/operation of the facility
- Providing, implementing, monitoring, recording and reviewing risk assessments
- Recording and reviewing pool safety operations – both the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)
- Monitoring and recording staff training including First Aid and Lifeguarding
- Conditions of pool use by school staff and pupils. Ensuring that pupils follow instructions and behave responsibly
- Ensure that all swimming teachers are familiar with and fully understand those aspects that effect the activities for which they are responsible

The coordinators will sit as members of the School’s Health and Safety Committee, which is the forum at which the NOP, the EAP and risk assessments are discussed and reviewed. Both of which can be found below. Copies are always provided to all external groups and schools that use or hire the facility.

Director of Estates & Operations

As School Safety Coordinator, the Director of Estates & Operations works closely with the Swimming Coordinators in maintaining pool safety. These responsibilities include;

- The physical security of the building/pool site is maintained to prevent unauthorised access by pupils or others
- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is an emergency telephone beside the pool
- The water quality is maintained in a safe and hygienic condition;
 - Chlorine and PH levels are checked daily and recorded
 - Pool temperature is checked daily and recorded
 - Water samples are taken monthly for analysis and results are recorded
 - Pool water is hoovered weekly
 - Filters are washed weekly
- The pool plant operates safely and effectively and is regularly maintained by trained personnel
- Appropriate hire and insurance arrangements are made with all outside users, in accordance with the times of use identified by the Director of Sports
- The pool is always closed if the water quality of chlorine samples causes concern and not re-opened until remedied
- Depth markings are clearly visible, together with safety signs that prohibit running and diving

Members of the Estates Maintenance have attended an accredited course in swimming pool maintenance.

NORMAL OPERATING PROCEDURES

The Normal Operating Procedures (NOPs) for this pool show the manner in which the pool is organised and operated to ensure the safety of staff and users. Details are for the reference of Service users, membership holders, facility staff and those who hire the pool.

Specifications

The facility comprises of one pool; specifications are as follows;

Size of the Pool:

5 Lanes
Width 9m
Length 19m
Depth 1.1m – 1.8m
Maximum bather load 20

Fixed Equipment:

Entry/exit steps into pool x 2
First aid box x 1 situated poolside by information area
Telephone x 1 situated poolside by information area
Pool cover
Emergency exit x 1

Portable Equipment:

Lane ropes
Pool cleaner/hover
Storage boxes

Rescue Equipment:

Torpedo Buoys x 2
Throw Bags x 2
Rescue poles x 1

Lifeguards Main Duties and Responsibilities

- Lifeguards must read and understand all relevant pool instructions
- anticipate problems, intervene early to prevent accidents
- intervene to prevent unsafe behaviour
- keep a close watch over the pool to identify pool users in difficulty and take appropriate action
- communicate effectively with pool users, and colleagues
- carry out a rescue
- give immediate first aid to any casualty
- perform cardiopulmonary resuscitation (CPR)
- follow procedures and respond in the event of an emergency evacuation
- raise the alarm if further assistance is required.

Detailed Work Instructions

Pool equipment will be regularly checked by the Seaford College staff.

Lessons, sessions and swimming galas will be set up by the swimming teacher in charge.

Teacher to Pupil Ratios

Irrespective of the ratio there must always be a supervisor present on the poolside alongside the swimming teacher, one of which must be responsible for lifesaving. The supervisors will be required to be able to effectively carry out emergency procedures.

In a **teaching** situation the maximum ratio is **one to twenty pupils (1:20)** + additional personnel for supervision as above.

For beginners the ratio is **one teacher to twelve swimmers (1:12)**. + additional personnel for supervision as above.

1. No swimmer should enter the swimming pool area until the person in charge is present.
2. The person in charge must remain in the swimming pool area the whole time that the swimmers are in the water or at the pool side. The person in charge must be the last one to leave the pool area at the end of the session.
3. Prior to departing, the person in charge must check that the pool area and changing rooms have been vacated.
4. In case of an emergency the Emergency Action Plan below should be followed.
5. Swimmers must behave in exemplary fashion at all times when in the pool, on the pool surround and in the pool changing rooms. No form of horseplay or misbehaviour will be tolerated. Anyone failing to respond to instructions will be sent out of the pool area.
6. At no time should swimmers run into the pool area or changing rooms.
7. In recreational swimming sessions swimmers should not engage in any dangerous games e.g. 'ducking', 'bombing' etc. There should be no diving.
8. The person in charge of the swimming session must be in a position to see the whole group and be watchful at all times and check the bottom of the pool regularly and prior to leaving the pool area. The person in charge of a recreational swimming session should always be aware of the number of pupils in the swimming pool and count 'heads' frequently during the session as well as prior to leaving the pool area.

Emergency Equipment and First Aid

Safety and lifeguard equipment is located around the poolside. First Aid box is located poolside. During school hours the Medical centre is open and available for assistance. There is also an emergency phone at the poolside with emergency contact numbers.

Disorderly Behaviour

All swimmers must behave in an orderly fashion and obey the swimming instructor/lifeguard; bad and unruly behaviour will not be tolerated. Any person who fails to adhere to instructions given by the person in charge shall be sent out of the pool area.

Closure of Pool

If for any reason the swimming pool needs to be closed there will be easily visible 'Out of Order' signs posted on the gates to the pool.

Pool Cover

There is an electrically powered floating cover which must be operated with care and always replaced across the pool after each user session. Operator instructions/training will be provided by one of the following; Toni Rabina, Greg Burt or Matthew Pitteway.

After Use

- The pool must be left in a tidy state after each lesson/session.
- All equipment must be taken out of the water and returned to the proper place. (including safety aids, bricks, float, roped balls etc)
- Pool cover must be put back in place
- Ensure that all internal doors are closed including changing rooms doors
- Ensure all enclosure panels are shut
- Ensure that the main door is locked and the magnetic lock has engaged fully

Other

The consumption of food and drink within the enclosure and changing rooms is strictly prohibited.

RISK ASSESSMENT

Area or activity description:	Swimming Pool		
Assessment date:	September 2026	Review date:	September 2025
Assessed by:	G Burt	Reviewed by:	

Hazard	Who is at risk?	Existing safety control measures	Severity x likelihood =	Risk rating	Additional safety control measures required	Severity x likelihood =	Risk rating
Drowning and Injury to Swimmer	All Users	- Swimming Pool Policy, including Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) in place. - Lifesaver/lifeguard on duty for duration of pool use with the exception of staff self-supervised swimming. - Lifesaving equipment present and in full working order and inspected regularly. - Water clarity monitored regularly. - No lone swimming at any time. - Supervision arrangements and pool maximum numbers adhered to as per the NOP set out in the Swimming Policy. - Equipment checked daily for defects and reported immediately. - Pool rules on display.	3 x 2	6	Regular reviews of procedures Ongoing training of Lifeguards		
Slips, Trips and Falls	All Users	- Area inspected daily and defects reported immediately. - Staff to ensure appropriate behaviour around the poolside. - Pool rules on display. - Pool cover fully retracted when in use and ropes to be placed safely to one side. - Storage containers provided for storage of items	2 x 2	4			

Impact with the Pool Bottom or Sides	All Users	• Lessons always supervised by staff. • Pool rules on display and enforced by lifeguard or teacher. • Depth markings are clearly visible. • Staff to ensure appropriate behaviour in the pool. • No unsupervised diving	3 x 2	6	Strong review and discipline off all users by supervising staff members		
Chemical Hazards	All Users	• COSHH • Chemical stored securely locked. • Staff trained in the use of chemical • PPE equipment in place	3 x 1	4			
Water Quality	All Users	• Chlorine and PH levels are checked daily and recorded • Water sampling is carried out monthly • Maintenance Staff trained in pool management	3 x 1	4			
Exposure from Elements	All Users	• Water temperature monitored daily	1 X 1	2			
Trapped Beneath Pool Cover	All Users	• Area secured when not in use. • "No Unauthorised Access " signage clearly displayed.	3 X 1	4			
Unauthorised Use	All Users	• The pool is kept locked at all times. • Sessions only take place when organised by teaching staff and when a suitable lifeguard is available.	1 X 1	2			
Fire	All Users	• Emergency Action Plan (EAP) is in place and all users have received • EAP also displayed poolside	3 X 2	6	On site staff on call for out of hours swimming sessions		

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Risk rating

Severity of injury		Likelihood of occurrence	
<i>Catastrophic</i>	5	<i>Rare</i>	1
<i>Major</i>	4	<i>Unlikely</i>	2
<i>Moderate</i>	3	<i>Possible</i>	3
<i>Minor</i>	2	<i>Very likely</i>	4
<i>Insignificant</i>	1	<i>Almost certain</i>	5
1 - 5	<i>No additional controls required, monitoring of the tasks is required to ensure that controls are maintained</i>		
6 – 10	<i>Monitoring is required to ensure that controls are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.</i>		
11 – 15	<i>Efforts should be made to reduce the risk rating to as low as is reasonably practicable. However the costs of prevention should be carefully measured and justified.</i>		
16 – 20	<i>Work should not be started or continued until the risk has been reduced to a level that is as low as is reasonably practicable.</i>		
20 – 25	<i>Work should not be started or continued until the risk has been reduced.</i>		

EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) outlines the procedures to be followed by the staff, hirers of the facility and users in the event of an emergency. This plan covers any likely eventuality and will be reviewed regularly.

Introduction

The following procedures are set so that all staff are able to react to an emergency situation with confidence and efficiency. The objectives of these procedures is to ensure that all members of staff are familiar with their role, and the role of other members of staff, when an emergency evacuation of the pool and surrounds is required. A well-rehearsed procedure can save lives.

All swimming staff have a statutory responsibility under the Health and Safety at Work etc. Act (1974) to learn this procedure.

The evacuation procedure is used in case of chemical leakage, gas escape or in the event of a fire in the adjacent buildings.

All swimming staff must ensure they have read and understood the Normal Operating Procedures (NOP) **before** using Seaford College swimming pool.

EVACUATION PROCEDURE

1. Lifeguard signals for swimmers to go to the edge of the pool and get out.
2. Swimmers are instructed to line up by the door in an orderly manner. When instructed swimmers should exit via the emergency exit.
3. Swimmers are counted through the door, led out of the building and make way to the assembly point: **THE UPPER TERRACES**

Examples of Emergency and action to be taken:

- a) **OUTBREAK OF FIRE** (school bell ring continuously)
Emergency procedure
- b) **BOMB THREAT**
Emergency procedure
- c) **LIGHTING FAILURE**
Emergency procedure (swimmers will be escorted to be changing rooms if deemed to be safe)
- d) **STRUCTURAL FAILURE**
Emergency procedure
- e) **LACK OF WATER CLARITY/POOR VISIBILITY**
Pool not to be used
- f) **EMISSION OF TOXIC GASES**
Evacuation procedure
- g) **OVERCROWDING**
Evacuation procedure
- h) **SERIOUS INJURY TO SWIMMER**
 1. Lifeguard signals for all other swimmers to go to the edge of the pool and get out.
 2. One swimmer/available student/adult to phone Medical Centre or 999 for emergency services depending the injury or situation.
 3. Another swimmer/available student/adult is instructed to leave the area to seek another adult or teacher to send into the pool area and then also to alert the School Nurse.

4. The lifeguard will then assess the situation and rescues subject if necessary.
5. Lifeguard to administer E.A.R (Expired Air Resuscitation) and E.C.C (External Cardiac Compression) if necessary until specialised help arrives to take over.
6. If breathing has restarted leave subject in recovery position, keeping watch at all times.
7. Adult or Lifeguard to evacuate all other swimmers.

i) DISCOVERY OF CASUALTY IN WATER

Lifeguard to assess and take appropriate action.

NB. If an ambulance is called for, the office or onsite emergency staff must be informed so that the School is aware

General Points

Lifeguard must:

- Remain calm at all times
- Ensure safety of all class members at all times. Do not turn your back – keep students in sight
- If possible, perform any rescue from the poolside
- Ensure that help is sent for immediately
- Inform students of safety procedures and practice regularly