



Swimming Pool and Gymnasium: Policy for Safe Use

PURPOSE

This document should be used in conjunction with the rules and procedures for the pool and gym (Appendices 1 and 2) to ensure that both facilities are used safely and responsibly.

SCOPE

This policy applies to all users of the pool and gym and to co-workers supervising children/young people there.

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Record of Approval					
Rev	Date	Author	Recommended	Approved	Review
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1. DEFINITIONS AND ABBREVIATIONS

CSA

Camphill School Aberdeen is a business name of Camphill Rudolf Steiner Schools Limited

Permitted Users of the Pool & Gym

- a) *school users*: children/young people in the care of CSA and accompanied by co-workers;
- b) *other users*: co-workers (and members of their families and friends) of CSA and other local Camphill communities; residents of local Camphill communities; organised groups (swimming clubs, scouts etc).

2. RESPONSIBILITIES

2.1 EXECUTIVE

To appoint a Facilities Manager who carries overall responsibility for implementation of this policy and compliance with normal and emergency operating procedures.

2.2 FACILITIES MANAGER

To ensure implementation of this policy and compliance with normal and emergency operating procedures in the pool building.

2.3 CO-WORKERS and EMPLOYEES

To ensure compliance with all the requirements of section 3.3 of this policy.

3. THE POLICY

3.1 GENERAL

CSA is committed to ensuring the safe and responsible use of its swimming pool and gymnasium. Accordingly, CSA will

- a) carry out all necessary risk assessments;
- b) draw up safe normal and emergency operating procedures;
- c) ensure that a sufficient number of co-workers are appropriately trained in First Aid including resuscitation to act as poolside supervisors during all pool sessions;
- d) ensure that co-workers in charge of children/young people and all other users of the pool and gym are familiar with the normal and emergency operating procedures.
- e) ensure that the guidelines in HSG 179 *Managing Health and Safety in Swimming Pools* (HSE 1999) and other applicable HSE regulative documents are followed.

The CSA Facilities Manager carries overall responsibility for the implementation of this policy and compliance with normal and emergency operating procedures. An appointed co-worker/employee performs the tasks of a duty manager of the pool:

- monitors functioning and the use of the pool on a daily basis,
- revises timetable and
- instructs users in pool procedures.

The duty manager advises the Facilities Manager when the pool should be closed because of the equipment malfunctioning or users' safety concerns.

3.2 PERMITTED USERS

The pool and gym may be used by “school users” and “other users” as defined in section 1 of this policy. School users have priority in booking the pool over other users.

3.3 SCHOOL USERS

- a) Groups of children/young people must be accompanied by sufficient co-workers to provide adequate supervision and assistance. For the pool, the ratio of co-workers to children/young people (excluding those under individual supervision) must not be lower than 1:3. The names of the children/young people and accompanying co-workers using the pool must be recorded prior to the session.
- b) During use of the pool, one co-worker or employee, instructed in normal and emergency operating procedures, must supervise at the poolside when children/young people are in the water.
- c) A group must have at least one co-worker trained in First Aid including resuscitation.
- d) The risk to a child/young person while they are in the pool, gym or changing room must be assessed prior their first use. Any significant risk and the measures proposed to minimise it must be recorded in the relevant care plan or in a separate risk assessment.
- e) A separate risk assessment must be done for any child/young person with epilepsy or with a physical disability, who requires assistance in the pool. The outcome of the assessment and the measures to ensure the safety of such an individual while using the pool (particularly those to minimise the risk of drowning during an epileptic seizure) must be recorded in a care plan or in a separate risk assessment. Parents/legal guardians must be involved in establishing adequate safety measures and must approve them before the child/young person uses the pool.
- f) Co-workers/employees supervising a pupil during the session must be informed of pupil’s risk assessment and adhere strictly to the safety measures.

3.4 OTHER USERS

- a) While CSA takes all reasonable steps to ensure that the pool and gym are safe for proper use, it accepts no liability beyond its legal duty of care for accidents or misadventures sustained by individuals using the pool/gym outwith authorised sessions for children/young people organised and supervised by CSA co-workers.
- b) All users of the pool or gym must abide by the rules and follow normal and emergency operating procedures. Users must sign an acknowledgement that they have read, understood and accept the rules and procedures.
- c) During the use of the pool one CSA co-worker/employee instructed in pool rules and procedures and trained in first aid and resuscitation must continuously supervise at the pool side.
- d) The above requirement could be waved for the residents of local Camphill communities and local organised groups (swimming clubs, scouts etc) if they provide poolside supervision by an adult trained in first aid and resuscitation. This person must be instructed in normal and emergency operating procedures prior the session. Local groups have to obtain insurance that covers their sessions.
- e) No lone users are allowed in the pool or gym.
- f) Pool users should review their safety prior to their session and make suitable arrangements.
- g) Any person who knowingly breaks the rules, disregards proper procedures or uses the pool/gym in any way that is unacceptable may be banned from future use.

4. FURTHER READING AND ASSOCIATED DOCUMENTS

- Murtle Swimming Pool and Gym- RULES AND PROCEDURES FOR SESSIONS ORGANISED FOR CSA PUPILS AND LEISURE USE (Appendix 1)
- CSA Acceptance of Conditions of Use of Swimming Pool and Gymnasium (Appendix 2)
- Murtle Swimming Pool Risk Assessment
- Murtle Gym Risk Assessment
- Normal Operating Procedures for Murtje Pool
- Emergency Operating Procedures for Murtle Pool
- HSG 179 *Managing Health and Safety in Swimming Pools* (HSE 1999)

5. APPENDICES

APPENDIX 1

MURTLE SWIMMING POOL AND GYM - RULES AND PROCEDURES FOR SESSIONS ORGANISED FOR CSA PUPILS AND LEISURE USE

SAFETY AND EMERGENCIES

➤ **Poolside supervisor**

During a swimming session one co-worker must continuously supervise pupils and co-workers in the water from the poolside. This is in addition to the supervision requirements below. Duties of a co-worker acting as a poolside supervisor:

- enter the pool area first and uncover the pool
- remain at all time at the poolside keeping a close watch over the pool and pool users
- exercise appropriate level of control and communicate if necessary with other co-workers
- anticipate problems and prevent accidents
- intervene to prevent behaviour which is unsafe
- in case of pool user drowning or being in difficulty assist in pulling casualty out of the water and then maintain watch over the other users while they are in the water
- cover the pool only when all users left the water
- exit pool area last

➤ **Supervision of pupils**

There must be enough co-workers to provide adequate supervision of pupils at all times in the pool or gym. The rough co-worker/pupil ratios for the pool are:

- 1 co-worker to 1 pupil with epilepsy, physical disability or challenging behaviour.
- 1 co-worker to 3 pupils otherwise.

No pupil should be left alone in the changing room.

➤ **Use of lifting equipment and poolside hoist**

Only co-workers trained in the use of lifting equipment and poolside hoist can use them to assist a disabled individual.

➤ **Emergencies**

There are two emergency phones — one on the balcony in the pool area (red box) and one in the cupboard in the gym entrance. These phones are strictly for emergency use only.

- In emergency dial 999 for an ambulance or the fire brigade.
- For assistance with minor injuries call a nurse in the Medical Practice (01224 868935).

In all cases phone your own house to report what has happened and ensure that the Health & Safety Officer is informed of the incident as soon as possible afterwards.

➤ **Fire evacuation**

There are three fire exits in the building:

- at the poolside;
- through the back door in the pool area (turn right);
- in the gym hall.

Evacuation of swimmers in cold weather: cover the children with protective blankets (in the brown box mounted on the wall next to the emergency exit in the pool area).

- **Actions in case of fire:**
 - Evacuate all pool users through emergency exits
 - Call emergency services
 - Report to your house and the CSA Fire Officer

- **First Aid**
There are two first aid boxes:
 - next to the emergency phone box on the balcony;
 - in the gym entrance.

- **Actions in case of drowning:**
 - Pull casualty out of the water
 - Conduct resuscitation if necessary until arrival of paramedics (resuscitation mask is in First Aid box)
 - Call ambulance and doctor/nurse from the Medical Practice
 - Dispatch a co-worker to the car park to direct the ambulance
 - Report to the house

- **Access to key**
The keys are kept in the Central Office and every residential house on Murtle Estate, on Camphill Estate and in Cairnlee House.
 - **Only co-workers collect and return the key**
 - At some locations (Central Office) the key must be signed off
 - Missing key has to be reported immediately to the house co-ordinator or a senior co-worker

- **Leisure use of the pool/gym by co-workers and employees**
All the rules and procedures must be followed during leisure sessions.
 - At least one co-worker/employee must be present at any pool/gym session; responsibility for enforcing these rules lies with this individual
 - During the use of the pool one co-worker/employee instructed in pool rules and procedures and trained in first aid and resuscitation must continuously supervise at the pool side; duties of poolside supervisor are as above
 - No lone users are allowed in the pool or gym

I. RULES FOR THE POOL AREA

- Pool can be used only with a poolside supervisor present.
- Remove outdoor shoes before entering the changing room or put on blue over-shoes, if you accompany a child to the changing room and poolside.
- Shower before entering the pool.
- Before entering the pool go to the toilet and blow your nose.
- Do not run in the changing area and at the poolside.
- Use of the slide must be supervised carefully. Only one child can use it at a time. An adult must clear swimmers from the swimming area in front of the slide before any child goes down.
- Only adults can uncover and cover the pool. There must be no one in the water during this operation. Always cover the pool after your session, unless another party has already arrived to use the pool.
- Do not go head-first on a slide.
- Do not dive.
- Do not balance on the float close to the poolside.
- Do not jump on a float from a poolside..
- Lock all doors and turn off the lights on leaving the pool area.
- Return the key and report if anything was damaged or if the pool was soiled.

II. RULES FOR THE GYM

- No lone users.
- Dirty shoes or shoes that may mark the floor must not be worn in the gym.
- Children may play on the climbing frames only under supervision.
- Gymnastic equipment (mats, horse, trampoline, rings etc) or athletic equipment (javelins, discuses) must not be used without the permission of the gym teacher.
- Return all equipment to its proper place.
- Lock all doors and turn off the lights on leaving the gym.
- Return the key and report there if anything was damaged.

Appendix 2

CAMP HILL SCHOOL ABERDEEN

ACCEPTANCE of CONDITIONS of USE of SWIMMING POOL and GYMNASIUM

I _____ have read, understood and agree to abide by the rules, procedures and conditions of use of the Camphill School Aberdeen ("CSA") Swimming Pool and Gymnasium.

I understand that CSA accepts no liability for personal injuries and damages sustained by any person using the swimming pool or gymnasium out with authorised sessions organised by members of CSA staff for children/young people accompanied by co-workers, unless caused by negligence on the part of CSA.

Signature _____

Date _____

Camphill School Aberdeen (CSA) is a business name of Camphill Rudolf Steiner Schools Limited

Registered company No. SC103899 (Scotland); A Charity - No.SC015588

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