



# MERSTONE SCHOOL & FOREST OAK WARM WATER POOL POLICY

Compiled with assistance from STA staff and information from "Managing Health and Safety in Schools" document and including details from both the Normal Operating Procedure and Emergency Action Plan.

September 2023

## **Pool Specifications**

Length: 8m

Width: 4m

Depth: (shallow end of pool): 1.0m

Depth: (deep end of pool): 1.4m

Optimum Water Temperature: 28-32°C

Air Temperature: 28-30°C

Bather load of pool: Maximum of 10 swimmers (adults and children), in the pool at any one time.

Ratio for swimmers in the water: 1:3

PMLD children: 1:1 at all times.

Changing Area Capacity: The changing rooms have capacity for up to 8 pupils and 4 staff within the curtained areas. There are clothing boxes for swimmers use.

## **STA Staff Qualifications**

A range of staff hold appropriate lifesaving qualifications for this pool. Merstone & Forest Oak School PE Coordinators arrange training every 3 years, ensuring that qualifications are kept up to date and that new staff have the opportunity to be trained.

A record of qualified staff is kept by the schools Office Manager. Details are also kept on staff personnel files. Certificates are also clearly displayed in the pool area. The Safety Training Awards (STA) "STA Level 2 Award for Safety Award for Teachers" is the minimum qualification for this pool, when used by Merstone & Forest Oak School.

Some lessons may be led by a Teacher, and where this is not the case there will be a swimming programme in place which named staff should follow.

The swim therapy lead or Class Teacher will have completed a class risk assessment which has been signed off by the Head Teacher (Donna Luck), prior to the swim sessions taking place.

### Staffing Requirements

#### Learner Pools and Hydrotherapy Pools

All swimming or hydrotherapy sessions must be covered by a member of staff holding an up to date "STA Level 2 Award for Safety Award for Teachers" qualification.

- ✓ A current certificate of competence from an appropriate authority (STA). The assessed standard for the certificate will be:
- ✓ All holders will be capable of rescuing a person in difficulty from the centre of the pool
- ✓ All holders will be capable of administering Expired Air Resuscitation (EAR) and External Chest Compressions (ECC)
- ✓ All holders will be conversant with the safety and emergency procedures that operate in the pool

The "lifeguard" must be ON the poolside, whilst children are in the water. (The role therefore excludes them from helping with changing, fetching equipment but they are allowed to TEACH/LEAD the session).

The Poolside role is to manage the session whereby all staff will follow their instructions regarding safety in the pool area.

The Poolside can also be the Swimming Teacher if the lesson is being taught formally, from the poolside. The Poolside must at all times be in a position to **see the whole group and the bottom of the pool.**

Each session must have agreed procedures for dealing with an emergency, with roles of adults clearly defined (see Emergency Action Plans).

Hydrotherapy Specific sessions are defined here as those where there is a child supported 1:1 by an adult in the water, plus a qualified Poolside whose sole responsibility is observation.

There must be agreed procedures for dealing with an emergency.

### Hygiene or Medical Checks

#### **Swim Profiles:**

The Poolside should ensure all staff are aware of any medical conditions or impairments of children using the pool during the session. The colour coded wrist bands will support staff visually to recognise this. If children are unable to wear their wrist band these should remain attached to their swim profiles which is kept in the pool area.

#### **Epilepsy:**

Follow guidance and notification from clinic. All children/staff who are epileptics are to wear **yellow** ribbons/bands in the water.

#### **Heart Conditions:**

Follow guidance and notification from clinic; medications officer. All children with heart conditions are to wear red ribbons in the water or a **red** band. Watch carefully for signs of distress (i.e. blueness around the lips or in the nail beds, quickened breathing) - particularly if the water is abnormally warm, or chilly.

#### **Anaphylaxis:**

Follow guidance and notification from clinic. All children with anaphylaxis to wear **white** band/ribbon.

#### **Asthma:**

Follow guidance and notification from clinic. All children with asthma to wear **green** band.

#### **Diabetes:**

Follow guidance and notification from clinic. All children with diabetes to wear blue band.

### **Verrucae:**

Verrucae do not prevent children from swimming. Special socks are not advocated, but a waterproof dressing is recommended. These can be collected from the clinic.

### **Ear Conditions:**

All children with grommets or "T" tubes must have their ears plugged. A member of staff should be responsible for fitting cotton wool earplugs, and that same person is responsible for removing them at the end of the session. If no member of staff is willing to do this, then a nurse must be asked.

### **Blood Loss:**

Standard school procedures regarding use of gloves should be followed when dealing with blood spillage.

## **Security and Safety**

- **Child Protection**                      When using the pool and changing areas, there should be dignity and respect given to the pupils at all times. In the event of a member of staff encountering an incident of Child Protection, the usual Safeguarding procedures should be followed.
- **Water Clarity**                              The Site Manager (Tony Rogers) or Assistant Site Manager (Michael Hadley) visit on a daily basis (up to 3 times a day), to check the pool water. A pool water test should be carried out in cases of irritation to skin or chemical complaints and the pool should be closed until pool levels have been checked and maintained. This is recorded on the daily log sheet. If you are unable to see the bottom of the pool, it must be evacuated.

- Sickness, Blood or Faeces      or      All pupils using the pool must be 48 hours clear of any sickness and 2 weeks clear of diarrhoea. Any sickness or blood in the pool during a session requires pool evacuation and closure for a complete wash out. Solid faeces, if floating, can be netted out using a net or ladle and a pool test performed by the Site Manager (Tony Rogers).
- Emergency phone:      The phone is on the wall by the door to the pool. You need to dial 9999 to reach emergency services. *State emergency service you require, give name of child, school address, nature of injury, level or responsiveness, any medication administered and medical history. Follow the advice given.* To inform Reception of emergencies you need to ring on 209 (Kim Archer Clarke).
- First Aider      May be called for if necessary. Call Reception from the pool and request a call out for "first aiders to the pool area".
- Red Button  
(Press for assistance)      The **red button** is located beside the door to the pool. This is to be pressed in the event of an emergency or when assistance is needed (SLT will come to the pool area to support).
- Fire Alarm:      Corridor and in pool area, sound of siren will be heard. **DO NOT TAKE PERSONAL RISK.** Evacuate the building.
- Emergency Lighting      The pool area has emergency lighting, which will take over immediately, in the case of power cuts.
- Telephone:      Call list on the wall beside the phone in the pool area. Call Reception 209 (Kim Archer Clarke) or 9999 for Emergency Services, if immediate help needed.
- First Aid Box:      In **blue box** next to emergency exit. This box contains foil blankets in the event of an evacuation.

- Blankets: In **blue box** next to emergency exit.
- Fire Exit: From the pool area, through the plant room and onto Upper School playground.
- Swimming Pool Key: Master key to be collected from Reception (locked key box), by the Poolside only.

### Safety within the pool

1. Poolside will do a test call to Reception or a Classroom, upon entering. Poolside will then carry out other safety checks, completing the bound Check List within the pool area.
2. Any pool covers should be rolled up, pushed against the wall and secured to ensure there are no tripping hazards, prior to the session beginning.
3. All people entering the pool should have read the Warm Water Pool Policy, the Normal Operating Plan (NOP) and the Emergency Action Procedure (EAP).
4. The Poolside will ensure the equipment they are using is not damaged or faulty, i.e. torn armbands, chewed floats. This will take place before the session begins.
5. Children who are at high risk of seizure should not enter the pool, unless they are 1:1 with an adult.
6. Children and adults must NOT enter the pool area until the Poolside is present.
7. Children will be supervised in the changing areas.
8. Changing areas will be secured with low level fencing.
9. Labelled nappy bins are used appropriately.

10. Poolside will tidy equipment away at the end of every session, ensuring the pool area is clear and free of hazards.

11. Poolside to check all doors are locked at end of session.

### Poolside Rules

The Poolside is responsible for completing safety checks before each session. These checks must be completed before any child enters the pool area. The Poolside has overall responsibility for the behaviour and safety of all users in the changing areas and pool. They will maintain pool safety at all times and this may mean individual children will be removed if their behaviour causes concern.

- 1 All pool doors to be kept unlocked whenever pool is in use.
- 2 No child or adult to enter pool area until the Poolside is present. Children must walk down steps, no jumping or running.
- 3 No child to enter water until invited to do so by the Poolside.
- 4 All children using the pool must be wearing appropriate floatation aids before entering, where appropriate.
- 5 No child to get out of pool until asked to do so by adult.
- 6 Good discipline must be observed at all times in the pool and changing rooms.
- 7 **NO RUNNING** on the poolside or in the changing areas. Children will be accompanied at all times.
- 8 **NO DIVING** into the pool.



- 9 **NO JUMPING** into the pool.
- 10 **NO FOOD OR DRINK** in the pool area. Plastic water bottle for Poolside.
- 11 **NO JEWELLERY** to be worn when swimming, particularly earrings. (If adult's earrings cannot be removed they must be taped over). A single wedding band is permitted.
- 12 All adults and pupils with long hair should have it tied up when swimming in the pool.
- 13 Hoisting bed will be operated by the Poolside. Other adults may assist under the Poolside's instruction. There will be an adult in the water waiting to receive the child. They will be supported 1:1 in the water.
- 14 H-track hoists are used to transfer children from their work/home chair to the changing bed then from the changing bed to the hoisting bed.
- 15 **NO OUTDOOR SHOES** are to be worn on poolside or in changing rooms. **Blue shoe covers** are available outside the pool area.
- 16 All pupils should be encouraged to use the toilet and/ take a shower before entering the pool.
- 17 **ALL POOLSIDES** (and others in supervisory role) should be familiar with the system to affect an emergency clearance of the pool and this should be practised regularly.
- One whistle -Pupils to pay attention
  - Two whistles and instruction -Pupils out of water
- 18 Swimming should not take place within an hour of a meal.

- 19 Floats and other swimming aids are valuable assets but may be a potential danger. They should only be used under the direction of a Poolside or Teacher.
- 20 Goggles and masks should not be used unless for a specific purpose and in this case **MUST** be unbreakable.
- 21 Undirected fun swims **MUST NOT** take place. Lesson plans are required for all sessions.
- 22 No chemicals to be taken poolside (i.e. disinfectant) or in the changing rooms, unless managed by our Site Manager (Tony Rogers).
- 23 Medication should only be administered by a member of staff who has had the appropriate training. The Poolside will direct staff appropriately and clear the pool area, ensuring the safety of others.
- 24 Any child exhibiting challenging or dangerous behaviour should be removed. The Poolside should make this decision.

#### Discovery of Casualty in the Water:

- **ALWAYS CLEAR THE POOL.**
- Poolside will sound whistle and take control of the procedure.
- Poolside will give clear instructions to other staff and they should assist appropriately.
- Any known medical issues, e.g. epilepsy, should be dealt with following protocol and care plan.
- Alert extra medical staff if necessary using telephone inside pool area- (Nurses Office 210).

- Accident report compiled/medical forms completed, where necessary. These can be found in the pool area.

### **Evacuation Procedure:**

#### **IF YOU HEAR AN ALARM OR 2 WHISTLE BLOWS, DO NOT PANIC.**

- Remove all pupils from the pool in a calm and orderly fashion.
- Issue more able pupils with towels and lead them to stand by the fire exit ready to leave when told.
- Put PMLD pupils in wheelchairs and cover with towels/emergency foil blankets and remain by the fire exit ready to be told to leave.
- 1 person to leave through the fire exit and inform SLT that there is a group in the pool, SLT will send person back to inform the waiting group if it is safe to stay inside the building.
- If it is not safe all staff and pupils to congregate in allocated area.
- **DO NOT STOP TO COLLECT BELONGINGS.**
- **DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.**

#### **Qualified Poolside's- STA Level 2 (Safety Award for Teachers)**

##### Merstone Staff as of September 2022

Joanne Coulter (21/09/21 - 20/09/23)  
Jonathan Edwards (28/11/22 - 27/11/24)  
Angela Clare (6/03/23 - 5/03/25)  
Darren Hares (6/03/23 - 5/03/25)  
Elise Colloff (6/03/23 - 5/03/25)  
Ian Moseley (6/03/23 - 5/03/25)  
Lisa Burrows (6/03/23 - 5/03/25)

Rebecca Jennings (6/03/23 - 5/03/25)  
Taylor Thompson (6/03/23 - 5/03/25)  
Kirsty Jones (28/03/23 - 27/03/25)  
Hassan Iqbal (28/03/23 - 27/03/25)  
Arriane Fletcher (28/03/23 - 27/03/25)

Forest Oak Staff as of September 2022

Rebecca Adkins (28/11/22 - 27/11/24)  
Sarah Twiddy (28/11/22 - 27/11/24)  
Janis Smith (6/3/23 - 5/3/25)  
Nicola Collins (6/3/23 - 5/3/25)  
Penny Shakespeare (28/3/23 - 27/3/25)  
Teresa Dudley (28/3/23 - 27/3/25)  
Sarah Windsor (28/3/23 - 27/3/25)  
Claire Wood (28/3/23 - 27/3/25)