



Goring Church of England Primary School

Health and Safety Policy

Policy Approved by Health & Safety Governor on ...21 November 2018

Signed Chair of Governing Body

Review Date ...November 2019

Section 1 Introduction

1.1 Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe, however, we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

1.2 Who/what was consulted?

This policy is based on the Local Authority's (LA) model. The content has also been influenced by guidance from the DCSF and the Health and Safety Executive (HSE).

1.3 The Law

Health and safety in schools is governed by health and safety legislation and associated regulations. These are enforced by the HSE. Section 29(5) of the Education Act 2002 outlines the duty of school governors and Headteachers to comply with directions on health and safety from the LA (see Appendix D for Oxfordshire County Council's policy Model Part III).

Section 2 Roles and Responsibilities



**OXFORDSHIRE
COUNTY COUNCIL**

CHILDREN, YOUNG PEOPLE & FAMILIES
www.oxfordshire.gov.uk

March 2006

HEALTH AND SAFETY POLICY MODEL PART III **(For Community & Controlled Schools)**

[Governors in Aided & Foundation Schools are the employers. They are advised to adopt County Council Health & Safety Policies & Procedures including this Model Part III. A statement to this effect will be needed at the front of this policy.]

AIM

- To establish and maintain a safe and healthy working environment.

OBJECTIVES

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

RESPONSIBILITIES

1. GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

2. HEADTEACHER

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses (Please visit the Learning and Development Pages for information on the training available);
- Liaising with the employer (OCC) over health and safety issues;
- Regularly checking the Health and Safety website;
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;

- Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that health & safety is a criteria for performance management / appraisal scheme and
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - Critical Incident Management)

3. DEPUTY HEAD / LEADERSHIP POST

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (Please Visit the Learning and Development Pages)
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern (Model risk assessment can be found on the A-Z, Risk Assessment RA1).
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress (Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed (procedures - Out and About with Oxfordshire 3)
- Review departmental coordinators risk assessments annually.

4. OFFICE MANAGER

Is required to ensure that:

- All office risk assessments are completed and reviewed (Model risk assessment can be found on the A-Z, Risk Assessment RA1).
- Visitors are registered wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse report is completed on the online reporting system. (Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on /off site activities and
- Periodic checks are made of the first aid arrangements and containers (Please visit the A-Z for the First Aid at Work Policy)

5. FINANCE MANAGER

- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme (Please visit A-Z for policy on Portable Appliance Testing)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards

6. LEADERSHIP and COORDINATOR TEAMS

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities (please visit A-Z for Risk Assessment guidance in different classroom settings).
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

7. SITE MANAGER

Ensure that the school follows the County Council procedures:

- when selecting a contractor (Please visit A-Z for Contractors Selection and Monitoring policy);
 - when completing a Self-Financed Improvement Project (SFN Form) (Found in Children Young People & Families – Strategy & Performance Service – Planning & Development)
 - when liaising with contractors over health and safety matters;
 - when monitoring health and safety issues on-site regarding either county council or school appointed contactors.
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- Carry out daily checks of the site and take appropriate remedial action.
 - Prioritise and process the maintenance forms.
 - Review progress with the head weekly.
 - Ensure all employees and contractors are fully briefed on health and safety site issues.
 - Complete all relevant risk assessments.
 - Ensure all maintenance employees are trained and competent to undertake their tasks safely
 - Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder (Please visit A-Z for Fire Safety Folder);
 - Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
 - Alert the Head of Establishment to issues of security and lone working (Please visit A-Z for policy on Lone Working).

8. ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.

- Raise health, and safety and environmental issues with pupils.

9. VISITORS and CONTRACTORS

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

10.PUPILS

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

Date adopted by the Governors: 21 November 2018

Date of Review: November 2019

Signed: Head of Establishment

Chair of Governors

Section 3 Emergency Procedures

3.1 Fire Safety

3.1a Sequence

In the event of an outbreak of fire, the emergency procedure should be as follows:

Alarm – Call the Fire Service – Evacuation – Assembly – Roll Call – Fight Fire.

3.1b Alarm

Any adult discovering an outbreak of fire should activate the nearest fire alarm by breaking the glass cover. Any child discovering an outbreak of fire should tell the nearest adult. The fire alarm system in this school is a bell system.

3.1c Calling the Fire Service

All outbreaks of fire, however small, or any suspected fire, must be reported immediately to the Fire Service.

3.1d Evacuation

On hearing the alarm, pupils should stand by their tables and when instructed by the teacher should leave the classroom in single file by the outside door. Pupils must WALK to the playground. A member of staff should follow at the rear, closing the classroom door. Classes not in their own room should go straight to the playground. The Headteacher or other nominated person will go to the playground, with the attendance register and remain there until he/she has received a report from all classes.

Anyone not in class when the alarm sounds, e.g. on the field, in the toilets, PTA room, PE Hall, or swimming pool should go immediately to the assembly area and join their class, leaving the school by the nearest outside door.

On hearing the alarm the administration, kitchen and caretaking/cleaning staff should go immediately to the playground and report to the Headteacher.

With the exception of a search for a missing person, no one is allowed to re-enter the building until permission is given by the Headteacher.

If the alarm sounds at break time, the duty supervisors will initially be responsible for assembling children on the assembly area. Other staff will proceed there as soon as possible.

If the alarm sounds during a “wet break”, each teacher should go to their own classroom and follow normal evacuation procedure.

If the alarm sounds during lunch time and there are still children in the dining room, the supervisors should escort children to the playground whilst supervisors outside check that all classrooms and toilets are empty.

During the swimming season, unless the fire is in the changing room/boiler house block, a member of staff should go to the teacher in charge of swimming and report back the number of children swimming and/or changing.

3.1e Visitors Involved in Fire Procedures

Visitors will make their way out of the building by the nearest available exit door and report to the Headteacher on the assembly area. If reasonably practicable, the Headteacher, administrator or other nominated person will take the visitors' book to the designated assembly area so that any visitors can be accounted for.

3.1f Assembly Area

The hard area of the playground.

3.1g Roll Call

As soon as classes reach the Assembly Area, a careful roll call and count must be taken from the attendance register, (if possible) and a report made to the Headteacher. If anyone is missing, an immediate search by staff, directed by the Headteacher will be made. The Officer I/C Fire Service should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

3.1h Fire Drills

Drills will be held at least once a term and recorded in the Fire Log Book. It is essential that everyone treats them seriously and carries out the procedure.

3.1i Fire Extinguishers – Colour Coding

All Fire Extinguishers are colour coded **Red**.

3.1j Fire Precautions

The Fire Safety folder will contain a model fire risk assessment. This folder is updated periodically by the Headteacher and School Business Leader and reviewed by the Governing body. The Headteacher must ensure that all necessary checks of the fire systems are periodically undertaken and recorded. The County Council's authorised Fire Service Officers enforce this legislation.

The Fire Safety folder is held in the School Office.

3.2 First Aid

3.2a Appointed Persons – Emergency First Aid Training

We aim to have a suitably trained Appointed Person (AP) on site during school hours. A trained AP will render first aid assistance where appropriate.

3.2b First Aid Equipment

First aid equipment is available in the swimming pool changing room, the medical room, the PE hall, and in the Foundation Stage classroom.

The Headteacher will ensure that the nearest location of first aid equipment is displayed on appropriate signs throughout the school. It is the responsibility of the Headteacher (or appointed persons) to ensure that the school has all the first aid equipment it needs, but it is the responsibility of all who use the first aid container to report any shortages or inadequacies.

Refer to the “*First Aid at Work*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/FirstAidAtWork.pdf>

3.3 Accident Reporting

We will attempt to contact the parents of a child who has been hurt as soon as possible after an accident.

3.3a Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain incidents need to be reported to the Health and Safety Executive.

Refer to the “*Accidents, incidents and near-misses*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/AccidentsIncidentsNearMisses_0.pdf

Incidents are to be reported using an online system. For more information:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/usersguide.pdf>

A directory of relevant phone numbers is included under ‘*Appendix A*’ together with guidance regarding the care and support of individuals after an emergency.

Section 4

Equipment Safety

4.1 Standards of Equipment Purchasing and Maintenance

It is the policy of this establishment, whenever practicable, to purchase and maintain equipment at recognised British or European standards.

4.2 Provision and Use of Work Equipment

The Headteacher will ensure that annual inspections are made of all work equipment (including PE equipment) and that suitable records are kept. Where necessary, this equipment should be repaired and maintained to prescribed standards.

Refer to the “*Work Equipment Safety*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Work_Equipment_Safety_PUWER.pdf

4.3 Electricity at Work: Electrical Testing

The Headteacher will ensure that an annual inspection of portable electrical equipment is made by a competent person and that adequate records are kept.

Refer to the “*Electricity Safety – Portable Electrical Equipment Procedure*”:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PAT_Policy_Procedure.pdf

4.4 Gas Safety

All gas systems will be inspected annually by a competent person (Gas Safe registered) and any maintenance or repairs must be undertaken by such a competent person.

Refer to “*Gas Safety*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Gas_Safety.pdf

4.5 Control of Substances Hazardous to Health

All substances/materials will have had a suitable and sufficient risk assessment made before being allowed on site. It is our objective to eliminate hazardous substances and, where possible, to substitute them with safer alternatives.

Refer to “*Control of Substances Hazardous to Health (COSHH)*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Chemical_safety_COSHH.pdf

4.6 Non-Ionising Radiation

Equipment such as mobile phones, microwave ovens, infra-red lamps, welders, photocopiers, laser printers, CD players and multi-media computers in schools can emit non-ionising radiation in the

form of radio waves, micro-waves, infra-red heat, visible light and ultra violet. Prolonged exposure to these can be harmful. All such equipment must be properly maintained by a competent person.

Refer to the “*Non-ionising Radiation*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Non_Ionising_Radiation.pdf

Section 5 Personal Health & Safety

5.1 Management of Health & Safety at Work

The school:

- will take the necessary preventative and protective measures to adequately control risk, where identified;
- will comply with the other requirements made under this and other Health & Safety regulations.

5.2 Contingency Arrangements for Persons with Special Needs

An assessment of a person's special needs will be necessary for that particular individual and any appropriate action taken, to ensure his/her health, safety and welfare when employed or based in Goring C of E Primary School.

5.3 Smoking on Educational Premises

The school does not permit smoking on the premises. This rule applies to all persons on the whole of the school site.

5.4 Young Workers – Work Experience

The school, when offering to take a work experience student will adopt the practice and procedures of the Oxfordshire Education Business Partnership Work Experience Scheme, and undertake the necessary risk assessments required ensuring that all placements are low risk.

A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the school to minimise the risk.

Refer to the "*Work Experience Placements*" procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/work_experience.pdf

5.5 Pregnant Workers

At work, a healthy, pregnant woman can generally do many of the tasks she did before she became pregnant. However, pregnancy does place an extra strain on working women. The Headteacher must risk-assess the working condition, hours worked and exposure to physical, chemical and or biological agents including infectious or contagious disease(s) associated with the person's job and implement precautions so as to minimise these risks to the expectant mother as identified in the Management of Health & Safety at work Regulations. The Headteacher may suspend the employee from work for so long, as is necessary if the working conditions etc. cannot be altered so as to avoid risk(s) to her well-being.

The employee must notify the Headteacher in writing that she is:

- pregnant;
- has given birth within the previous 6 months;

- breastfeeding.

Refer to the “New and Expectant Mothers at Work” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/PregnantNewMothersProcedure.pdf>

5.6 Food Health & Safety

This school operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in the regular food preparation and/or the serving of food will undertake appropriate training to comply with these requirements. A minimum training standard in school is the “Foundation Food Hygiene Certificate”.

The school operates within the Requirements for School Food Regulations 2014 which sets minimum standards for healthy food.

5.7 Lone Workers/Personal Safety

The Headteacher will identify individuals “at risk” and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome the problems faced by lone workers, both on and off site.

Refer to the “*Personal Safety: Lone Working*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/PersonalSafety_LoneWorking.pdf

5.8 Visitors to School/Security

All visitors to school are required to report to the office and sign the visitors’ book. Visitors must wear a distinctive identification badge when they are on the school site.

5.9 Violence to Staff

The school does not tolerate any form of violence to staff, be it physical, verbal or mental, and will report such incidents to the County Council on the Physical and Verbal Abuse of Staff Incident Report Forms (Form PVA1). A copy must be sent to the Learning and Culture Health & Safety Team.

Refer to “*Personal Safety – Physical and Verbal Abuse of Staff*” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/perpav.pdf>

5.10 Manual Handling Operations

The school will identify employees who need to move loads as part of their work, undertake risk assessments and determine any appropriate steps, including the provision of suitable lifting equipment, necessary to prevent the risk of injury during manual handling operations, namely lifting/carrying objects or people.

Refer to the “*Manual Handling*” procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Manual_Handling.pdf

5.11 Personal Protective Equipment

The school will provide and maintain all necessary and appropriate personal protective equipment, which is required to ensure that its activities are carried out safely and without risk to health.

Refer to the "*Personal Protective Equipment*" procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/PPE2015.pdf>

5.12 Display Screen Equipment (DSE) Safety

Whilst the use of DSE is fairly low risk, the school seeks to minimise this risk as much as possible by following appropriate guidelines, as laid down in the "*Display Screen Equipment*" procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/DSE-PolicyGuidanceSelf-Assessment.pdf>

5.13 Oxfordshire County Council Occupational Health Service

The Occupational Health Unit provides a confidential service for all employees. This service covers pre-employment health assessments, ill health retirements, medical referral, health advice and counselling.

Occupational Health Unit: 01865 815421
occupational.health@oxfordshire.gov.uk

5.14 Managing Stress in School

It is recognised nationally by the HSE that stress-related problems in education are costly. The school aims to positively examine stress levels throughout the school and take appropriate action as necessary. Work/life balance is discussed during performance management.

Refer to "*Stress Management*" procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/StressatWorkOct2010.pdf>

5.15 Infectious diseases

The school management is required to facilitate the control of any infectious diseases and seeks to do so in accordance with general guidelines.

Refer to "*Infectious Diseases*" procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Infectious_Diseases.pdf

5.16 Waste Management

The school will dispose of its waste in accordance with both national and local guidelines and legislative requirements.

Refer to "*Waste Management*" procedure:

http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/Waste_Management_Litter.pdf

5.17 Working Time

The school will comply with the requirements identified in the Working Time Regulations and will not exceed an average maximum of **48 hours per week** worked over a 17-week period. An employee is entitled to an uninterrupted break of 20 minutes when daily working time is more than six hours. It should be a break in working time and should not be taken either at the start or at the end of the working day.

Refer to the "*Working Time Regulations*" procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/workti.pdf>

5.18 Educational Activities

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities undertaken on or off site.

Refer to "*Risk Assessment*":

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/proceduresaz/riskassessmentprocedure.pdf>

5.19 Educational Visits

The school will ensure that the selection, vetting and monitoring of procedures are adhered to in accordance with Local Authority guidelines.

Refer to "*Off site visits guidance*"

<http://www.oxfordshireoutdoorlearningservice.co.uk/cms/content/oxfordshire-guidance>

Staffing ratios per visit will depend on the age/maturity of pupils, the activities, the location, the time of the year. As a general rule:

1:3 for the Reception Class

1:6 for Years 1 to 3

1:10 for Years 4 to 6

Section 6 Managing the School Swimming Pool
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6.1 Introduction

The swimming pool was opened in May 1980 and was provided for the school by the Parent Teacher Association. The pool is heated, is 0.8m deep and measures 12.5m x 7.5m.

6.2 Objectives

The Governors and staff are committed to ensuring that the swimming pool and its associated facilities are suitable for use without presenting unacceptable risks to the health and safety of any user.

6.3 Responsibilities

The Governors nominate the Headteacher as the day-to-day manager of the pool ("the Manager"). The Manager will be responsible for the safe use of the pool in accordance with the policy and the plans and procedures forming part of this policy, which has been drawn up in consultation with reference to the OCC's "*Safe Practice in School Swimming Policy, Guidance & Procedures*," which can be downloaded by copying the following link into a browser:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/SafeSwimmingspolicy.docx>

The Manager will ensure that a written Normal Operating Plan (NOP) is formulated and drawn to the attention of all pool users (See Appendix B herein).

The Manager will ensure that a written Emergency Action Plan (EAP) is formulated and drawn to the attention of all pool users (See Appendix D herein).

The Manager will ensure all hire arrangements are in accordance with the Governors and Oxfordshire County Council policies.

6.4 Duties

The Manager will nominate or appoint persons in accordance with the requirements of the policy, plans and procedures to carry out specific tasks and duties.

All users of the swimming pool and its associated facilities have a duty to comply with the requirements of the policy and with any instructions or requirements imposed upon them by the Manager or a nominated or appointed person in the interests of health and safety of all pool users.

6.5 Arrangements

The governors will make arrangements for the allocation of sufficient resources to ensure the proper running of the pool.

The Manager will ensure that any necessary life saving equipment is available and in working condition.

Physical and operational defects will be reported to the Manager by users or any persons nominated or appointed by the Manager in accordance with the procedures of this policy. The Manager will arrange for the rectification of defects within his or her sphere of control, so far as is reasonably practicable, in accordance with suitable and sufficient risk assessments.

The Manager will ensure that swimming supervisors (Supervisors) are qualified to the standard required by OCC. The qualifications will be monitored by the Manager for appropriateness and currency at the commencement of each swimming season. Only Supervisors who have been DBS cleared and have the minimum qualification will be permitted to instruct the children, as outlined in the guidance issued by OCC.

The Manager is responsible for checking that all Supervisors and adult volunteers who help infant children to change for swimming have a DBS Certificate.

The Manager will ensure that Supervisors are made aware of and have access to this Health & Safety Policy.

The Manager will ensure that the procedures in the Emergency Action Plan (EAP) are fully discussed with the Supervisors.

The Manager will identify the training needs of staff and Supervisors and ensure that the required training needs are met, so far as reasonably practicable, following a suitable and sufficient risk assessment.

The Manager will ensure that appropriate and adequate safety and other signs are provided and displayed in the pool area. The signs used will conform to the requirements of the Safety Signs Regulations.

The Manager will ensure that specific and quantifiable pool metric depth markings are conspicuously displayed around the pool within the pool enclosure.

The Manager will ensure that pool chemicals are kept under lock and key when the pool is in use. Parents helping with holiday time upkeep are briefed on all aspects of handling as well as applying the chemicals.

The Pool changing rooms and gate are kept locked when staff are not present.

Section 7 Swimming Pool Rules
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- 7.1. No child may enter the pool enclosure unless the supervisor in charge is present – this includes changing rooms.
- 7.2. No child may enter the water until the supervisor gives permission.
- 7.3. Not more than 20 children should be under instruction in the water with any ONE teacher.
- 7.4. No diving or jumping into the water is permitted.
- 7.5. Running along the pool side is forbidden.
- 7.6. Children should enter and leave the pool using the steps.
- 7.7. Jewellery should not be worn – including earrings other than studs.
- 7.8. Noise should be strictly controlled so that all children can hear all instructions.
- 7.9. All the above rules should be applied in free choice swimming sessions together with NO “dead man floating”.
- 7.10. Swimming hats must be worn.
- 7.11. All children should be encouraged to use the toilet before swimming.
- 7.12. Children with dirty hands and knees etc. should not be allowed in the pool.
- 7.13. A list of children with allergies or current medical problems must be given to the supervisor in charge of swimming.
- 7.14. A copy of these Rules is available in the male and female changing rooms.

Section 8

Additional Health & Safety Procedures

8.1 Physical Education (PE)

All apparatus and equipment is regularly checked for faults, and once a year a service engineer from an outside contractor carries out a full inspection of all PE equipment. Refer to “Physical Education Safety” procedure:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/peprim.pdf>

8.2 PE Indoors

Portable apparatus is checked regularly to ensure that it is stowed away safely. Children are only allowed to participate in PE if they are correctly dressed. Watches must not be worn. “Pirates” and other competitive activities on apparatus are never allowed. Warming-up activities precede any work on large apparatus.

8.3 PE Outdoors

We concentrate on skill training for football, netball, hockey, cricket and rounders leading up to small and eventually full games. Other skill training may be available and parents are notified of opportunities as and when they arise. In athletics, we ensure that children are not overtaxed. We do not allow the children to do the high jump.

The children must be properly clothed in PE kit, including suitable footwear.

8.4 Steps, Walls and Trees

Children are discouraged from playing on the steps and walls and forbidden to climb trees.

The school business leader, will in conjunction with site management, monitor the trees, and arrange any necessary remedial action.

8.5 Wildlife Area

The wildlife area is fenced and the gates are kept locked when not being used by a group of children – who are always supervised by an adult. The adult in charge of the group using the area is responsible for re-locking the gates.

8.6 General Arrangements for the Supervision of Children outside the Classroom.

Parents are requested, by prospectus and newsletters, not to send their children to school before 8.40am for an 8.55am start.

A teacher or teaching assistant is always on duty at break and lunch time(s).

When the Headteacher is absent from the School premises the Deputy Headteacher is left in charge.

8.7 Car Parking

Parking is limited at the school so we discourage parents from bringing their cars up the drive, unless they are coming to work at the school or are collecting a sick or injured child.

8.8 Bikes and Scooters

Whilst it is our policy to encourage and support children using bikes and scooters as a method of transport to and from school, the use of bikes and scooters in school grounds is forbidden. Parents and children are regularly reminded in school newsletters that bikes and scooters must be pushed and not ridden through school grounds.

8.9 The School Minibus

We abide by the OCC Minibus Regulations. The bus is regularly checked and serviced and has an annual MOT.

Seat belts are provided and must be worn and adjusted before a journey begins. Booster seats are also used where necessary.

Only adults who have passed the county test and are authorised are permitted to drive the minibus. Two adults must always be present when transporting any of the children. For children in Key Stage 1 (Years R, 1 and 2) the teacher should be a passenger, not the driver. Drivers are to evaluate their fitness to drive prior to each journey. For all journeys over 30 miles, two drivers are necessary. For journeys of over one and a half hours' duration, rest stops at intervals of approximately one and a half hours must be made.

8.10 Transport by Coach

We organise visits on coaches which have been fitted with seat belts. Children are closely supervised upon boarding and alighting from the coach.

8.11 Medicines in School

Occasionally, it may be necessary for children to bring short-term prescribed medication to school, in which case we ask that it should be handed to the class teacher who must be fully informed of the circumstances that make it necessary. A form is provided for parents/carers to complete which details their child's medication. Each dose should be measured and put in individual containers labelled with the child's name.

We hold no unprescribed oral medication in the school.

Parents of children with a long-term condition (for example, asthma, diabetes, allergies) must inform the school and liaise with the Headteacher.

Please see our Drug Education and Incident Policy

8.12 Glues, Adhesives and Tipp-Ex

Tipp-ex and similar products must only be used by a member of staff and should be kept in his/her desk when not in use. The glue gun should only be used by a member of staff. All adhesive products used in the school meet the recommended safety standards.

8.13 Water Hygiene

Once a month, the temperature of the hot and cold water system is taken and recorded in the Water Hygiene Manual. If the hot water is below 42 degrees Celsius (50 degrees Celsius where adults are working) or the cold water higher than 20 degrees Celsius, then remedial action is taken and logged in the Manual.

8.14 Out of School and Residential Visits

We ensure that all trips and visits are adequately supervised. A group of 30 on a residential visit will commonly have three accompanying adults. Day trips will commonly have one adult to each 4/5 children.

8.15 Wearing of Jewellery to School

We do not allow children to wear jewellery in our school. The only exceptions to this are earring studs (only gold or silver) in pierced ears, a discreet watch, and small objects of religious significance such as a crucifix on a chain. We ask the children to remove these objects during PE and games. In addition, hair decorations, especially alic bands, should be simple and practical, preferably navy blue. Long hair should be worn away from the face and should not impede the child's vision.

8.16 Communication of Health & Safety Matters to Staff

The Headteacher is responsible for communicating with staff during staff meetings. Any health and safety issues or situations which have arisen can be discussed in these meetings. The Headteacher will liaise with the Chairman of Governors/Health and Safety Governor as appropriate.

8.17 Dogs in School

The presence of dogs within the school boundaries presents a possible hazard and danger to pupils so we ask parents not to walk dogs beyond the school gates. Parents are reminded of this request in the School Newsletter.

8.18 Hiring out of School Premises

We require all hirers, whether charged or not, to complete and adhere to the school's Condition of Hire form.

Section 9
Governors Health and Safety Representative

The Representative will meet with the Headteacher and School Business Leader as necessary and at least once a term and carry out a full inspection of the school annually.

Section 10
Review of the Effectiveness of the Health & Safety Policy

The Headteacher and School Business Leader will monitor this policy in cooperation with the Governors' Health and Safety Representative. On reviewing the effectiveness of the policy, any amendments will be drawn to the notice of all employees and of the Governing Body.

Appendix A

Emergency Plan Directory

Contact	In School Hours	Out Of School Hours
Head	01491 872289	
Caretaker	01491 872289	07958 197218
Administrator	01491 872289	01491 875126
School organisation and planning	01865 894811	
Chair of Governors	01491 872162	
Clerk to Governors	01491 872289	

General Guidance for Staff and Managers after the event

The consequences of any major event upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event.

At this stage you will not be on your own and outside support will be available to you - Education Psychology can help (see Directory) - also consider Welfare Officers.

Teachers know their own pupils and will have some idea on how best to handle them. Each individual may need a different approach.

There will be much to consider and the job ahead may be very difficult.

TEACHERS – REMEMBER

- You are the person best placed to help your children.
- If possible keep to your routine.
- Talk to your children today, tomorrow and so on.
- Talk to other staff – you are your best support group – you are not alone, lean on your colleagues.
- Listen to your children and each other – take time.
- Arrange for debriefings.

LATER

- Consider what may have been lost – not only lives but other things – resources, accommodation, coursework, personal property, continuity.
- Consider re-entry to school of injured pupils/staff.
- Consider establishing a memorial/holding a service.

REMEMBER

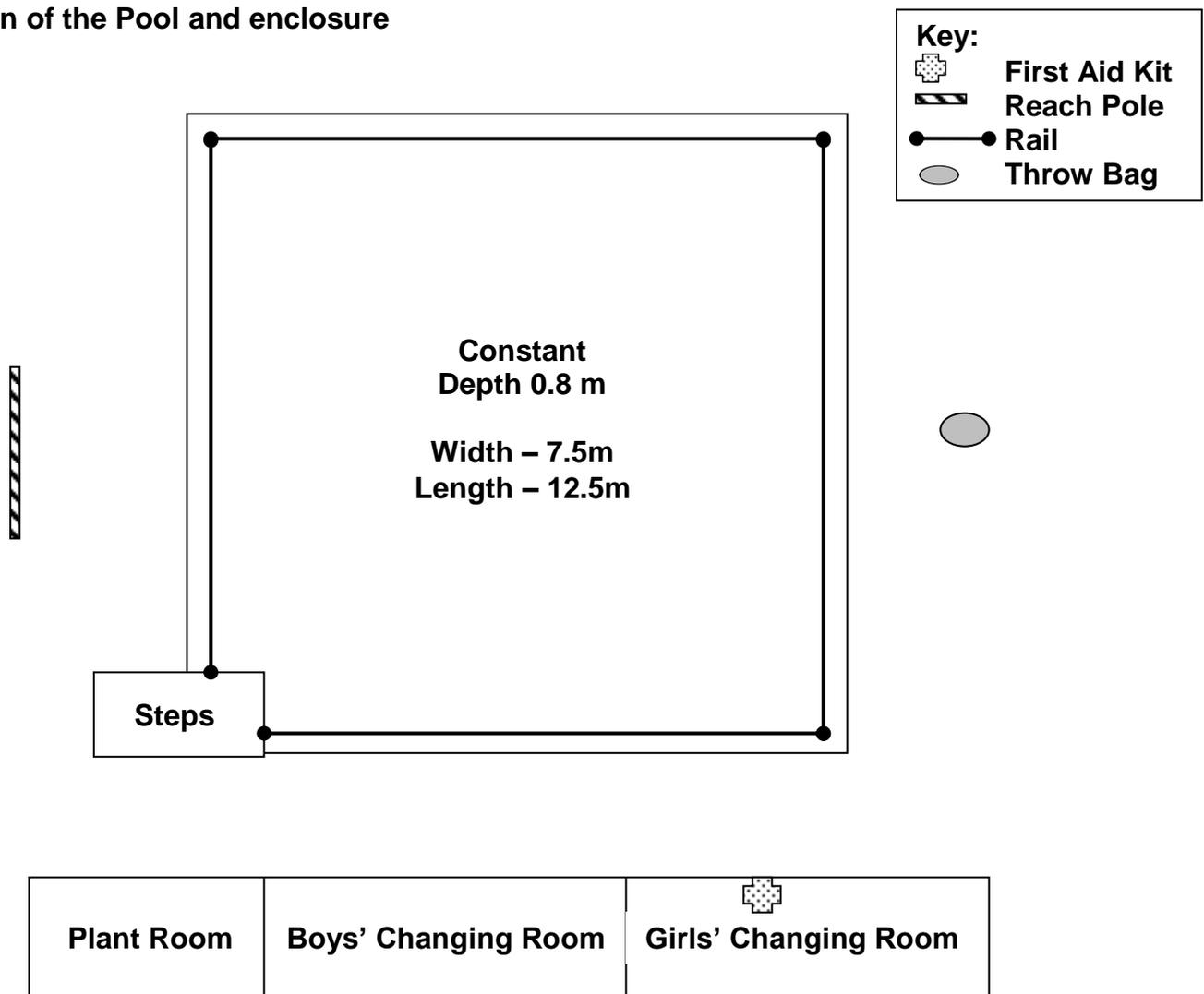
- You can do no more than your best.
- Expect heightened anxiety or guilt.
- Mistakes may happen, we are only human.
- Do not expect instant results.
- Do not expect to please everyone.

**Appendix B
Swimming Pool: Normal Operating Plan (NOP)**

1. Details of Pool

Width	7.5 metres
Length	12.5 metres
Depth	0.8 metres
Pool Shape	Rectangle
Pool Type	Vinyl-lined in-ground with skimmers
Surface Water Area	93.75 metres ²
Water Temperature	Set for 30°C (should be a min of 29°C)
Primary Disinfectant	Dry Acid
pH Correct ant	Chlorine Tablets
Filter type – High / Medium rate	Medium or High
Filtration Turnover Period	12hours (approx.)

2. Plan of the Pool and enclosure



2.1 The Headteacher will ensure that the plans of the pool enclosure showing pool dimensions and depths can be found in the Health and Safety file located in the office.

3. Pool capacity and maximum pool user load

3.1 The Pool Manager will ensure that the maximum pool user load has been calculated correctly. Goring CE Primary School use 3m² per person (HSG 179).

Pool	Area	Max pool user load
	7.5m x 12.5m = 93.75m ² ÷ 3m ²	31

4. Factors considered when deciding whether constant pool supervision was required

Appendix C sets out the steps followed using the HSG 179 guidance in order to determine the need for continuous supervision of smaller pools.

Using this guidance, the pool risk assessment identifies that the pool **does not** need to be lifeguarded due to size (less than 170m²), depth (less than 1.5m), diving is prohibited, there are no abrupt changes in depth, or poolside equipment / features that pose additional risk and access is restricted to supervised school swimming lessons only and is not hired out externally.

4.1 Minimum requirement for supervised school swimming lessons at Goring CE Primary School pool (see section 16.5.2)

This pool requires a minimum of 1 ASA Level 2 Swimming Teacher / UKCC Level 2 Teaching Aquatics with RLSS UK National Rescue Award for Swimming Teachers and Coaches (depth tested to a minimum of 1 metre) and one Teaching Assistant / Teacher who is a named First Aider to be present at all times during school swimming lessons.

The Pool Manager or Swimming Teacher **must** ensure that the pool is cleared and the enclosure is locked and secured with the alarm set when the pool is: not in use, there are insufficient qualified staff to run school swimming lessons.

5. Pool Alarms

5.1 There are no pool alarms. The Swimming Teacher in charge must carry a whistle and collect a walkie-talkie from the school office at the start of the school day as this will be used to summon support from other members of staff.

5.2 The Headteacher must ensure that an incident form / accident form is completed in the event that the walkie talkie was used in connection with an incident / accident.

6. Storage

6.1 The Pool Manager will ensure that they:

- Roll and store the pool cover at the poolside the start of each day
- Return the leaf net to plant room after use
- Return the pool testing kit to the plant room and lock the plant room door.

6.2 The Swimming Teacher will ensure that they:

- Rinse off then return all toys and floats in their net bags and hang on the hooks provided in the Boys' Changing Room during Lunch hour and at the end of the day
- At the start of the day place rescue aids at specified points at detailed in Section 2: Plan of the pool enclosure and put chairs out
- Return the pool testing kit after use to the plant room and lock the plant room door
- At the end of the day return and store all rescue aids and chairs in the Boys' Changing Room.

7. Equipment

7.1 Emergency Equipment (see Section 2: Plan of the pool enclosure)

Type of Equipment	Quantity	Location
Reach pole	1	By the fence at the left-hand side of the pool.
Throw bag	1	Hanging on the fence at the right-hand side of the pool.
First Aid Kit	1	On the wall by the poolside door in the Girls' Changing Rooms.
Walkie Talkie	1	Carried by the Swimming Teacher.

7.2 The Swimming Teacher / Pool Manager must ensure that all emergency equipment including the walkie talkie is checked daily and is recorded on the Rescue Equipment & Walkie Talkie check sheet

7.3 If any equipment fails the check it should be removed from use and repaired / replaced immediately. If there is a fault with the walkie talkie, the pool should be closed immediately until it has been replaced with a correctly functioning one.

8. Facilities

The following facilities are available:

Equipment	Quantity	Further Information
Type of changing	2	1 communal Boys' Changing Room & 1 communal Girls' Changing Room
Staff changing	0	Any staff / adult helpers that need to change can change in the staff room toilets
Disabled changing	0	
Toilets	2	1 in Boys' Changing Room 1 in Girls' Changing Room
Seating on poolside	1	Bench on poolside

9. General

9.1 School opening times:

Day	School Site Opening Times	School Site Open to Pupils Times
Monday	7.00am – 8pm	8.40am – 3.40pm
Tuesday	7.30am – 8pm	8.40am – 3.40pm
Wednesday	7am – 8pm	8.40am – 3.40pm
Thursday	7am – 10pm	8.40am – 3.40pm
Friday	7am – 8pm	8.40am – 3.40pm
Saturday	Closed	Closed
Sunday	8am – 9am	Closed

9.2 The Headteacher or Deputy Headteacher will ensure that:

- They supervise all pool-related staff and arrange cover as required
- The correct number of Swimming Teachers, Teaching Assistants / Teachers that are qualified First Aiders are on duty
- The standards detailed in the Pool NOP are followed at all times.

10. Cleaning and Maintenance

10.1 The Cleaning Manager will ensure that they:

- Check the changing rooms at the start and the end of the day in accordance with the cleaning schedule and work instructions
- Undertake deep-cleaning tasks detailed in the cleaning schedule and record completion on the schedule: only handling such chemicals as they are trained to use
- Check all equipment before using it for obvious signs of damage, if damage is found the piece of equipment should be taken out of circulation and reported to the Headteacher.

10.2 The Pool Manager will ensure that:

- They monitor staff to ensure that the cleaning tasks have been completed as per the cleaning schedule
- The skimmers are on when swimming takes place so that there is suction through the skimmers and the base outlet (sump) at the same time. This would mean a vacuum cannot form on the base outlet should it become blocked.
- The pool has had any leaves / or debris removed before and after use
- The pool surround is swilled down or swept at the end of each day
- At the start of the day the pool cover is removed and stored
- At the end of the day the pool cover is placed on the pool and secured in place.

10.3 The Headteacher will ensure that:

- They arrange for all equipment to be checked once a month by the pool caretaker, for wear, this is logged in the maintenance folder
- They arrange for monthly monitoring of PPE equipment, by the pool caretaker, this is logged in the maintenance folder.

11 Personal Protective Equipment (PPE)

- 11.1 PPE for use during cleaning tasks is provided, this includes gloves, apron, goggles and face masks necessary and should be used, as trained and in conjunction with COSHH guidelines.
- 11.2 The Headteacher is responsible for ensuring that all staff wear the PPE provided for the particular task being undertaken (spot checks and monitoring should be undertaken).

12.1 Hazards

- 12.1.1 The Headteacher will ensure that the Pool Area Risk Assessment is completed as scheduled by the annual plan. A record of the can be found in the risk assessment folder.
- 12.1.2 All significant hazards are identified from the risk assessment are listed in 12.5.
- 12.1.3 All staff must notify the Headteacher of any hazard or near miss that might cause harm to other staff, helpers or pupils by recording the details on an incident form.

12.2 People Hazards

- 12.2.1 All staff and helpers should be aware of people hazards detailed in the risk assessment.

12.3 Task / Activity Hazards

- 12.3.1 Accidents frequently occur as a result of seemingly innocent pool games or high-spirited activities. Whilst in some cases the activity can, with direction, be changed to reduce the risk. (See Section 7 Poolside Rules for Pupils)
- 12.3.2 All staff, helpers and pupils should be aware of task / activities hazards detailed in the risk assessment. For pupils the: Poolside Rules for Pupils will be covered on the first swimming lesson of the year.

12.4 Physical Hazards (Goring Pool Risk Assessments)

Physical Hazards	Control Measures (additional to training)
1. Diving and Jumping into shallow water	1. Signage to enforce No Diving or Jumping in at any time.
2. Pool water clarity, preventing casualties from being seen	2. Pool Manager or Swimming Teacher to report any change in pool water clarity to the Headteacher.
3. Steps	3. Hand rails are provided for access in and out of the pool.
4. Unauthorised access to pool when it is intended to be out of use.	4. The changing room doors are locked and alarm set when the pool is out of use.
5. Wet floors causing slips and falls.	5. Signage to prevent pupils from running on poolside and mats to be placed on changing room floors.
6. Pool Outlets	6. Grills fitted have holes less than 8mm.
7. Base Outlet	7. Ensure that the skimmers are on before bathing takes place so that there is suction through the skimmers and the base outlet (sump) at the same time. This would mean a vacuum cannot form on the base outlet should it become blocked.

13 Dealing with pool users

13.1 Poolside rules

13.1.1 The Headteacher will ensure that:

Pool rules are displayed to the pool users

13.1.2 All staff and pool hirers will ensure that:

No child may enter the pool enclosure or changing rooms unless the Swimming Teacher or supervising adult is present

No child may enter the water until the Swimming Teacher or supervising adult gives permission.

All pool users should enter and leave the pool using the steps

No running on the pool side

No fighting, bullying, pushing, ducking or throwing other people

No running on pool side

No face masks, flippers or snorkels to be used in unprogrammed sessions

No eating or drinking on the pool side

No under 16's permitted in the pool unless accompanied by a responsible adult or parent in the pool water at a ratio of: 1:1 for 4 years and under; 1:2 for 8 years and under

No diving or jumping. This is communicated to pool users by signage on poolside.

No shouting

No bombing

No acrobatics / gymnastics

No prolonged / repeated underwater breath-holding causing hyperventilation

No equipment is to be taken from anywhere on pool side without staff permission

All pool users should enter and leave the pool using the steps

No glass or breakable bottles are to be brought into the pool or changing areas

No Jewellery to be worn, earrings must be removed

Swimming hats must be worn

All pool users should be encouraged to use the toilet before swimming

Cameras, including mobile phone cameras or other electronic filming devices, may not be used without the express permission of the Headteacher.

13.2 Swimwear Guidance

13.2.1 The following is classed as acceptable / unacceptable swimwear:

i) Acceptable

Male swimming trunks

Male swimming shorts (above knee)

Aqua nappies

Female full body swimming costumes

Full body suits

Long-sleeved tops and trousers are permitted if they do not affect the safety of the individual or other swimmers

ii) Unacceptable

Bikinis

Long board shorts (below the knee)

Cut-off jeans

Underwear

T-shirts (unless being used during a survival lesson)

13.2.2 Goggles

Goggles are permitted during school swimming lessons providing that:

A permission letter has been received from the pupil's parent / guardian requesting that their child is allowed to wear goggles and that their child is able to put on and take off their own goggles safely (**Staff members are not allowed to help a child to put on or take off goggles due to the risk of accidental eye injury being caused**).

Goggles must be manufactured and packaged to British Standard BS 5883:1996.

13.3 Non-co-operative pool users

13.3.1 Staff members will ensure that they:

Advise the pupil that he/she is behaving inappropriately or breaking the rules and why. Warn them politely but firmly not to continue.

If the pupil persists they will be excluded from the remainder of the swimming lesson. An additional member of staff will be summoned to supervise the pupil while changing. The pupil will then be sent directly to the Headteacher.

13.4 Pool Hygiene

13.4.1 The Headteacher will ensure that:

Notices encouraging pool users to use the toilet before entering the pool are displayed.

14 Operational Systems

14.1 Factors to consider when deciding whether constant pool supervision is necessary

14.1.1 Appendix 2 sets out steps to be followed in order to determine the need for continuous / occasional supervision of smaller pools by lifeguards. Using this guidance the pool risk assessment identifies that the pool doesn't need to be Lifeguarded and that suitable alternative precautions are provided. These are set out in 14.2 in the NOP and the normal pool operating plan in Appendix C.

14.2 Minimum requirement for emergency responders

14.2.1 There must be a minimum of two staff / adults to be on pool side during pool use with one holding a current RLSS NRASTC or NPLQ or Emergency Response Certificate (Swimming Pools).

14.2.2 The Headteacher must ensure that the pool is cleared and must remain closed to pool users if an emergency responder is not available on site.

14.3 Pool Water Quality / Testing

14.3.1 The Pool Manager must ensure that pool tests are completed as scheduled on the Pool Test Checklist and that the first pool test is completed and recorded before opening the pool.

14.4 Control of Admissions

14.4.1 Controlling admission to the pool enclosure

a) The Pool Manager will ensure that:

- The plant room and changing rooms are locked and that the alarm is set at the end of the start of the day / end of the day checks

b) The Swimming Teacher / supervising adult will ensure that they:

- Ensure that all pool users have left the pool and the pool enclosure before leaving the area at break / lunch / end of the day
- Lock the changing rooms and set the alarm when they are not in attendance on pool side
- Adhere to the specified ratios of children to adults
- Do not permit entry to persons who appear to be intoxicated or not well enough to enter the water.

15 Communications

A walkie talkie is to be collected from reception and taken on to pool side during school swimming lessons. This can be used to contact reception to request assistance or for the emergency services to be contacted. The walkie talkies operate on a variety of channels. Full testing of the walkie talkies will take place prior to swimming commencing.

16 Unprogrammed and Programmed Swimming Sessions

16.1 Unprogrammed Swimming Sessions

These include the following sessions:

- Pool hire

16.2 Programmed Swimming Sessions

These include the following sessions:

- School Swimming Lessons

16.3 Disabled / Post-operative

16.3.1 Pupils with disabilities, which may present an increased risk to other pupils or in pool emergencies must be specifically risk assessed, this is to be undertaken by the Swimming Teacher and Headteacher

13.3.2 If in any doubt in a pupil's ability to safely participate in pool activities the Headteacher should seek advice from the parent / guardian

16.4 Conditions of Hire (outside organisations, clubs and private hire)

16.4.1 The Finance Officer will ensure that they:

i) Complete the booking form (doc ref no.)

ii) Complete the Pool Hire Check sheet (doc ref no.), which includes:

- Information on numbers participating and their swimming skills
- Name of Hirers representatives who will be in charge of the group
- Numbers expected and their ability
- Issue hirer copies of the PSOP and any additional safety advice and obtain signature to the effect that these have been read and understood
- Any rules of behaviour to be enforced during the session

- Special requirements by the hirer not covered in the PSOP
- Any advice on safety to be given to participants, e.g. on avoiding alcohol and food immediately before swimming

16.5 School Swimming Lessons

16.5.1 School swimming lessons will be taught by a qualified ASA/UKCC Level 2 Swimming Teacher who will also need to hold a valid RLSS UK National Pool Lifeguard qualification or RLSS UK National Rescue Award for Swimming Teachers and Coaches.

16.5.2 The OCC ratio of children to a UKCC Level 2 ASA (or equivalent) Swimming Teacher is:

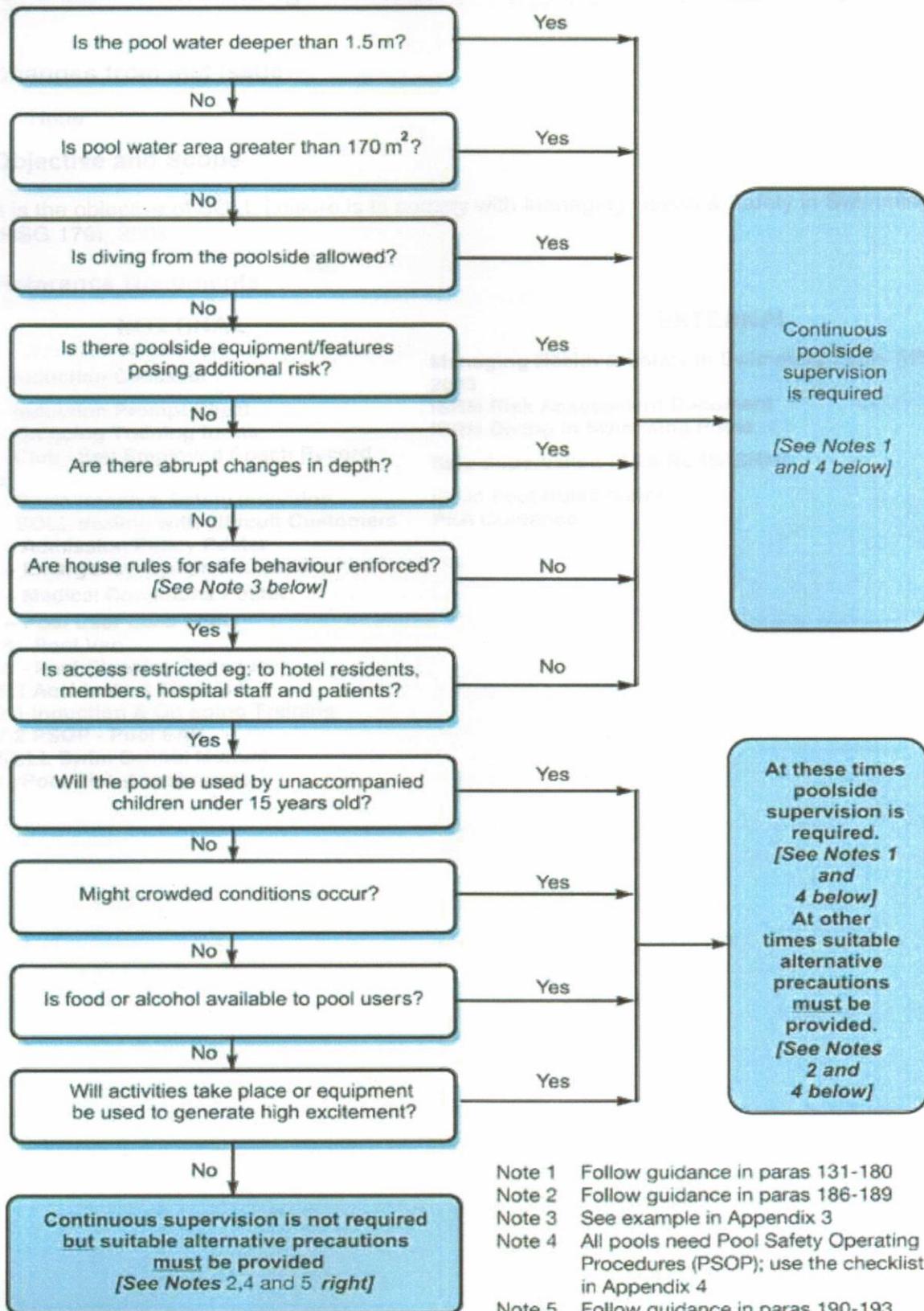
Type of swimmer	Ratio	Note
Non-swimmers and beginners	12:1	Young children, normally primary school age or adults being introduced to swimming who are unable to swim 10m unaided on their front and back.
Children under the age of 7	12:1	Irrespective of their swimming ability, group size should be restricted.
Improving swimmers	20:1	Swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their back and on their front. It is recommended that the lessons be confined to an area in which the children are not out of their depth
Mixed ability groups	20:1	Pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth . Swimmers techniques, stamina and deep water experience should be considered.
Competent swimmers	20:1	Those swimmers who can swim at least 25m competently and unaided on front and back and can tread water for 2 minutes.
Competitive swimmers	30:1	Training only with very competent swimmers
Swimmers with disabilities	various	Each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group. Individual risk assessments must be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child.

17 Diving in Pool Policy

Diving is not permitted in this pool or by OCC

Appendix C

This flowchart illustrates the steps to be followed by a pool operator in order to determine the need (or otherwise) for continuous/occasional supervision of smaller pools by lifeguards. It is based upon text in paragraph 186 to 189



Appendix D

Swimming Pool: Emergency Action Plan (EAP).

The EAP outlines the procedures to be followed in the event of an emergency.

1. Contents

This appendix includes procedures for the following emergencies:

- Standard Emergency Signals (Fire / Pool Whistles)
- Minor Emergency
- Major Emergency (Serious Injury to Bather / Discovery of Casualty in the water)
- Lack of water clarity
- Dealing with Faecal Fouling (including Blood / Vomit Spillages)
- Glass or similar in the pool
- Total power failure
- Disorderly behaviour
- Fire, Release of Toxic Gas and Chemicals
- Structural failure
- Inclement Weather

2. Standard Emergency Signals

2.1.1 In the event of a fire being detected no automatic fire alarm system is provided. A manual fire alarm system needs activating and the swimming teacher will use an emergency whistle. The main building fire alarm siren can be heard from the swimming pool outside area.

2.1.2 In the case of a pool emergency, the Swimming Teacher / supervising adult will use a whistle. The adult that is not effecting the rescue will use the walkie talkie to summon further assistance

2.1.3 Alarm and whistle signals are as follows:

	Alarm Signal	Sound
1.	Fire Alarm	Siren
2.	Pool Emergency Whistles: i) Rescue in progress ii) Clear the pool	i) 3 short blasts of a whistle from the emergency responder ii) 1 long blast of a whistle

3. Minor Emergencies on Pool-side

3.1 A minor emergency is an incident which doesn't result in a life-threatening situation. It would normally be dealt with by the nearest Swimming Teacher / supervising adult

3.1.1 The Swimming Teacher / supervising adult will ensure that they:

- Notify others that they are responding to an incident, this is done through use of verbal communication, whistle or the walkie talkie
- Ensures a first aider is present
- Ensures additional appropriate emergency assistance is provided if required
- Informs the Class Teacher and make arrangements for the parent / guardian of the child(ren) to be informed and complete an accident / incident form

4. Major Emergencies Pool-side / Casualty in the water (serious injury)

4.1 A major emergency is on when an incident occurs resulting in a serious injury or a life-threatening situation this can include discovery of a casualty in the water

4.1.1 The emergency responder will ensure that they:

- Notify others that they are responding to an incident, this is done through the use of whistles and verbal communication. The second adult will contact the school office on the walkie talkie
- On being alerted the School Office will alert First Aid trained staff to assist on pool side and await further instructions from the emergency responder
- The emergency responder initiates rescue / first aid and removes the casualty from the danger area
- The second adult will clear the pool and assist in the rescue / first aid as directed by the emergency responder
- When other staff arrive they will remove the other pool users to the changing rooms and supervise while they change then return the children to their classroom or another classroom if theirs is not available
- The emergency responder will instruct another staff member to use the walkie talkie to ask the School Office to call an ambulance who will designate a staff member to meet the ambulance and escort them to the scene of the incident
- The School Office will contact the parent(s) / guardian(s) of the child(ren) involved or who may have been upset by the incident
- Complete accident / incident form

i) As soon as is reasonably possible, the Manager should interview the instructor/lifeguard/supervisor and other adults and children present at the incident to ascertain the facts of the emergency. These should be written down. If necessary, action should be taken to change the NOP or to institute other action to prevent a repetition of the emergency.

ii) It might be necessary for serious incidents where the media may be involved to carry out the following actions:

- Under no circumstances should the name of any casualty be divulged to the media.
- The Headteacher or designated senior staff member should alert the Chief Officer and appropriate LA Department and the Chairman of Governors giving details. They may identify further actions or help required.
- If it is necessary to talk to the media, the Chief Officer will do this initially via the Press Office at County Hall. A designated person should then act as the ongoing point of contact with the media to whom all involved should direct questions and requests.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and the HSE should be contacted.

4.1.2 **Head Injuries**

- All head injuries are to be treated as serious injuries, delayed compression injury may lead to unconsciousness
- An ambulance should be called by the School Office
- Under no circumstances should the casualty be permitted to return to the pool even if they appear well

4.1.3 **Secondary Drowning**

- Any casualty who has needed assistance from the water may have inhaled a small amount of water placing them at risk from secondary drowning for up to 72 hours after the incident
- It is impossible to assess whether a casualty is likely to suffer from this potentially fatal condition and therefore all such casualties must be transferred to hospital immediately

4.1.4 **Aquatic Spinal Cord Injury Management (SCIM)**

The serious consequences of damage to the central nervous system means that careful handling, lifting and moving are crucial when dealing with spinal injuries.

Incident management priorities:

1. Save a life – airway, breathing, circulation (ABC)
2. Stabilise the casualty's head
3. Maintain their horizontal position

4.1.5 **Suspected Spinal Cord injury**

- In the event of a suspected spinal cord injury, all activities must be stopped immediately and the pool cleared
- Staff members must manage the situation in accordance with their qualification and ongoing training
- As a spine board is not available, or in the event of the urgent need to remove the casualty from the water (e.g. when the casualty does not have signs of circulation / breathing), the casualty should be removed using an assisted lift to quickly remove the casualty and commence CPR
- To do this, other staff member or adults may be asked to assist under the direct supervision of the Emergency Responder

4.1.6 **Aftercare**

- Casualties who have been immobilised in the water are likely to suffer from the onset of hypothermia; injuries to the cervical spine frequently lead to a failure of the body's temperature regulation system which will speed up this onset
- Once on the pool side casualties with spinal injury should be wrapped in dry, heat retaining material / space blanket to prevent heat loss
- Unnecessary movement should be avoided; there is no need to recover a casualty to a first aid room unless the pool side presents further risk.

4.2 **Lack of Water Clarity**

4.2.1 The Swimming Teacher / supervising adult will use the walkie talkie to contact the School Office who will call the Pool Manager immediately

4.2.2 The Swimming Teacher / supervising adult will ask the second adult to:

- **Assess the water clarity by:**

1. Taking a dark brick, place in area of water that has the poorest visibility

2. Walk to the furthest point away from the brick and look to see if the brick is still visible
3. The Pool Manager will need to carry out a pool test and investigation then take any appropriate remedial action

i) If the brick is not visible:

- Clear the pool

ii) If the brick is visible

- Continue with pool use
- Monitor the clarity of water
- Complete an Incident Report

4.3 Dealing with Faecal Fouling

4.3.1 The Swimming Teacher / supervising adult will contact the School Office on the walkie talkie to inform the Pool Manager

4.3.2 i) If loose, runny faeces (diarrhoea) is introduced into the water

- Clear the pool and ensure that all children change and return to their classroom
- Inform the next classes that are due to swim that day that there will be no swimming
- The Pool Manager will:
 - a) Alter the free chlorine to be raised to the top of its recommended range
 - b) Sweep the pool, using correct PPE (gloves, mask, eye protection) if provided
 - c) Add flocculant to the pool circulation
- The pool shall remain closed for 12 hours (approx.), which is six turnover cycles of the pool water
- Complete an Incident form

ii) Once the pool has undergone 6 turnover cycles the Pool Manager will:

- Backwash the appropriate filters
- Undertake pool test (to ensure chlorine and pH levels are within recommended ranges)
- Re-open pool

iii) If solid stools in the water

- Clear the pool and ensure that all children change and return to their classroom
- Quickly retrieve the scoop from the plant room and remove the stool/s from the pool, using PPE (gloves, mask, eye protection) if provided
- Dispose of the stool in the nearest toilet
- Disinfect the scoop
- The Pool Manager will undertake a pool test to establish that free chlorine levels are within the recommended ranges.
- Re-open the pool (if closed)
- Complete an Incident Report

4.4 Dealing with Blood and Vomit Spillages in the Pool

- If substantial amounts of blood (or vomit) are spilled into the pool, clear the pool and ensure that all children change and return to their classroom
- The pool should be temporarily closed, and the Pool Manager contacted, to allow the pollution to be cleared and any infective particles within it to be neutralised by the disinfectant in the water

- The Pool Manager will immediately carry out a pool test to establish that disinfectant residuals (free and combined chlorine), and pH are within recommended ranges
- If these tests are satisfactory the pool can be reopened
- Any blood spillage, vomit, faecal fouling on the pool side should be covered with paper towels, gently flooded with disinfectant / Pool water and left for at least two minutes before it is cleared away
- The affected area can then be washed with pool water
- The person clearing up the spillage must wear PPE (gloves and suitable footwear)
- The paper towels and gloves should be disposed of in a hazardous waste container

4.5 Glass or Similar in the Pool

4.5.1 The Swimming Teacher / supervising adult will:

- Inform the School Office to contact the Pool Manager
- Clear the pool and ensure that all children change and return to their classroom.

4.5.2 The Pool Manager will:

- Vacuum the pool
- Re-open the pool
- Complete an Incident form
- Continue to monitor

4.6 Total Power Failure

- If the power is lost to the whole school, the Swimming Teacher / Supervising Adult will need to contact the School Office to investigate how long the problem will last for. If it exceeds 30 minutes the pool should then be evacuated, the children changed and returned to their classroom
- If a full evacuation is necessary the Swimming Teacher / Supervising Adult will initiate this immediately
- The Pool Manager will need to close down the pool circulation (as per the Backwash procedure), to prevent the water quality being affected

4.7 Disorderly Behaviour

If an instructor/lifeguard/supervisor experiences behavioural problems with a particular child or children which cannot be effectively dealt with then the following procedures should be undertaken:

- o Clear the pool and continue to supervise the child (children) experiencing problems. The other children should change and return to their classroom or to the classroom of another teacher.
- o Send another adult or responsible child to summon a member of staff for further assistance – ideally the Headteacher. The parent(s) of the child (children) should be informed as soon as possible that a difficulty has been experienced. If necessary, after discussion with the Headteacher and the parent(s) and child/children, the child/children will be excluded from using the pool for a period of time.

4.8 Fire, Release of Toxic Gas and Chemicals

If a fire breaks out or there is a release of toxic/chemicals from the pool water disinfection system or chemical delivery then the Swimming Teacher / Pool Manager / Supervising Adult should undertake the following actions:-

- If evacuation is deemed necessary inform the School Office immediately by sending another adult or responsible child to call the emergency services and to seek further adult assistance
- Clear the pool and the changing rooms and evacuate the pool enclosure using the changing room doors and / or the side gate to the Fire Assembly point on the school playground. If it is impossible to use these, the children should be kept at the end of the pool furthest away from the emergency until further help arrives.
- Carry out a roll call/head count as soon as possible. Search the changing rooms/plant room for missing children and adults if safe to do so.
- Do not allow any person to re-enter the premises until instructed by the Headteacher after the evacuation is complete and the emergency over
- Any person who has been affected by toxic gas **must** be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given
- The emission is reportable to the Health and Safety Executive under RIDDOR, and in accordance with Accident & Incident Reporting
- Breathing apparatus should ideally only be used by staff trained in its use and no untrained staff should try and switch off the supply.

4.9 Structural Failure

4.9.1 All staff responsibilities

- Inform the School Office immediately by using the walkie talkie or sending another adult or responsible child to seek further adult assistance
- Clear the pool and the changing rooms and evacuate the pool enclosure using the changing room doors and / or the side gate to the Fire Assembly point on the school playground. If it is impossible to use these, the children should be kept at the end of the pool furthest away from the emergency until further help arrives.
- Carry out a roll call/head count as soon as possible. Search the changing rooms/plant room for missing children and adults if safe to do so.
- Do not allow any person to re-enter the premises until instructed by the Headteacher after the evacuation is complete and the emergency over

4.10 Inclement Weather

4.10.1 Hail

If a significant hail storm occurs while there are people in the pool, clear the pool and evacuate the swimmers to the changing rooms until the storm passes. If the storm is still continuing after 5 minutes, instruct the children to change and take them back to their class room.

4.10.2 Strong winds

If strong winds are causing concern due to falling branches or other falling debris, evacuate the swimmers to the changing rooms, instruct the children to change and take them back to their class room. If it is deemed unsafe to enter the changing rooms, everyone should exit through the side gate and return to their classroom.

4.10.3 Thunder & Lightning

When thunder and / or lightning are first noticed, use the Flash – To – Bang method to determine its' rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each 5 seconds from Flash-to-Bang, lightning is 1 mile away.

At a Flash-to-Bang count of 30 the pool should be evacuated and all swimmers are to return to the changing rooms. All children should change and be escorted back to their classroom.

Pool activities should remain suspended until **30 minutes after** the last thunder is heard.