



LANCING COLLEGE

SWIMMING POOL

POLICY FOR THE SUPERVISION OF SWIMMING POOL SESSIONS

August 2021 -This document should be read in conjunction with the attached Management of Swimming Pool risk assessment, Covid 19 policy. These documents will be updated as required.

Lancing College Indoor Pool Policy for the supervision of swimming pool sessions. Ensure you have read the detailed Normal Operating Procedure and Emergency Action Plan found in the Pool Safety Operating Procedures. The law requires every pool facility to have written documentation on the normal daily running of a pool area and what should happen in the event of an emergency. The following document outlines Lancing College's Policy on Indoor Swimming Pool Supervision.

Introduction

This policy is intended to guide lifeguards, teachers, coaches, staff and other pool users about the policies that should be implemented during swimming pool supervision.

- **Lifeguard duties**
- **Training/Qualifications**
- **Systems of supervision**
- **Lifeguard Staffing levels**
- **Disorderly/unacceptable behavior**
- **Emergencies**
- **Injuries**
- **Lancing College swimming teaching**
- **Hire of pool other groups.**
- **Supervised specialist activities**
- **Inspection and testing of equipment.**
- **Normal operating procedures**
- **Emergency operating procedures**
- **Building plan**

LIFEGUARD'S DUTIES

All Duties and responsibilities of the Lifeguard team are identified in **NOP section 6**.

TRAINING / QUALIFICATIONS

Persons responsible for the supervision of swimming pool users must be qualified with the Royal Life Saving Society (RLSS) National Pool Lifeguard Qualification (NPLQ). They must ensure that they are attending a **minimum** of two hours of training every month at the site they work at. Please refer to lifeguard training in section 6 of NOP.

SYSTEMS OF SUPERVISION

Supervision must be constantly maintained whilst the pool is in use. Lifeguard chairs, where provided, must be occupied on a rota basis, limited to a thirty-minute occupancy for any one period, otherwise the pool must be patrolled constantly.

When the bathing load requires surveillance by more than 1 lifeguards, all areas of the pool must receive supervision (lifeguards must not, under any circumstances, form groups whilst on poolside duty).

Lifeguards should change their location poolside at least every 30 minutes and supervision periods should be interspersed after approximately one hour thirty minutes with duties AWAY from poolside for a minimum of 15 minutes. Preferably lifeguards should rotate on/off poolside every 30 minutes if possible.

In order that lifeguards can be easily identified, standard uniform must be worn at all times- see NOP.

LIFEGUARD STAFFING LEVELS

The following figures are recommended by 'Managing Health and Safety in Swimming Pool's' and for Lancing College pool the: -

Maximum Bather load is 50

FOLLOWING TABLE REFERS TO PROGRAMMED ACTIVITY ONLY LANCING COLLEGE SWIMMING POOL

Approximate Pool Size: Mts	Area m ²	Number of Bathers	Recommended Minimum Number Lifeguards	Number of Bathers	Recommended Minimum Number Lifeguards During Busy Conditions
25.0 x 9.0	225	1-50	1	30+	2

The number of bathers admitted to the pool and whether a programmed or unprogrammed activity must relate to the number of staff available for supervision.

DISORDERLY/UNACCEPTABLE BEHAVIOUR

The following practices must not be allowed: -

- a) No running on the poolside.
- b) No fighting, bullying or throwing other customers into the pool.
- c) No face masks or snorkels to be used during public sessions.
- d) Flippers are permitted in general swimming session in the fast lane **only**.
- e) No eating or drinking on the poolside.
- f) No outdoor shoes permitted on the poolside.
- g) No spectators permitted on the poolside.
- h) No smoking.

- i) Non-swimmers and weak swimmers must remain in an area of the pool in which they can stand.
- j) Children under the age of 8 must be accompanied in the water by a responsible adult. One adult may accompany up to two children between 4 and 8 years old, children younger than 4 must be accompanied on a one-to-one basis (Please note that this is a guidance and can be altered (if deemed safe to do so) at the Managers discretion only)
- k) Accompanying adults must not leave children under the age of 8 unattended, out of immediate reach or beyond eye contact.
- l) Diving is restricted to the deep end of the 50m swimming sessions, organized swimming lessons and due to the available water depth only shallow racing type dives are permitted.
- m) No jumping onto floats/rafts or inflatables from the poolside.

The person/persons responsible for disorderly conduct must be dealt with in the following way: -

- A caution must be given, and bathers educated on why they are being given a warning.
- If the response is negative, the lifeguard/pool manager ask the offender/offenders to leave the premises; Pupils must be directed to their HMM and report sent. Hire group leaders notified and details given on incident report form.
- Persistent offenders must be refused admission.
- Police assistance must be requested only if necessary.

EMERGENCIES

In the event of a drowning emergency, the subject must be retrieved from the water and resuscitation procedures applied. The emergency alarm must be activated, and an emergency call must be made to the Ambulance Service (where appropriate). Adequate supervision of the remaining swimmers must be maintained. If this is not possible, the pool must be cleared.

INJURIES

Injured persons should be attended by a qualified first aider, and hospital treatment should be sought if necessary.

An accident report must be completed (a further written report must be attached in the case of serious injuries). The procedure for this process along with RIDDOR reporting is outlined in EAP and for staff and pupils of Lancing College further details from Lancing College VLE.

LANCING COLLEGE SWIMMING TEACHING

As the level of ability of persons being taught will vary, it follows that the level of provision of lifeguarding may also vary in consequence. It is important that all members of all groups being taught are under supervision of a person who holds a valid NPLQ.

Local Authority safety regulations limit numbers to a maximum of 35 pupils per swimming teacher in a 25-metre pool and 20 in a small pool. This is only possible if the class teacher

supports the swimming teacher on poolside. If the teacher is unable to do this the maximum number drops to 20.

HIRE OF THE POOL BY SWIMMING CLUB'S AND OTHER USER GROUPS

When Managers are hiring out pools under their control to outside organisations, it will be necessary for them to satisfy themselves that the pool will be adequately supervised whilst it is in use. It is therefore essential that relevant managers know and approve in advance all activity. All supervision will be provided by management and hire prices will automatically cover the cost for this supervision.

Staffing requirements and ratios remain the same as recommended in swim England's Safe Supervision for Teaching and Coaching of programmed sessions.

Where an activity such as competitive training under the supervision of coaches is being carried out, there must still be a lifeguarding provision made.

The manager will ensure there is adequate lifeguard supervision for hirer's sessions.

A member of the pool operational staff trained to deal with these and other eventualities and with access to any necessary equipment should be on duty in the building at all times of opening.

SUPERVISION OF SPECIALISED ACTIVITIES

a - Diving

Diving is NOT permitted in any waters with an entry depth less than 1.5m. Entry depth refers to the point that the diver will be entering the water. Public are not permitted to use diving blocks in any session's and use of diving blocks is only allowed under supervision from an adequately qualified coach (this also includes shallow water diving).

b-Swimming Competitions

For swimming competitions held at Lancing College pool swimmers will be supervised by teaching/coaching/team managers with qualified lifeguard provision in accordance with ratio/activity guidelines. Due to increased numbers requiring supervision i.e. Staff and spectators' additional lifeguard may be required.

INSPECTION and TESTING OF EQUIPMENT

The testing of emergency alarms, emergency lighting and resuscitation equipment should be undertaken and recorded as follows: -

Pool Emergency Alarms	-Daily
Emergency Lighting	-Monthly
Resuscitation Equipment	-Daily
Fire Alarms	-Weekly
PPE	-Prior to its use

Where faults are found the appropriate manager must be informed and external contractor contacted to carry out the relevant repairs

NORMAL OPERATING PROCEDURES

All sites must have in place a Normal Operating Procedure, which can be found in PSOP.

EMERGENCY OPERATING PROCEDURES

All sites must have in place an Emergency Action Plan that will identify all foreseeable risks and management plan for such incidents. The EAP can be found from page 16 of the PSOP.

BUILDING PLAN

A copy of the building plan is always located in the Managers office. It is essential that staff familiarise themselves with the location of the following:

- Emergency Exits
- Fire Alarms
- Pool Alarms
- Life saving Equipment
- Fire Fighting Equipment
- Electrical Mains
- Water Mains
- Gas Mains