Aylesbury Vale Teaching Partnership

# A CHECKLIST FOR SCHOOL SWIMMING

Before taking your pupils swimming for the first time, whether at your own school pool or to a leisure provider, the following checklist may help:

- The school should have a designated member of staff in charge of swimming
- There should be a Swimming Folder kept in a central place which should contain:
  - A current list of staff involved in school swimming (Nb. This needs updating annually)
  - staff qualifications and dates, including NRASTC for schools with own pools (Copies of certificates is best practice)
  - up to date risk assessments
  - the NOP & EAP of the pool used (a register of staff and signatures indicating that these documents have been read and understood)
- Has the swimming programme been planned jointly through consultation with the school and leisure provider and are all staff aware what will be taught each lesson?
- Does it consider the number of pupils, age and ability?
- Do the lessons involve a breadth of aquatic opportunities?
- Have you discussed your involvement/what will you be teaching over the course of the lessons?
- Do you know where the meeting point is/emergency exits?
- Do you know what the pool alarm sounds like and subsequent action that will be taken?
- Do you have the school number with you when you take the pupils swimming?
- Do you carry a school mobile phone? Whistle?
- Do you carry a Teachers Essential Toolkit? This may contain the following:
  - hats
  - swimwear (fitted trunks or one-piece costume)
  - towels
  - Tape to cover jewellery

**Schools must conform to their Health & Safety Policy when going swimming; e.g. ask pupils to leave jewellery at home or take off and lock safely at school.**

**The school should ensure that they have visited the pool before taking their pupils swimming and are familiar with the NOP and EAP of their leisure provider. The aspects teachers should be familiar with are listed below:**

## What you should expect to find in a Normal Operating Procedure (NOP)

*'All who assume responsibility for the supervision and safety of any groups using the pool should be made aware of the procedures.* ***Periodic review is important in order to maintain up to date, consistently levels of practice****'* Safe Practice in PE and School Sport, Association of Physical Education (ISBN: 978-1-905540-54-9)

This would typically include information relating to:

- Pool design & depth
- Potential areas of risk
- Arrangements for lessons
- Responsibility for safety
- Maximum bather capacity (Staff in water count towards bather capacity)

- Class sizes for programmed and un-programmed sessions
  - Class of beginners and non-swimmers
  - Class of improvers
- Known hazards (this may vary from pool to pool and will also take into consideration risk assessments)
- Whistles /alarms
- Diving
- Exit and entry point
- Staffing levels and qualifications
- Safety equipment (e.g. Throw bags; Reach poles; Alarms)
- Supervision and pupil conduct
- Pool safety and equipment (including pool rules)
- Changing rooms
- Clothing and equipment (e.g. goggles; hats; religious/cultural requirements)
- First Aid Provision
- Arrangement for pupils with particular needs; e.g. very young; those with SEN or medical conditions
- Water quality

**<u>What you should expect to find in an Emergency Action Plan (EAP)</u>**

This should establish who assumes leadership in managing emergencies and the action to be taken in relation to such issues as*:*

- Serious injury to a bather
- Dealing with casualties in the water
- Sudden overcrowding in the pool
- Sudden lack of water clarity
- Disorderly behaviour
- Lock down

Emergency evacuation due to:

- Fire alarm
- Bomb threat
- Power failure
- Adverse weather, thunder and lightning in an outdoor pool
- Structural failure
- Emission of toxic gas

It is worth noting that the NOP/EAP from a leisure provider may contain more information than you require; i.e. information on flumes; pool plant procedures.

**<u>Risk Assessment</u>**

Before taking pupils swimming, the school need to undertake a risk assessment for each group, in order to identify foreseeable hazards and risks.

A*n assessment of risk is nothing more than a careful examination of aspects of work that could cause harm to people, to establish whether enough precautions have been taken to prevent harm or whether more precautions need to be taken,'* Managing Health and Safety in Swimming Pools HSE 179.

*'As part of the risk assessment you will need to consider all the hazards and risks associated with the pool:*

- *A hazard is anything that may cause harm*
- *A risk is a chance great or small that someone will be harmed by a hazard'*

Managing Health and Safety in Swimming Pools HSE 179.

The key aspects to consider when producing their risk assessment for taking pupils swimming are:

**Pupils**:
- Numbers
- Behaviour
- Confidence
- Abilities
- Understanding

**Staff**:
- Qualifications
- Expertise
- Confidence
- Discipline and control

**Pool**:
- Design
- Space
- Depth and slope
- Equipment
- Operating procedures (Normal Operating Procedures – NOP)
- Emergency provision (Emergency Action Plan – EAP)

**Organisation**:
- Joint or sole use
- Programmed or unprogrammed activity
- What the activity involves
- Group management

The following documents provide valuable guidance to schools for swimming. Every school should have a copy.

- Bucks Safe Practice in School Swimming Policy & Guidance 2018– available on the AVTP website - http://avtp.co.uk/school-swimming/

- ASA Guidance for School Swimming

- Safe Practice in PE and School Sport, Association of Physical Education ISBN: 978-1-905540-54-9)

- Managing Health and Safety in Swimming Pools HSG 179