

Hazards	Who May be Harmed and How	Control Measures	Who Delivers Control Measure	When is it Delivered
Before arrival at the pool	Pupils / Class teachers	<p>Must have read the swimming handbook to be aware of emergency procedures and their responsibilities.</p> <p>Ensure pupil data and any medical information has been uploaded onto Swimphony.</p>	Class teachers and TA's attending swimming	Information in the swimming handbook
Individual care plans for special needs pupils	Pupils with special needs	Class teachers to ensure individual care plans are provided for pupils with special needs so instructors and if necessary paramedics are aware	Class teachers and TA's attending swimming	Prior to lessons starting
Changing Rooms	Pupils	<p>Pupils to remain as a group with their teachers / TA's at all times.</p> <p>Group changing rooms provided to change in.</p> <p>Teachers to control behaviour.</p> <p>No running.</p> <p>No showers before or after lessons.</p> <p>Pupils needing the toilet to go with the class teacher / TA.</p> <p>Do not use hairdryers.</p>	Class teacher	Changing Rooms

Before lesson starts	Pupils	<p>To ensure all pupils' medication is present.</p> <p>Pupils wearing goggles have a covering letter.</p> <p>Make sure pupils are not wearing jewellery or incorrect swim clothing.</p> <p>No footwear poolside.</p> <p>Remind pupils of whistles, no diving & no running rules.</p> <p>Swim hats for long hair.</p>	<p>Class teacher</p> <p>Class teacher</p> <p>Class Teacher</p> <p>Swim instructor</p> <p>Swim instructor</p>	<p>Approach to poolside</p> <p>School premises</p> <p>Approach to poolside</p> <p>On poolside</p> <p>On poolside</p>
During Swimming Lesson	Pupils	<p>Lifeguard on poolside.</p> <p>All pupils shown a safe entry (no diving).</p> <p>Swimmers are grouped by ability.</p> <p>Only capable swimmers allowed in deep water.</p> <p>Non swimmers in arm bands/floats until they show signs of being confident in the water.</p> <p>Ropes used to divide classes into safe areas.</p> <p>All adults on poolside to assist with pupils while swimming.</p>	<p>Instructors</p> <p>Class teachers</p> <p>Lifeguard</p>	During lesson
Poor behaviour during lesson	Pupils	If pupil is not responding to discipline or instructions, pupil is reported to class teacher.	<p>Instructors</p> <p>Class teachers</p> <p>Lifeguard</p>	During lesson
Poor quality water or temperature	Pupils	Lifeguard / duty officer makes decision to close the pool	Lifeguard / duty officer	Before or during lesson

Vomit / Excrement in the pool water	Pupils	If any vomit or excrement is detected in the pool, it should be closed for 24hrs, a backwash performed and fresh water added.	Instructors to notify duty manager	Before or during lesson
First Aid Incidents	Pupils	Injured pupils report to instructor who then sends them to the lifeguard to deal with first aid issue. If lifeguard is concerned about the injury, an ambulance may be called.	Instructors report to lifeguard	During lesson
Major accident or fire alarm	Pupils	Instructors will blow whistle three (3) times - all pupils exit water and line up. Class teacher to take register. Lifeguard informs everyone how to exit building.	Instructors / lifeguard	During lesson
Pupil leaves pool to go to the toilet	Pupils	All pupils going to the changing area must be accompanied by a class teacher or TA.	Class teacher / TA	During lesson
End of lesson	Pupils	The instructor blows whistle for pupils to leave the pool and line-up at the entrance of the changing rooms. Class teacher must perform a head count and return with them to the school changing rooms	Instructors / Class teacher	End of lesson

<p>Pool Equipment - Emergency Equipment</p> <p>- Storage Cage</p>	<p>Pupils</p>	<p>Lifeguard and instructors know where emergency equipment is stored.</p> <p>Storage cage must be kept tidy. All floats & armbands returned to storage after use and not left on pool floor.</p> <p>Pupils are asked to return items to it at the end of the lesson to keep the poolside tidy.</p>	<p>Instructor</p>	<p>During and end of lesson</p>
<p>Leaving the pool</p>	<p>Pupils / Class teachers</p>	<p>The class teacher to supervise pupils in changing rooms.</p> <p>Children to line-up quietly in designated area instructed by class teacher.</p>	<p>Class teacher</p>	<p>After the lesson</p>

Last reviewed: April 2023

**Where to Find More
Information or Records**

Swimming handbook &
Teachers Letter
Swimphony assistance by
email
support@swimphony.com

Swimming handbook &
Teachers Letter

Swimming handbook &
Teachers Letter

Swimming handbook &
Teachers Letter

Swimming handbook

Record closure. Notify
transport (if applicable)

Record closure. Notify transport (if applicable)

Accident report written by lifeguard and kept at pool

Accident report written and kept at pool

Teachers letter

NOP / EAP
(Normal Operating Procedures / Emergency Action Plan)

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