

# Southmoor Academy



## HEALTH & SAFETY POLICY

### Statement of Intent

Southmoor Academy is committed to providing a safe, secure and healthy environment for staff, children and visitors.

Our aim is to attempt to eliminate all work related accidents, injuries, illnesses or damage to property.

All employees are encouraged to promote a safe and healthy working environment.

It is the responsibility of the Governing Body to ensure the working environment is safe for all who work, study and visit.

Everyone has responsibility for being vigilant and aware of possible risks. Children and adults are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

**It is the responsibility of all Academy staff to be aware of the management and compliance obligations and procedures appended to this policy.**

<b>APPENDIX 1:</b>	<b>INFORMING PEOPLE OF THIS POLICY</b>
<b>APPENDIX 2:</b>	<b>MANAGEMENT</b>
<b>APPENDIX 3:</b>	<b>PROCEDURES</b>
<b>APPENDIX 4A:</b>	<b>SWIMMING POOL EMERGENCY ACTION PLAN</b>
<b>APPENDIX 4B:</b>	<b>SWIMMING POOL NORMAL OPERATING PROCEDURES</b>

### Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the MAT Finance & General Purpose Committee of the Board of Trustees.

**Last review date:** 08.07.22

**Person Responsible:** Assistant Head: Data, Logistics and Health & Safety

**Associated Policies:** Allegations of Abuse  
Anti-Bullying  
Behaviour Management  
Child Protection  
Drug

Lettings  
Medication  
Positive Handling  
PSHE & SMSCC  
Risk Management  
Whistle Blowing

## **APPENDIX 1: INFORMING PEOPLE OF THIS POLICY**

All members of staff are given annual health and safety awareness training and are issued with the policy and required to sign the register to acknowledge they have read and agreed to the information contained within it. It is also available on the staff network for reference.

Visitors likely to visit the Academy on a regular basis or prolonged period of time are requested to read the policy itself.

New members of staff receive health and safety information as part of their induction

It is the responsibility of Academy leadership to ensure that pupils are made aware of existing and new health and safety information.

## **APPENDIX 2: MANAGEMENT**

### Board of Trustees / Academy Council (Local Governing Body)

The Board of Trustees and the Academy Council have a collective role in providing health and safety leadership.

They

- Ensure adequate resources are provided to eliminate or manage risks.
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the Academy Council to have a key monitoring role in relation to health and safety including a termly walk around the Academy building with members of the Academy Health and Safety Group.
- Approve as appropriate arrangements for residential trips according to Local Authority guidelines.
- Ensure that safety standards for purchased goods and equipment are met.

### Headteacher & Health and Safety Lead

The Headteacher has overall responsibility for health and safety within the Academy.

Specifically the Headteacher & Health and Safety Lead will:

- Ensure that all actions reinforce the objective of eliminating all unsafe acts.
- Address all the health and safety implications of their decisions.
- Be kept informed about any significant health and safety failures, and the outcome of the investigations into their causes.
- Ensure that the Academy meets (as far as is reasonably practicable) the requirements of the health and safety legislation.
- Regularly review the safety and security of the Academy buildings during an annual meeting of the Governing Body.
- Act upon referrals from employees.
- Ensure staff and pupils comply with agreed procedures.
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance.
- Liaise with outside agencies (Health & Safety Department/Capital Team, etc.).
- Investigate accidents and pass to appropriate agencies for further action.
- Organise an annual review of risk assessments.
- Manage the Academy Health and Safety Group (Members: Premises Manager, Link Governor, Senior Site Supervisor, staff representative).
- Report to the Governing Body at Trustee / Academy Council meetings as relevant.
- Provide advice to managers.
- Ensure that health and safety risk management systems are in place and remain effective.
- Ensure that the Academy meets (as far as is reasonably practicable) the requirements of the health and safety legislation.
- Undertake risk assessments as and when required and review regularly.
- Put into practice and monitor the procedures described in associated policies (i.e. first aid, emergency, fire, reporting of defects).
- Ensure staff and pupils comply with agreed procedures.

- Advise and inform the Board of Trustees / Academy Council as to health and safety practice, legislation and compliance.
- Ensure that appropriate logs and records of incidents are completed and acted upon.
- Ensure policies and employees are updated as to new legislation and guidance.
- Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- Meet with the health and safety representative of the Academy Council each term to discuss health and safety issues and 'walk the school'.
- Ensure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- Ensure adequate first aid cover is provided.
- Ensure that temporary/supply staff are informed of health and safety practice.
- Report on any audits/inspections to the Trustee Finance & General Purpose Committee / Academy Council and follow-up any necessary actions.

### Premises Manager

The Headteacher is advised by the Premises Manager who will:

- Undertake appropriate health and safety training.
- Check the public areas of the Academy.
- Identify areas where work is required.
- Ensure that procedures are in place to ensure the safety of contractors and hirers.

### Managers

Managers (both teaching and non teaching) have responsibility for health and safety within their areas. Those responsible for others should always ensure that they:

- Have a systematic programme of risk assessment, ensuring that assessments are undertaken and reviewed annually.
- Ensure that all employees are competent to fulfil their designated duties and arrange training if required.
- Ensure members of their team are complying with health and safety regulations.
- Bring this policy to the attention of all employees.
- Inform the Academy Health and Safety Group of any health and safety issues.
- Ensure all accidents, assaults, dangerous occurrences and near misses are reported and investigated in line with corporate procedures.
- Communicate the content of risk assessments and safe methods of work to employees.
- Keep an overview of equipment and substances kept in their areas.
- Ensure that all equipment used is adequately tested and maintained.

### All Employees

- All employees are responsible for:
- Checking working areas before they start work for any foreseeable hazards.
- Knowing the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Knowing and applying the procedures in respect of emergencies.
- Reporting any hazard or breakage.

- Following health and safety instructions and use appropriate safety equipment and protective clothing.
- Maintaining safely tools and equipment.
- Reporting any incidents, assaults or 'near misses'.
- Supervising pupils and ensuring that they know about emergency procedures and safety measures.
- Making parents/volunteers aware of safety procedures in the classroom/work area.
- Ensuring that relevant risk assessments are completed and followed.
- Making full use of the appropriate equipment, personal protective equipment and all safety devices.
- Reporting to their supervisors any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Taking reasonable care for the health and safety of themselves and of any other person who may be affected by their actions or omissions at work.
- Co-operating with managers and supervisors so as to enable them to carry out their own responsibilities.
- Co-operating in all consultations regarding health and safety.

### Visitors

Regular visitors and other users of the Academy will be required to observe the safety rules of the Academy. The Premises Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in the Academy will be made aware of the health and safety arrangements by the teacher/non-teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the Academy's Premises Officer.

## **APPENDIX 3 - PROCEDURES**

### **What to do in the case of discovering a fire:**

- Evacuate students in immediate danger.
- Sound the nearest alarm.
- Contact the school office telling them that an evacuation is required.
- Do not attempt to fight the fire unless you have been trained in the use of equipment and the fire is small.

### **When the fire alarm sounds:**

#### **ALL Staff will:**

- Stop pupil activity, prepare to leave the room, close windows, ensure quiet and wait for a tannoy notice.
- If you cannot hear a tannoy move immediately to a point where you can hear it.
- Check the condition of the nearest break glass – if it has been broken and there is no fire, immediately inform the School office via phone or a runner.

#### **SCIENCE Staff will:**

- Immediately inform the School office by phone or runner if they have an experiment which has triggered the smoke alarm.

#### **SCIENCE Technician will:**

- Check the Science labs to see if the smoke sensors have been triggered and inform the office immediately.
- Ensure the main gas taps are **OFF**.

#### **FIRE WARDENS will:**

- Ensure that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Take an active day to day role in fire prevention and hazard spotting
- Report fire safety issues such as missing fire extinguishers
- Ensure that fire escape routes/stairs and fire exits are not blocked
- Report any hazards (which cannot be dealt with) to the Premises Team
- Report to the Head fire warden at the assembly point to notify them of the occupancy status of their area
- Assist the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

#### **OFFICE Staff will:**

- Silence the alarms using the key hung in the office and await information from other staff.
- As soon as information about a false alarm is received put out a tannoy to that effect.
- If no information is received within 2 minutes put out a tannoy requiring the orderly evacuation of the school.
- Take responsibility for and visitors in reception or pupils on the sick bench at the pupil reception.
- Bring pass out book to assembly point

**CARETAKERS will:**

- Check the alarm board to identify the source of the alarm.
- Attend the scene to check the cause of the alarm.
- Repair glass and reset the system as required.

**LEADERSHIP team who are not teaching will:**

- Report to the office to make the decision over a possible evacuation.
- Check the cause of the alarm with the caretakers and office staff.
- Investigate and prosecute as necessary.
- Go to designated Assembly Point,
- Liaise with Year Leader and then inform Headteacher of missing persons.

**WHAT TO DO IF AN EVACUATION IS REQUIRED**

**ALL STAFF will:**

- Instruct pupils/visitors to leave personal belongings behind.
- Inform pupils/visitors of the nearest exit route.
- Request pupils leave in a calm and orderly fashion via the route indicated and assemble on the all weather pitch via gates at the top of the yard and line up at their required Assembly Point (See Map).
- Close all doors as they leave the building.
- Go to their Assembly Point and check for missing pupils.
- Liaise with Year Leaders over missing pupils.

**ASSEMBLY POINTS (ALL WEATHER PITCH)**

**A – Year 7**

**B – Year 8**

**C – Year 9**

**D – Year 10**

**E – Year 11**

**F – Non Teaching Staff & All other Staff**

**G – 6<sup>th</sup> Form**





Trained Fire Wardens are:

Mr S Marshall (Senior Site Supervisor)  
Miss K Rogers (Data Manager)  
Miss E Dougherty (Bridge Manager)  
Miss H Wright (Main School Reception)  
Mr N Carter (6<sup>th</sup> Form)  
Mrs A Penman (6<sup>th</sup> Form)  
Mrs G Ferguson (Reset Manager)  
Mrs P Mills (Science Technician)  
Miss S Moody (SEN)  
Mrs E Callaghan (SEN)  
Mrs L Dutson (Pupil Reception)  
Mr W Ibbitson (Site Supervisor)  
Mr D Wright (Site Supervisor)

The Academy has a Fire Management Plan and Risk Assessment file which are kept in the cupboard behind the main alarm system in the main entrance. This includes monitoring and recording of weekly testing of alarms and lighting, management of fire safety and evacuation drills.

## **MEDICATION PROCEDURE**

Southmoor has a trained 'Identified Person' to manage the day to day procedures regarding medication in schools. This is currently Mrs. Kerrie Gaff.

Southmoor complies with Children's Services guidelines regarding receiving, storing and distribution of medicines and uses the agreed procedures.

The Academy will not normally accept non prescription drugs.

## **EPI PENS**

When a pupil requires an epi pen, an individual action plan will need to be agreed with the Academy. This must be signed by the parents. The action plan is a variation on the authority form which has been agreed with Health Authority representatives.

All permanent employed staff will be informed about pupils who carry epi pens and will have these arrangements explained. The information will be included in the Academy Information Document. A list of pupils who carry epi pens will be kept in the School Office.

It will be the responsibility of the individual pupil to carry their epi pen and to administer it when required. The pupil will inform their teacher who will immediately inform the School Office. The office will immediately ring 999 asking for a paramedic and explain that it is for an anaphylactic reaction. The 'identified person' will also be informed.

It will not be possible for the pupil to carry their epi pen during PE lessons when the pen will need to be left in the changing room. Pupils should make their PE teacher aware of this situation and should have 'friends' who are also aware and can assist in obtaining the epi pen if required.

A spare epi pen can be kept within the Academy as part of the Medication in Schools procedure.

There has been staff reluctance to administer epi pens so we cannot guarantee that a trained member of staff will be available at all times.

## **FIRST AID**

Southmoor Academy will maintain a number of trained First Aiders to ensure cover throughout the normal Academy day. First Aiders are there to deal with issues which arise during the course of the day. They will not be able to deal with injuries and or illness which has arisen outside of the Academy.

Any individual requiring First Aid should either report to the School Office or send a message to the office. The First Aider will then be contacted.

In the event of an ambulance being required a member of staff from the School Office will contact the Ambulance Service. It may not always be possible for a member of staff to accompany the individual to hospital. Parents/carers will always be contacted and required to attend hospital.

In the event of a major incident staff should follow the academies Major Pupil Incident Procedure which includes medical attention guidance.

All first aid incidents will be recorded on the agreed proformas and these will be retained by the School Office.

Trained First Aiders within the Academy are:

Mr D Below  
Mr R Burkhard  
Miss J Dodds  
Miss K Dormand  
Mrs L Dutson  
Ms D Hudson  
Mr D Martin  
Mrs J Martin  
Miss H Morrison  
Mrs A Penman  
Mrs B Roddam  
Mr C Wood

The main first aid box is kept in the School Office. All trained First Aiders also have access to a first aid box within their working area. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of blood born infections.

For the supervising of an out-of-school visit there is a first aid satchel available. Staff must ensure that this is taken on a trip. The academy minibuses also carry a first aid box.

## **ACCIDENT PROCEDURE**

In the event of an accident occurring a first aider should be summoned via the School Office. The first aider will recommend further action to be taken. All minor accidents should be reported in the minor accident book. Where necessary, parents/carers or other persons should be notified of the accident.

## **MEDICAL EMERGENCY**

If a pupil is sufficiently unwell as to cause concern, they should be referred to the appropriate Year Leader at break or lunchtime. Where a member of staff feels that the child is sick they can send the pupil to the relevant Year Leader or if they are teaching, to the School Office who will either:

- a) contact parent/carer to collect child
- b) hold the child until the Year Leader is available
- c) return them to lesson

NB First Aiders are NOT qualified or able to treat sick pupils.

## **ACCIDENT REPORTING**

All accidents (and near misses) will be recorded on the agreed incident report forms (IR1's). These are held in the School Office. It is important that incidents are reported promptly in case the forms need to be passed to the Health and Safety Executive.

All forms will be passed to the Health & Safety Lead for investigation, recording and action if required. A record of all reported accidents will be retained by the Academy.

Violence at work reports will be passed directly to the Headteacher.

## **DEFECTS**

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Premises Manager, Site Supervisor or Headteacher.

Details of the defect will be reported in the Defects Monitoring Book, signed and dated. The Premises Manager, in consultation with the Headteacher if necessary, will take steps to have the defect rectified.

Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register.

## **ELECTRICITY**

PAT testing is carried out on a rolling programme by the Site Supervisors. Registers are kept in the office itemising each appliance and details of tests carried out. All defective items are removed or repaired. Staff should not bring personal electrical equipment such as heaters into the Academy.

Staff should be vigilant for:

- Damage to leads, plugs and switches.
- Damage to outer case of equipment.
- Signs of overheating.
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.
- Ensure that the appliance is being used for the purpose it was designed for.

## **COSHH (Control of Substances Hazardous to Health)**

The Academy is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the site supervisor's office which includes substances used for the swimming pool, Academy cleaning and maintenance operations. All COSHH materials have a data sheet which is kept in the site supervisor's office or relevant curriculum areas. Risk assessments are completed where appropriate. All staff are reminded annually of COSHH materials. The Academy is a member of CLEAPPS.

## **WORKING AT HEIGHTS**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and necessary footwear. Only staff with ladder training should access higher levels. Staff should not climb on tables, benching, chairs, etc. when putting up any display. Staff should contact and use appropriate Site Supervisor staff to assist in putting any displays up.

## **RISK ASSESSMENTS**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of an Academy activity. A list of risk assessments and proformas are kept in the School Office. These are reviewed annually. Any staff in doubt of any activity should seek advice from the relevant Line Manager (i.e. Premises Manager, EVC Coordinator, Site Supervisor). Staff should address the actual activity at risk and not just the location.

## **PE EQUIPMENT**

The PE equipment is inspected annually. The PE Curriculum Leader is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs.

## **CONTRACTORS AND VISITORS**

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. All contractors used are CHAS registered. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

## **SMOKING**

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy for all, which covers the building, yards and playing fields.

## **ASBESTOS MANAGEMENT**

The Academy is a Priority 1 Local Authority building due to its percentage of asbestos content. The Academy asbestos register is available at the reception desk and is shown to contractors prior to work beginning. This should be signed to confirm they are aware of any specific locations. An asbestos risk assessment is available.

Staff receive an annual asbestos awareness induction. Staff should never use drawing pins, sellotape, blue tack, etc. to display any material on areas/ceilings where asbestos may be present. The Academy is supported by the Local Authority asbestos management team and has an emergency procedure for any occasion of disturbed asbestos. Any staff who suspect asbestos material has been disturbed should contact the Academy Site Asbestos Management Officer (Stuart Marshall).

## **LEGIONELLA BACTERIA IN WATER SYSTEMS**

By law, the Academy has a Legionella Management Plan. An annual survey is carried out by the Local Authority Land and Property Team. Regular monitoring through the Academy water management programme is also carried out to ensure there is no risk of legionella contamination. Any defects in any of the Academy's water system should be reported to the Senior Site Supervisor.

Any work carried out in the buildings which may interrupt or change any water services is recorded by the Premises Manager and the Local Authority Water Quality Officer is informed.

## **USE OF DISPLAY SCREEN EQUIPMENT**

All classroom workstations are for pupil registration and projector display use only. Staff who require workstations for continuous use and over an hour at a time should use the staff workroom in the old block where workstations are supported with appropriate seating and VDU equipment.

Staff required to use a workstation as part of their everyday work activity can undertake an e-learning module to assess their work station area.

The Academy has a policy of not issuing laptops to staff as it cannot be guaranteed they will only be used as a temporary arrangement.

## **MANUAL HANDLING**

All members of staff should be aware of manual handling activities involved in their day-to-day activities (i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of music equipment, etc). Pupils should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

## **LONE WORKING AND PERSONAL SECURITY**

The Academy, as a responsible employer, does not expect any employee to go into a dangerous situation for which they are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

If staff are working alone in the building or in an isolated situation, they should take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the main office or a mobile phone.
- Always be alert when leaving the building.
- Technology staff when using machinery should not work alone without somebody else knowing they are doing such work and being present in the same building.

## **ACADEMY TRIPS/VISITS**

Trips/visits are a valuable and often essential part of courses but do require arrangements and care.

Before making any arrangements members of staff should consult the Deputy Head, then obtain permission in principle from the Headteacher.

Once a firm plan has been decided upon details must be entered on the appropriate forms (see risk assessments file kept in the School Office) and then submitted to the Headteacher for approval via Mr. D. Martin (Education Visits Co-ordinator).

If the visit is not on the Calendar of Events the co-operation and indulgence of colleagues should be sought. A list of pupils involved should be placed on the staff room notice board.

If there are implications for school lunches the Restaurant Manager should be informed as far in advance of the trip as possible.

## **MINIBUS**

The Academy complies with all European, National and Local Authority regulations.

To use the minibus you will need to:-

1. Be a named driver.
2. Write your booking in the minibus diary – kept in the School Office.
3. Check the minibus before and after your journey logging details and mileage and ensuring it is left clean and tidy for the next user.
4. Leave a list of pupils' names in the School Office.
5. Arrange with the Senior Site Supervisor if you are planning to collect/return the minibus after 6.00pm on Monday to Friday and anytime on Saturday or Sunday.
6. Collect and return the minibus service bag which contains hi-vis jacket, security and emergency equipment. This is kept in the School Office.

The Site Supervisor is responsible for checking the minibus each day for its condition and fuel requirements. Any incidents should initially be reported to the Site Supervisor.

The staff qualified to drive the Academy minibus are:

Mrs L Dutson  
Mr A Lavery  
Mr D Martin  
Mrs J Martin  
Mr D McBain  
Ms P Mills  
Mrs H Nichol  
Mr E Smith  
Mr A Temple

## APPENDIX 4: SWIMMING POOL OPERATING AND EMERGENCY PROCEDURES

### Pool details

- Pool is 20m x 8m with a depth of between 0.8m and 2.0m.
- Pool is surrounded by a 40cm high wall 30cm wide.
- There are 2 ladders (one at each end) for access.
- Pool is covered at night by retractable floating covers

### Potential risks

#### *HAZARDS*

Influence of drugs/alcohol  
Consumed food prior to swimming  
  
Poor health/medical condition  
Weak or non swimmers  
Boisterous behaviour  
Swimming aids  
Unauthorised access

Jewellery

Diving

Misuse of facilities

Swimming under water

Flippers, snorkels or face masks

Slippery surfaces

Water outlets

Depth of water

Plant rooms

Chemical storage areas

Lane ropes

Poor tiles

Changing areas

Water temperature

Electrical appliances

Pool wall

#### *RULES*

Persons behaving abnormally will not be allowed to swim  
Any person who has just consumed a full meal must not swim within one hour  
  
Persons must inform instructor prior to swimming  
Persons must inform instructor prior to swimming  
No running; jumping or pushing  
Under instructor supervision only  
Pool kept secure – follow standard procedures in case of intrusion  
  
No jewellery allowed in school  
Supervised by instructor only (deep end towards shallows only)  
Persons required to leave the pool  
Supervised by instructor only (deep end towards shallows only)  
Supervised by instructor only  
No running, jumping, pushing  
Checked annually – not an issue  
Signs on pool side (see above re diving)  
Kept locked at all times  
Kept locked at all times  
Supervised by instructor only – stored away from public access  
Weekly check by caretaker  
Safety check weekly by caretaker  
Daily thermometer check  
None to be used except by instructor (CD player externally powered)  
See pool behaviour rules



### Supervision

- A qualified class teacher must always be available when pupils participate in swimming activities in their own school. A class teacher must accompany groups on visits away from their own school.
- All teachers involved in the teaching of swimming must have appropriate qualifications and experience and fully understand their responsibilities.
- The recommendations for teacher/pupil ratios outlined above must be put into practice.
- The teacher/adult helper should not enter the water except in an emergency and only after the safety of the rest of the class has been checked. The only exception is the adult-helper who is supporting the non-swimmer or pupil with a special need. This must be agreed by the teacher who has overall responsibility for the class.
- The teacher/adult helper should be able to see all the pupils and the pool bottom throughout the lesson.
- Pupils should be taught to report any mishap to the teacher; they should also work in pairs to check on each other's well-being.
- The class and individual groups must be counted before, during and after the lesson.
- Appropriate clothing and footwear should be worn by all adults involved in the teaching of swimming to ensure safe and effective teaching and, if necessary, to effect a rescue.
- Changing rooms must be adequately supervised.

### Swimmer behaviour

- No pupil should enter the water unless specifically directed to do so.
- All pupils should be aware of the emergency drill to clear the pool. This should be practiced regularly and be affected by means of an agreed signal (e.g. whistle).
- Pupils should use the toilet and foot-bath before swimming.
- Jewellery including watches can be a hazard and must not be worn during swimming and diving activities.
- It is desirable for safety and hygiene reasons that long and shoulder length hair is tied back.
- Bermuda shorts and bikinis are not considered suitable for school swimming activities.
- The use of swimming goggles should be encouraged for anyone whose eyes may be affected by chemicals in the water. When used they should be of unbreakable plastic or rubber (they must not be worn when diving into the pool).
- Outdoor shoes should not be worn around and on the pool side unless covered by disposable overshoes.
- Pupils should not be allowed to run on the pool surrounds.
- There should be no pushing or pulling of pupils into the water.
- 'Bombing' is prohibited.
- There should be no evidence of food and drink in the pool vicinity or glass containers in the changing room, showers or pool.
- Pupils should not chew sweets or gum during a lesson.

### Risk awareness

Pool rules are clearly displayed and copies sent to all hirers.

### Dealing with bathers

The pool is 160 metres square and the maximum number of bathers is 30. Access is controlled by class size and instruction to hirers

### First Aid

A first aid kit is available in the PE office. Replenishment of items is the responsibility of the Curriculum Leader of PE.

### Conditions for hire

Qualifications must be provided and a signature is required to confirm operating NOP and EOP.

### Operational Systems

Access is controlled by locked doors. Covers are operated only by caretakers.

### Details of alarm systems

An emergency telephone is available in adjacent changing room and there are fire alarms in the pool. Testing and maintenance is maintained at all times.

### Detailed work instructions

Cleaning and water treatment procedures: these are the responsibility of the Site Supervisor

Equipment: lane ropes and goals are the responsibility of the swimming instructor.

Gala: as above

### Duties of Lifeguards and Pool Carers

- Being familiar with and ensuring the pool is normal and emergency procedures are enforced.
- Maintaining constant observation of the pool and pool users in order to anticipate problems and identify any emergency quickly.
- Carrying out rescues and initiating other emergency action as and when necessary.
- Carrying out immediate first-aid in the event of an injury to a bather, or other emergency.
- Communicating with bathers in order to carry out any of the above.
- Ensuring the pool area is never left unattended when bathers are in the water, or are likely to be in the water or when spectators are present.
- Making themselves familiar with any emergency equipment provided.
- Ensuring bathers adhere to all pool rules
- Ensure bathers shower before entering pool area

### Systems of work

Lines of supervision.

## **POOL EMERGENCY OPERATING PROCEDURES**

### Overcrowding:

Academy groups do not exceed maximum numbers. If any other group is found to exceed the maximum all bathers will be required to leave the pool and a rota system must be instituted.

### Disorderly behaviour:

Any disorderly behaviour by pupils will be dealt with under Academy procedures. Behaviour of outside groups is the responsibility of the hirer.

### Lack of water/ air clarity:

If water clarity is reduced so that staff are unable to see the pool floor at its deepest point then the pool will be closed. In 30 years we have never had reduced air clarity – should it ever occur supervisors will close the pool immediately.

Fire:

Fire procedures must be followed according to Academy procedures. Bathers will leave the pool and put on their shoes and coats/jackets/towels and leave by either emergency route. A set of emergency foil blankets are also situated in the pool area. Once the location of the fire is established bathers will be allowed to enter a heated room in whichever block is unaffected by the fire.

Lighting failure:

Emergency lighting is provided in the pool, the changing rooms and escape routes.

Structural failure:

If there is any sign of structural failure in pool/building/roof, etc. bathers will leave the pool area immediately and the caretaker must be informed. Buildings are regularly checked and any concerns will lead to closure until appropriate investigations have been carried out.

Emission of toxic gases:

If the extractor fans are not working then the pool will be evacuated immediately and closed until checked.

Serious injury to bather:

Any casualties should be removed from the pool as soon as is safe using a spinal board if required. A trained First Aider should remain with the casualty and a teacher should contact the ambulance service. In the case of outside use, a responsible adult should make the call. An emergency phone is available as you leave the pool.

Illness/injury to Teacher or Instructor:

If no qualified instructor and/or first aider is available then the session must be cancelled. In the event that the teacher/instructor is injured or becomes unwell during the session then all bathers must leave the pool and the session terminated.

Casualty in the water:

The pool should be cleared while the Life Guard assesses the situation. If the casualty can be safely removed from the water (using a spinal board if necessary) then do so. An ambulance must be called.

Water contamination:

When contamination occurs (solid faecal or diarrhoea) the bathers must leave the pool immediately. The pool will remain closed until full cleaning procedures have been completed.