

PAS 81:2011

Specification for the management of a swimming school



International Experts in Safety Training Solutions



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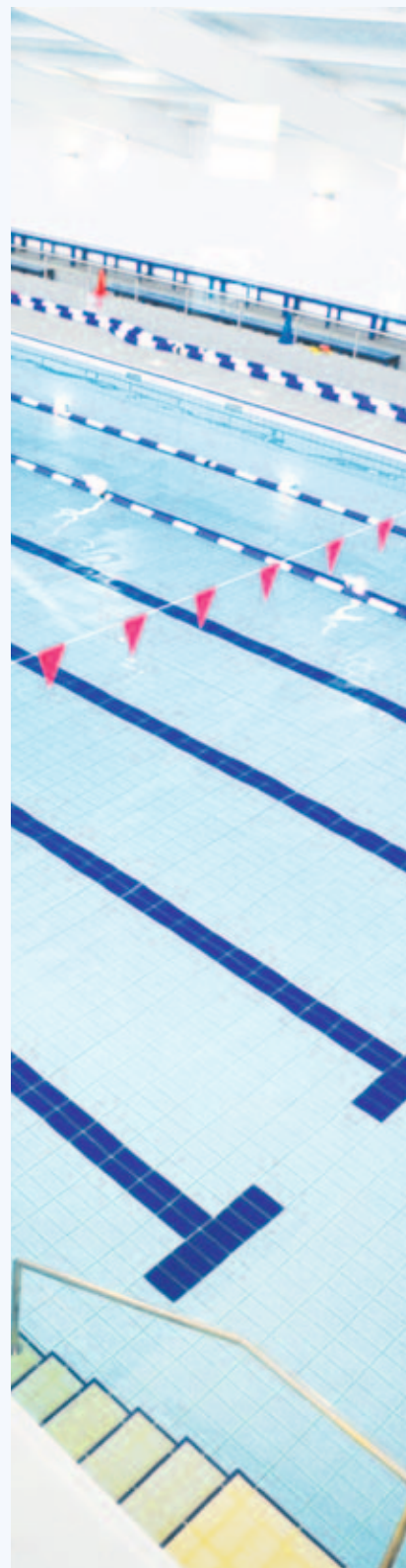
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Foreword

This Publicly Available Specification (PAS) was commissioned by the Swimming Teachers' Association (STA) and its development facilitated by the British Standards Institution (BSI). It came into effect on 30 November 2011.

Acknowledgement is given to the following organizations that were involved in the development of this PAS as members of the steering group:

- Amateur Swimming Association (ASA)
- Association for Physical Education (afPE)
- Institute for the Management of Sport and Physical Activity (IMSPA)
- Royal Life Saving Society UK (RLSS UK)
- Shropshire Council
- Swimming Teachers' Association (STA)
- Water Babies

Acknowledgement is also given to the members of a wider review panel who were consulted in the development of this PAS.

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The PAS process enables a specification to be rapidly developed in order to fulfil an immediate need in industry. A PAS may be considered for further development as a British Standard, or constitute part of the UK input into the development of a European or International Standard.

This PAS is not to be regarded as a British Standard. It will be withdrawn upon publication of its content in, or as, a British Standard.

Supersession

This PAS supersedes PAS 81:2008, which is withdrawn.

Information about this document

This is a full revision of the PAS.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall".

Commentary, explanation and general informative material is presented in italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a PAS cannot confer immunity from legal obligations.

Introduction

There is a need to promote the underpinning knowledge and frameworks for ensuring that swimming schools are complying with industry requirements, whilst also seeking to promote progressive learn-to-swim programmes matched with the best possible teaching standards.

PAS 81 specifies requirements for the management of swimming schools. Its aims are to increase safety in the interest of both the customer and the market sector as a whole and to disseminate good practice.

The sector complies with the requirements of a wide range of safety legislation and standards. Historically the best way of meeting such requirements has been to participate in a number of quality accreditation schemes and codes of practice. However, the proliferation of organizations providing swimming classes has made it increasingly difficult, if not impossible, for swimming schools to comply with all the current available schemes. By meeting the requirements of PAS 81, a swimming school is able to provide assurance to the industry, and to its customers of their competence.

PAS 81 is a single recognized specification containing the safety and operational requirements to be met by swimming schools. Where appropriate, the landlord, pool operator and the swimming school will need to reach a documented agreement detailing the responsibilities of each party.

Attention is drawn to the Health and Safety at Work etc Act 1974 [1], Section 3 on general duty, which requires undertakings to be conducted in such a way as to ensure, so far as is reasonably practicable, that the public are not exposed to risks to health and safety.

Attention is drawn to the Management of Health and Safety at Work Regulations 1999 [2], Regulation 3, which requires the assessment of risks and application of control measures at work.

HSE's publication, HSG179 (see reference in Clause 2), offers guidance on operating and managing health and safety in a swimming pool and BS EN 15288-2 specifies safety requirements for operating swimming pools.

A list of organizations related to the management of swimming schools is given in Annex A.



1 Scope

This Publicly Available Specification (PAS) specifies requirements for managing a swimming school.

It is for use by swimming schools (organizations or individuals) that operate in a public or private swimming pool on a voluntary or commercial basis.

It is not applicable to scuba diving and snorkelling activities.

It does not specify requirements for managing a swimming pool.

NOTE For guidance and requirements on the management of a swimming pool, see HSE's publication, HSG179 (see reference in Clause 2) and BS EN 15288-2. Requirements for managing a swimming school overlap or complement those for managing a swimming pool.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS EN 13138-1, *Buoyant aids for swimming instruction – Part 1: Safety requirements and test methods for buoyant aids to be worn*

BS EN 13138-2, *Buoyant aids for swimming instruction – Part 2: Safety requirements and test methods for buoyant aids to be held*

BS EN 13138-3, *Buoyant aids for swimming instruction – Part 3: Safety requirements and test methods for swim seats to be worn*

BS EN 13451-5, *Swimming pool equipment – Part 5: Additional specific safety requirements and test methods for lane lines*

BS EN 15288-2, *Swimming pools – Part 2: Safety requirements for operation*

DEPARTMENT FOR EDUCATION. *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*. Nottingham: DCSF Publications, 2010.

HEALTH AND SAFETY EXECUTIVE. HSG179 *Managing health and safety in swimming pools*. 3rd Edition. Sudbury: HSE Books, 2003.

3 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

3.1 accident

event that occurs unexpectedly and unintentionally, and which damages something or injures someone

3.2 business plan

document that summarizes the operational and financial objectives of a business and contains the detailed plans and budgets showing how the objectives are to be realized

3.3 conditions of hire

defined set of terms and conditions incorporated in a hire agreement between two or more parties

3.4 designated responder

trained member of staff who is present to act in emergency situations

3.5 development plan

document devised by the swimming school that outlines current and future plans for the development of the swimming tuition programme

3.6 drowning

process of respiratory impairment through submersion or immersion in a liquid, which leads to asphyxia, unconsciousness and eventual death

3.7 duty of care

legal obligation imposed on an individual requiring them to take reasonable steps to avoid acts or omissions that could foreseeably injure someone

3.8 emergency action plan (EAP)

document that gives specific instructions on the action to be taken by all staff in the event of an emergency

3.9 hazard

something with the potential to cause harm

3.10 landlord

owner of the swimming pool

3.11 pool operator

organization that manages the operation of the swimming pool

NOTE The pool operator may be the swimming school and/or the landlord.

3.12 near miss

unplanned, uncontrolled event that could have but did not lead to injury to persons, damage to plant, equipment, property or environment, work stoppage or business loss

3.13 normal operating plan (NOP)

documented plan for the daily operation of the swimming school

3.14 pool hall

building volume that immediately encloses the pool basin(s), the surrounding poolside and the space above it

3.15 pool basin

structure that contains water for the purposes of swimming and other water-related activities

3.16 pool safety operating procedure (PSOP)

document consisting of the normal operating plan (NOP) and the emergency action plan (EAP)

3.17 recognized qualification

qualification recognized by a relevant authority

NOTE In the UK, relevant authorities include Council for the Curriculum, Examinations and Assessment (CCEA), Office of Qualifications and Examinations Regulation (Ofqual), Scottish Qualifications Authority (SQA) and Welsh Assembly Government.

3.18 risk

chance, high, medium or low, that someone will be harmed by the hazard

3.19 risk assessment

overall process of risk and hazard identification, analysis, evaluation and control measures

3.20 scheme of work

plan of work to be achieved over a set period of time, usually a term or block of classes, including class plans for each individual session

3.21 service level agreement

scope of service agreed between the landlord/pool operator and the swimming school

3.22 staff

employees and volunteers working on behalf of the swimming school

3.23 swimming pool

public or private facility, with pool hall(s) and associated facilities

NOTE 1 Associated facilities include, for example, changing facilities.

NOTE 2 A swimming pool may be part of larger complex, such as a hotel, leisure centre, health and fitness club, theme park or school.

NOTE 3 See also definitions for pool hall (see 3.14) and pool basin (see 3.15).

3.24 swimming school

organization or individual that delivers formal organized swimming classes and associated activities in public or private swimming pools on a voluntary or commercial basis

NOTE A swimming school may be, for example, a business, a volunteer organization, an individual teacher or a club.

3.25 trend analysis

process by which data is reviewed to identify variations in performance

4 General management

4.1 Management culture

4.1.1 The swimming school shall have a documented communication process with all stakeholders including staff (see 10.9), customers (see 9.2), landlord and pool operator.

4.1.2 The aims and objectives of the swimming school shall be documented.

NOTE 1 *The swimming school should have a business plan that includes objectives and targets which are specific, measurable, achievable, realistic and time orientated and this business plan should be understood by all staff.*

NOTE 2 *The business plan should include a set of key performance indicators (KPIs) and the swimming school should review its performance in order to determine the effectiveness of its aims and objectives.*

4.1.3 Staff shall be made aware of the documented aims and objectives of the swimming school and given training where necessary.

4.1.4 The swimming school shall have a documented procedure for consulting its stakeholders.

4.2 Health and safety policy

NOTE 1 *The swimming school should have a documented health and safety policy from which the implementation of safe systems of work can be developed. The health and safety policy, procedures and standards should be reviewed no less than once a year. Factors that would influence an early review include:*

- a) *changes in legislation;*
- b) *operational changes;*
- c) *management changes;*
- d) *where an accident or near miss occurs.*

NOTE 2 *Where the swimming school is a third party hirer or tenant, the documented health and safety policy should reflect and complement the landlord/pool operator's existing health and safety policy.*

NOTE 3 *Attention is drawn to the following key regulations and publications. This list is not exhaustive.*

- a) *afPE's publication, Safe practice in physical education & school sport [3];*

- b) *BS EN 15288-2, Swimming pools – Part 2: Safety requirements for operation;*
- c) *Control of Substances Hazardous to Health Regulations 2002 (as amended) [4];*
- d) *Health and Safety at Work etc Act 1974 [1];*
- e) *HSG179, Managing design problems (see reference in Clause 2);*
- f) *Management of Health and Safety at Work Regulation 1999 (as amended) [2];*
- g) *Manual Handling Operations Regulations 1992 [5];*
- h) *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [6];*

4.3 Risk assessments

NOTE 1 *Guidance on completing risk assessments is given in Annex B.*

NOTE 2 *Further guidance can be found in HSE's publication, Five steps to risk assessment [7].*

4.3.1 The swimming school shall have a documented site-specific risk assessment, which shall be reviewed no less than once a year.

4.3.2 The risk assessment shall:

- a) identify hazards for the:
 - 1) swimming pool;
 - 2) people;
 - 3) activities;
- b) assess risks;
- c) indicate the measures required to control these hazards and risks;
- d) inform the development of, and adjustments to, the PSOP.

4.3.3 Risk assessments shall be stored in an area accessible by all staff. Staff shall be trained on the aspects of the risk assessment relevant to their specific role and duties.

NOTE *Staff should carry out visual risk assessment before, during and after teaching (e.g. equipment to be left tidy on poolside between classes).*

4.4 Duty of care

The swimming school shall have appropriate levels of insurance(s) cover for the business and its staff. This shall include public and employers liability insurance where appropriate.

NOTE 1 *If the swimming school undertakes any form of consultancy related activity that falls outside of its core business, it might wish to consider taking out additional professional indemnity insurance as additional cover where appropriate.*

NOTE 2 *Self-employed teachers, who are retained and not employed, will need their own public liability insurance.*

4.5 Documentation control procedures

Swimming schools shall have a written policy for managing and updating all procedures, and for making staff aware of all changes before their implementation.

4.6 Shared agreements

Any shared agreement between the landlord, pool operator and the swimming school shall set out the operational areas of responsibility and will not absolve any party of their legal obligations or duty of care.

4.7 Facilities and equipment

NOTE 1 *The swimming school should ideally operate from a swimming pool that conforms to BS EN 15288-1, BS EN 15288-2 and HSG179 (see reference in Clause 2).*

NOTE 2 *Where appropriate, a landlord/operator should have a nationally recognized qualification for pool plant operators that is in line with the national occupational standards as prescribed by SkillsActive.*



5 Pool safety operating procedures (PSOP)

5.1 Swimming schools shall have a documented pool safety operating procedure (PSOP). The PSOP shall consist of the normal operating plan (NOP) (see Clause 6) and the emergency action plan (EAP) (see Clause 7).

NOTE 1 *The daily operation of the swimming school is carried out in accordance with the NOP. In an emergency, the action to be taken by staff is carried out in accordance with the EAP.*

NOTE 2 *The procedures may be kept as written documents or stored electronically, provided that staff have access to them and that they are available for inspection by an enforcing authority.*

5.2 Where the swimming school is not the landlord/pool operator, the swimming school shall ensure that its PSOP (NOP and EAP) is aligned with the landlord/pool operator's PSOP and will hold a confirmation of agreement signed by all parties.

5.3 All staff shall be instructed, trained and assessed as competent to work in accordance with the provisions of the PSOP. All instruction, training and assessments shall be recorded.

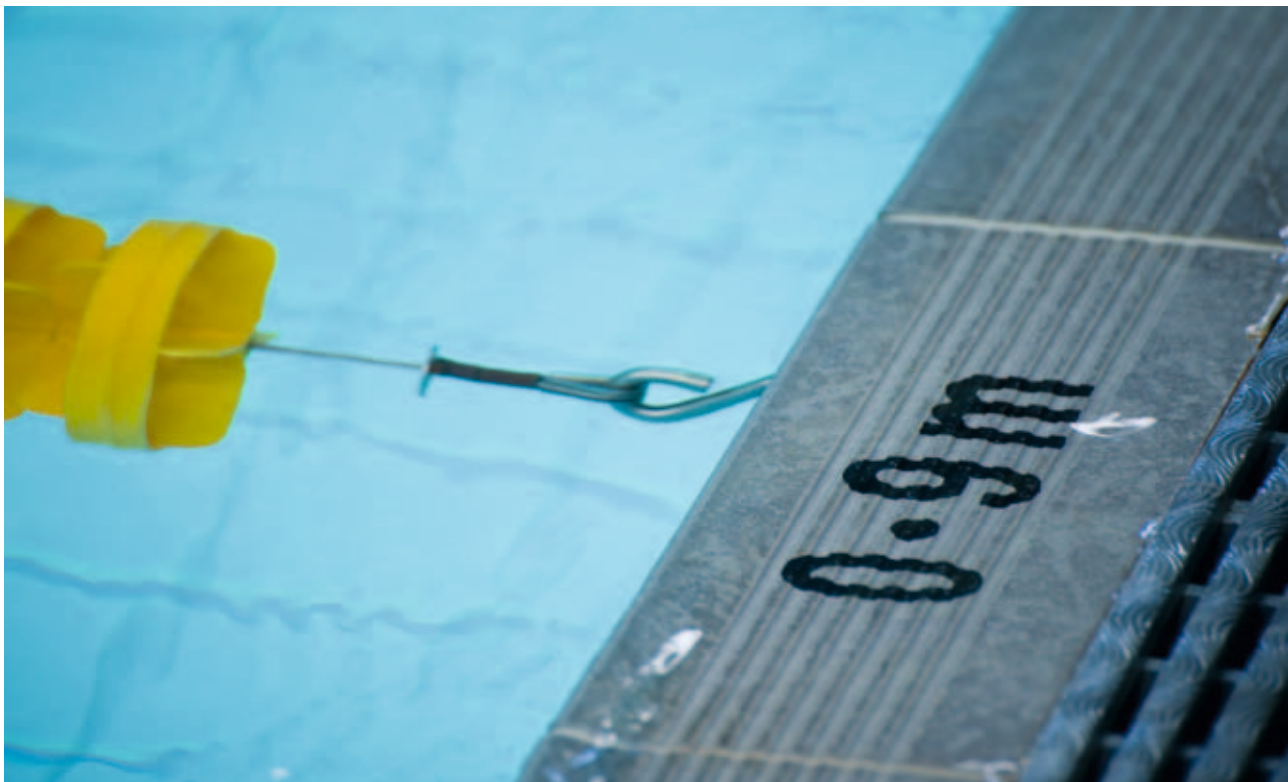
NOTE *Staff should sign that they have read and understood the PSOP.*

5.4 When new equipment is installed, facility alterations made or a major accident occurs, the PSOP shall be reviewed and revised.

NOTE *A major accident includes, for example, an accident which requires hospitalization of the injured person or a drowning.*

5.5 Where changes are made to the PSOP, the swimming school shall have a system in place to notify all staff and other relevant stakeholders.

5.6 Where the swimming pool is an ancillary part of a larger complex (e.g. a hotel, leisure centre, health and fitness club, theme park or school), a senior member of the swimming school shall be designated as responsible for the safe operation of the swimming school.



6 Normal operating plan (NOP)

6.1 General

6.1.1 The swimming school shall have a documented site-specific NOP for the operation of the swimming school within a swimming pool.

6.1.2 The NOP shall include information and procedures on:

- a) the structure of the swimming school (an organization chart) (see 6.2);
- b) swimming pool design (see 6.3);
- c) swimming classes (see 6.4);
- d) safety staff/system (see 6.5);
- e) equipment (see 6.6);
- f) use of mobile phones and/or audio visual equipment (see 6.7);
- g) lost property (see 6.8);
- h) cleanliness and hygiene (see 6.9);
- i) water quality (see 6.10);
- j) conditions of hire or service level agreements (if applicable) (see 6.11).

NOTE A suggested structure and contents for the NOP is given in Annex C.

6.2 Organization chart

The organization chart shall detail the lines of authority, individual responsibilities and the allocation of functions for all those involved in the operation of the swimming school.

6.3 Swimming pool design

NOTE 1 HSG179 (see reference in Clause 2) provides guidance on managing swimming pool design problems, including information on identifying the design problems and their associated hazards and examples of options for control.

NOTE 2 PWTAG's Swimming pool water treatment and quality standards for pools and spas [8] provides guidance on the design process and design issues.

6.3.1 Physical design specification

Physical design specification shall include as a minimum, pool dimensions, depth, emergency alarms, access and emergency exit routes.

6.3.2 Pool features

The safe systems of work for operating key pool features shall be determined in accordance with a risk assessment (see 4.3).

The safe systems of work for key pool features shall be documented and training on it provided to staff. Key pool features that shall be assessed include as a minimum:

- a) diving boards and platforms;
- b) water features (e.g. water slides, wave machines, flumes);
- c) moveable floors.

6.4 Swimming classes

6.4.1 Swimming teacher

The swimming teacher shall only teach within the scope of the recognized qualification they hold (see 10.1) and within their competence.

The safe systems of work for conducting classes shall be determined in accordance with a risk assessment (see 4.3) that covers at a minimum the following physical design aspects:

- a) blind spots, glare and reflection in relationship to teaching positions;
- b) the pool floor profile and any sudden changes in depth and how this may affect the teaching situation;
- c) pool water and air temperature in relationship to the type of class being taught and swimming teacher and learner comfort.

The swimming teacher shall conduct the class in accordance with planned teaching programmes and structure (see 11.1) and agreed teaching methodology (see 11.2).

6.4.2 Class size

6.4.2.1 A swimming teacher responsible for providing safety cover shall determine class sizes in accordance with a risk assessment (see 4.3) that covers at a minimum the following:

- a) type of class:
 - 1) general swimming for children/adults;
 - 2) baby and pre-school swimming;
 - 3) competition swimming;



- 4) swimming for people with disabilities;
- 5) water exercise;
- b) size, age, physical ability and level of understanding of the learner;
- c) swimming activity being taught (e.g. underwater swimming, learning to dive);
- d) range of swimming ability and availability of flotation aids;
- e) designated teaching area, pool dimensions and depth;
- f) qualifications and experience of the teacher;
- g) availability of assistants and level of experience.

NOTE *Safe supervision for teaching and coaching swimming [9], is a joint publication from the ISRM (now IMSPA), ASA, ISTC and the RLSS UK. The guidance deals with risk assessment, safety supervision and the safe ratios of pupils to teachers and coaches.*

6.4.3 Register of attendance

A register of those attending each class shall be maintained in case of emergency evacuation.

6.5 Safety staff/system

6.5.1 General

Provision of safety staff and systems shall be determined in accordance with a risk assessment (see 4.3) that covers:

- a) the number of staff required to provide safety cover for each specific class ;
- b) the lifeguarding/lifesaving qualifications required by staff providing safety cover (see 10.2);
- c) the maximum poolside work times and rotation of staff;
- d) the role and purpose of staff, in particular accident prevention, pool basin surveillance and dealing with emergencies;
- e) good practice supervision principles (i.e. observational strategies);
- f) principal duties in addition to the safety cover role, whilst not supervising the pool basin (e.g. cleaning, equipment set up and break down);
- g) the poolside rules that swimming pool users are required to follow and that the staff uphold (e.g. no running, no diving areas).

6.5.2 Safety staff training policy

There shall be a documented safety staff training policy. The safety staff training policy shall cover:

- a) lifeguarding/lifesaving qualifications (see 10.2);
- b) requirements for frequency of attendance of lifeguards/lifesavers;
- c) performance criteria; and
- d) ongoing training.

NOTE *Further information on this can be found in HSE's publication, HSG179, and BS EN 15288-2.*

6.5.3 Supervision

6.5.3.1 Staff shall provide safety cover at all times during classes.

NOTE Additional staff might be required to provide safety cover for higher risk activities, e.g. play activities, mat sessions, "free time".

6.5.3.2 Where additional staff are employed to provide safety cover during classes or higher risk activity within the class, the division of responsibility between staff providing safety cover and the swimming teacher shall be defined.

6.5.4 Staff's ability to view the pool basin(s) when providing safety cover

The ability of the staff providing safety cover to view the pool basin(s) shall be documented in accordance with HSE's publication, HSG179 (see reference in Clause 2), and BS EN 15288-2.

6.5.5 First aid

6.5.5.1 There shall be a member of staff available throughout the classes who holds a current nationally recognized qualification for first aid (see 10.3).

6.5.5.2 The swimming school shall have a documented first aid needs assessment to determine the qualifications needed to provide adequate cover.

6.5.5.3 Details of first aid provision shall include first aiders, first-aid training, first-aid supplies, disposal of sharps and medical waste, and specialist equipment required, its location and arrangements for checking it.

6.5.5.4 The location of the first aid point, first aid room and/or equipment and the qualified first aider within the swimming school shall be known by all staff.

NOTE The first aid point should be easily accessible from the poolside.

6.5.5.5 All accidents and near misses shall be reported and recorded.

NOTE 1 Attention is drawn to the following regulations and publications:

- a) *Data Protection Act 1998 [10];*
- b) *Health and Safety (First Aid) Regulations 1981 [11];*
- c) *HSE's publication, First aid at work – The Health and Safety (First-Aid) Regulations 1981 – Approved code of practice and guidance [12];*



- d) *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [6];*
- e) *BS 8599-1, Workplace first aid kits – Specification for the contents of workplace first aid kits.*

NOTE 2 *www.hse.gov.uk gives guidance on first aid needs assessments.*

6.6 Equipment

6.6.1 General

The safe systems of work for the operation, testing and maintenance of equipment (pool equipment, poolside safety equipment) shall be determined by a risk assessment (see 4.3). The safe systems of work for equipment shall be documented and training on it provided to staff.

6.6.2 Pool equipment

6.6.2.1 Where staff have responsibility for pool equipment (e.g. pool covers or hoists), the instructions for the use of pool equipment shall cover information for the erection, safe use of and dismantling of equipment in order to prevent injury to users and staff.

6.6.2.2 All pool equipment shall be checked to ensure that it is fit for purpose, prior to use.

6.6.2.3 All pool equipment shall be stored in a dry environment and shall be inspected and disinfected to reduce the risk of transference of infection.

NOTE *Further guidance can be found in Institute of Sport and Recreation Management's (ISRM is now IMSPA) publication, The use of play equipment and water features in swimming pools [13].*

6.6.2.4 Where buoyancy aids are provided for swimming instruction, they shall conform to BS EN 13138-1, BS EN 13138-2 or BS EN 13138-3. Where lane lines are used, they shall conform to BE EN 13451-5.

NOTE *Where pool basin equipment is provided, it should conform to the relevant standards as given in Annex D. The swimming school should agree with the pool operator on the provision of swimming pool equipment.*

6.6.3 Poolside safety equipment

6.6.3.1 All poolside safety equipment shall be in accordance with HSE's publication, HSG179 (see reference in Clause 2), and BS EN 15288-2.

6.6.3.2 The location of all alarm systems and any poolside safety equipment shall be documented in the PSOP.

6.6.3.3 All alarm systems and poolside safety equipment shall be checked for operational use and findings recorded and reported.

6.7 Use of mobile phones and/or audio visual equipment

There shall be a documented policy on the use of mobile phones and audio visual equipment. This shall include:

- a) the documented procedure for obtaining permission for using a mobile phone or any audio visual equipment;
- b) a list of those areas where mobile phones or any audio visual equipment is forbidden under all circumstances.

NOTE *Areas where mobile phones or any audio visual equipment is forbidden should be indicated through the use of signage. The swimming school should agree with the pool operator on where signs should be used.*

6.8 Lost property

6.8.1 A record shall be kept of all property reported missing by the public and a system shall be in place to identify items and prevent fraudulent claims, identify items of high value and how to store securely.

6.8.2 All property found that has not been reported missing shall be kept in a secure area for a defined and documented length of time.

6.8.3 There shall be a notice that articles found will be kept for the documented length of time, and if not claimed, might be disposed of.

6.8.4 There shall be a policy on the retention and disposal of lost property that includes sharing information with the pool operator.

6.9 Cleanliness and hygiene

6.9.1 There shall be a documented cleaning programme for equipment including records that outline the cleaning tasks completed.

NOTE 1 *Attention is drawn to the Control of Substances Hazardous to Health Regulations 2002 [4].*

NOTE 2 *PWTAG's Swimming pool water treatment and quality standards for pools and spas [8] draws attention to microbiological contamination and biofilms on plastic surfaces.*

6.9.2 Facilities shall be inspected to monitor levels of cleanliness and the results recorded and reported to the pool operator.

6.9.3 Where inspections of the physical environment identify any additional cleaning requirements, these shall be recorded and reported to the pool operator.

6.10 Water quality

The water clarity shall be visually checked to ensure that it is fit for purpose before and during a class.

NOTE 1 *The bottom of the pool basin should be visible at all times during the class.*

NOTE 2 *The water temperature should be within the recommended parameters for the specific class.*

NOTE 3 *Water quality should be maintained in accordance with PWTAG's Swimming pool water treatment and quality standards for pools and spas [8] (this is the pool operator's responsibility).*

NOTE 4 *Methods and assessment of microbiological quality should be carried out in accordance with PWTAG's Swimming pool water treatment and quality standards for pools and spas pools [8].*

NOTE 5 *Staff testing water quality should hold a nationally recognized qualification for pool water testing.*

6.11 Conditions of hire or service level agreements (if applicable)

6.11.1 Conditions of hire and service level agreements shall be agreed in advance, set in writing and signed by all parties.

6.11.2 Any rules of behaviour to be enforced during the classes shall be agreed prior to the class.

NOTE 1 *Where the swimming school shares the use of the swimming pool with the general public, the pool operator remains solely responsible for ensuring learners safety and may place a responsible person on site during the agreed hire period.*

NOTE 2 *The swimming school should provide the following information to the landlord/pool operator in writing prior to use of the swimming pool:*

- a) *number of learners participating/class sizes and their swimming skills;*
- b) *name of the swimming school representative who will be in charge of the class;*
- c) *numbers and qualifications of staff providing safety cover to be present during the class and whether these are to be provided by the swimming school, pool operator or landlord;*
- d) *insurance documentation, where applicable;*
- e) *confirmation that staff have the appropriate level of CRB disclosure or Disclosure Scotland certification if they are to work with children, young people and vulnerable adults;*
- f) *confirmation that staff hold the appropriate level of nationally accredited teaching qualification supported by ongoing in-service training and competency assessments;*
- g) *confirmation of who is responsible for cleanliness of changing areas and access during programmed time.*

6.11.3 Any conditions of hire and service level agreements between the landlord/pool operator and swimming school shall set out the operational areas of responsibility and will not absolve any party of their legal obligations or duty of care.



7 Emergency action plan (EAP)

7.1 General

7.1.1 The swimming school shall have a documented site-specific EAP for the operation of the swimming school within a swimming pool in the event of an emergency.

7.1.2 The EAP shall give instructions on the action to be taken by all staff in the event of an emergency.

NOTE *Guidance on completing an EAP is given in Annex E.*

7.1.3 All staff shall be trained and competent in all aspects of the EAP (see also 5.3).

7.1.4 Any emergency equipment shall be accessible and staff shall be trained in its use.

7.1.5 There shall be a documented procedure for summoning assistance from other staff and from emergency services.

7.1.6 EAPs shall follow an ordered system of procedures.

NOTE 1 *The order in which they are taken might vary depending on the accident/near miss. A suggested order is:*

- a) *initial awareness and assessment of the accident/near miss (e.g. spot the casualty);*
- b) *initiation of the EAP (e.g. sound alarm and clear the swimming pool and ensure continued supervision according to the needs of the evacuated group);*
- c) *dealing with the accident and calling the emergency medical services (EMS);*
- d) *in the event of an emergency evacuation, consideration of learners' needs might be necessary in relation to climatic conditions and re-entry to site;*
- e) *notify the relevant line management (e.g. shift supervisor or duty manager);*
- f) *completion of the necessary accident/near miss report forms;*
- g) *return to normal (e.g. clear up any contamination, replace any first aid consumables used, return any equipment used, clean if necessary);*
- h) *investigation and debriefing of accident/near miss by the swimming school management.*

NOTE 2 *Attention is drawn to HSE's publication, HSG179 (see reference in Clause 2).*

NOTE 3 *Attention is drawn to the afPE's publication, Safe practice in physical education & school sport [3], where swimming schools operate out of either local authorities (England); Local Education Authorities (Wales); Department for Education (Northern Ireland); Education Authorities (Scotland) or private/public education school establishment.*

7.2 Emergency evacuation

7.2.1 The emergency evacuation procedure shall cover how to clear the water and/or evacuate the building if it becomes necessary.

NOTE 1 *Adequate provision of survival blankets should be made available for learners leaving the pool basin and exiting the swimming pool.*

NOTE 2 *Special consideration should be given to learners with a disability who might require additional help.*

7.2.2 Management shall ensure:

- a) all staff are trained in such procedures at least every 6 months and all training is recorded;
- b) copies of procedures are located where they can be found in the event of an emergency;
- c) notices are displayed to advise customers of the arrangements;
- d) exit doors, signs, fire-fighting equipment and breakglass call points where provided, are checked to ensure they are kept free from obstructions and findings recorded and reported;
- e) all fire exit doors are operable without the aid of a key when the swimming pool is occupied.

7.3 Missing persons

7.3.1 There shall be a documented procedure on how to deal with missing persons.

7.3.2 This documented procedure shall include a search procedure and instructions on how to contact the local police.

7.3.3 All staff shall be trained on how to deal with missing persons in accordance with the documented procedure.

8 Documented systems and other procedures

8.1 Medical records

8.1.1 The swimming school shall obtain a completed and signed medical form for each learner declaring any known medical conditions.

NOTE If the learner is under 16 years of age their parent or guardian should complete the medical form on their behalf.

8.1.2 All medical information shall be reviewed and updated no less than once a year.

8.1.3 The swimming school shall ensure that parents or carers are reminded that it is their responsibility to provide medical information to swimming school staff no less than once a year and when there are any changes in their child's medical condition.

NOTE 1 It is a parental/carer responsibility to obtain necessary medical information from a GP or other medical practitioner if there are medical concerns.

NOTE 2 This advice should be confirmed by the learner or their parent or guardian if under 16 years of age.

NOTE 3 Attention is drawn to the Data Protection Act 1998 [10].

8.2 Accidents and near misses

NOTE Attention is drawn to the statutory obligation placed upon the swimming school to retain recorded information in compliance with industry standards for accidents/near misses, etc.

8.2.1 Staff shall be trained on how to complete relevant forms (especially bearing in mind the possible legal outcome).

8.2.2 There shall be a formal review between the swimming school and landlord/pool operator to discuss all accidents and near misses on poolside or any other issues. This shall be no less than once a year for ongoing classes or at the end of a single event on handover of the swimming pool/hall back to the landlord.

NOTE If the accident is serious, copies of the forms might be required by the HSE and the relevant legal authorities. The swimming school should agree with the landlord/pool operator who is responsible for reporting to the HSE.

8.2.3 Individual records of accidents and near misses shall be separately maintained for swimming pool users and staff.

8.2.4 The individual records of accidents and near misses shall be kept for a minimum of 3 years.

8.2.5 All accidents, first aid treatments, in-water emergencies, near misses and potential near misses shall be recorded. First aid records shall include:

- a) circumstances of the accident;
- b) date and time of the accident;
- c) location of the accident;
- d) casualty/victim details (e.g. name, age, address), where available;
- e) injuries sustained;
- f) any witness reports or comment, where available;
- g) any treatment/recommendations or advice given;
- h) details of the first aider or individual completing the form;
- i) details of any follow up or investigation by the swimming school.

NOTE Careful recording is essential. An accident could lead to death, serious injury or time off work. Attention is drawn to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) [6].

8.2.6 A swimming school member of staff shall review all first aid/accident records and maintain records of the review and any action required and taken.

8.2.7 A trend analysis system shall be in place for accidents, near misses and swimming pool rescues. The analysis shall be conducted at planned intervals of no less than once a year.

8.2.8 Records of trend analysis and reviews by swimming school management shall be maintained.

NOTE Trend analysis can be appropriate to the volume of reports. Sophisticated data analysis systems are unlikely to be necessary where a low volume of reports require analysis.

9 Customer care

9.1 Customer care policy

The swimming school shall have a documented customer care policy in place that is available to both staff and customers.

NOTE *The customer care policy should make reference to a customer complaints procedure and response times.*

9.2 Customer information on activities of the swimming school

Customers shall be provided with information on the activities of the swimming school.

NOTE 1 *For example, covering the aims and objectives of the swimming school, health and safety information, pricing, teaching practices and methods (including the swimming school's policy on physical contact between teacher and learners), progress between different levels, learning outcomes and awards (see 4.1.1).*

NOTE 2 *The swimming school should consider providing information on activities in several formats to reflect the diversity of the community they serve.*

9.3 Promotion and advertising

The publicity material produced by the swimming school shall be accurate and reflect the service provided by the swimming school.

NOTE 1 *The swimming school should have a documented marketing plan. This may cover advertising, PR, networking strategies and information on main competitors.*

NOTE 2 *Attention is drawn to the Trade Descriptions Act 1968 [14].*

9.4 Pricing policy

There shall be a policy in place for the review of pricing to reflect market demand.

NOTE *Attention is drawn to the Consumer Credit Act 1974 [15].*

9.5 Booking and enrolment procedures

There shall be documented booking and enrolment procedures, which shall be stored in an accessible area.

Staff shall be trained in booking and enrolment in accordance with the documented procedures.

NOTE *Attention is drawn to the Data Protection Act 1998 [10].*

9.6 Customer feedback

The swimming school shall have a documented customer feedback process and response procedure in place.

NOTE *The customer feedback process should ensure that it provides instruction on how customers can make comment on the quality of services and how to appeal against judgements made by the swimming school and/or its staff about an individual's performance and/or progression through its award scheme.*

9.7 Customer consultation and research

There shall be a process in place for the swimming school to consult with its customers.

NOTE *For example, user groups, customer comments/suggestion schemes or customer clinics.*

9.8 Use and application of customer/competitor research

Information from customer feedback shall be documented and used to improve overall service delivery.

NOTE *Attention is drawn to the Data Protection Act 1998 [10].*

10 Staff

10.1 Teaching qualifications

The swimming teacher shall hold a recognized qualification for the type of class they are delivering including:

- a) general swimming for children/adults;
- b) baby and pre-school swimming;
- c) competition swimming;
- d) swimming for people with disabilities;
- e) water exercise.

NOTE 1 Some awarding bodies require qualified swimming teachers to maintain a current UK nationally accredited lifeguarding or lifesaving qualification.

NOTE 2 The Swimming Forum recommends swimming teachers hold a nationally recognized qualification that also is endorsed by SkillsActive or a Sector Skills Council equivalent and accredited onto the National Frameworks.

NOTE 3 Organizations providing teaching qualifications include the Amateur Swimming Association (ASA), the Scottish Amateur Swimming Association, STA and the Welsh Amateur Swimming Association.

10.2 Lifeguarding/lifesaving qualifications

10.2.1 Where a swimming teacher or a designated responder provides safety cover, they shall hold a nationally recognized qualification for lifeguarding/lifesaving with the following competencies:

- a) rescue skills;
- b) cardio-pulmonary resuscitation (CPR) skills;
- c) knowledge of relevant aspects of the PSOP, which deal with lifeguarding and emergency situations.

10.2.2 All lifeguards shall hold a nationally recognized qualification for lifeguarding.

NOTE 1 Guidance on lifeguard qualifications can be obtained from HSE's publication, HSG179 (see reference in Clause 2), and BS EN 15288-2.

NOTE 2 Organizations providing lifeguarding training/qualifications include the STA and the Royal Life Saving Society UK.

10.3 First aid qualifications

Where a member of staff provides first aid cover, they shall hold a nationally recognized qualification for first aid.

10.4 Staff resources

There shall be adequate staff resources available to meet changes in demand, sickness and holiday cover.

10.5 Continuing professional development

10.5.1 The swimming school shall have documented procedures for recording the continuing professional development of each member of staff.

10.5.2 The swimming school shall complete a training needs analysis that identifies the core competencies required by staff for the effective delivery and development of a swimming school.

10.5.3 All staff shall take part in a documented annual performance review, including any individual goals and training requirements for the forthcoming year.

10.5.4 Details of relevant training courses shall be made available to staff.

10.6 Staff grievance and discipline procedure

There shall be a formal documented discipline and grievance procedure for staff in place.



10.7 Equal opportunities

The swimming school shall document its equal opportunities statement and make it available to all staff and customers.

NOTE Attention is drawn to:

- a) *Equal Pay Act 1970 [16];*
- b) *Sex Discrimination Act 1975 [17];*
- c) *Equality Act 2010 [18].*

10.8 Safeguarding children, young people and vulnerable adults

The swimming school shall have a policy in place for safeguarding children, young people and vulnerable adults in accordance with the Department for Education's guide, *Working together to safeguard children* (see reference in Clause 2).

NOTE 1 *The policy should include safe and effective recruitment procedures that include, where appropriate, criminal records disclosure.*

NOTE 2 Attention is drawn to:

- a) *Children Act 2004 [19];*
- b) *Protection of Children Act 1999 [20];*
- c) *Safeguarding Vulnerable Groups Act 2006 [21].*

NOTE 3 *Further guidance on safeguarding children in swimming schools can be obtained from ASA, the NSPCC, the Home Countries Sport Councils, the STA and local authorities.*

10.9 Communications structure

There shall be team meetings to relate communications to staff. There shall be records of these meetings taken and minutes produced.

10.10 Staff uniforms

The staff shall wear identifiable uniforms. Uniforms shall be designed and worn so as not to hinder the member of staff in the performance of their duties and in an emergency.

10.11 Safety officer

There shall be a member of staff within the swimming school nominated to be the safety officer. The safety officer shall be responsible for health and safety.

NOTE *Bodies who provide health and safety training include the Chartered Institute of Environmental Health (CIEH) and the Institution of Occupational Safety and Health (IOSH). Such training should cover issues such as risk assessments, hazard identification, legal obligations and safety awareness.*



11 Service planning

11.1 Teaching programme and structure

11.1.1 Teaching programmes shall have defined learning objectives and reflect best industry recommendations, practices and standards.

11.1.2 The swimming school shall provide defined progression links between teaching levels within the programme.

11.1.3 The swimming school shall have a documented scheme of work.

11.1.4 Staff shall be trained on the documented scheme of work.

11.1.5 All classes shall be planned around the scheme of work.

11.1.6 Swimming programmes shall take into account comments from customer feedback schemes.

11.1.7 The programmes and class structures shall be based upon the learners' ability levels and their potential improvement.

11.1.8 All programmes shall be risk assessed and safe systems of work established (see 4.3).

11.1.9 The learners' ability, progress and achievement shall be documented and recorded.

11.1.10 All teaching programmes shall be reviewed no less than once a year in order to reflect customer needs, performance of the programme and reflect any guidance recommended by lead industry bodies.

NOTE Further information regarding teaching plans can be obtained from the ASA and the STA.

11.2 Teaching objectives and methodologies

11.2.1 The swimming school shall have teaching objectives for different awards/specialisms which are linked to defined learning outcomes.

11.2.2 Swimming teachers shall be consulted during the development of the swimming school's teaching methodologies.

11.2.3 All teaching methodologies shall be documented and shall be stored in an area accessible by all staff.

11.2.4 Swimming teachers shall be trained in methods of teaching and/or delivery and how these differentiate according to the ability and category of the learners they are working with.

11.3 Programme development and pathways

The swimming school shall have a documented plan that identifies pathways through the different levels from entry through to exit.

11.4 Development plan

The swimming school shall have a documented teaching development plan in place for their teaching provision.

11.5 Partnership linkages

The swimming school shall keep a record of local, regional and national swimming teaching initiatives and schemes.

NOTE Where possible, the swimming school should develop partnerships with other operators who provide swimming tuition that the swimming school cannot deliver. Advice can be sought from ASA, Sport England, Sport Scotland, Sports Council Northern Ireland, Sports Council for Wales and STA.

11.6 Financial management

The swimming school shall have documented auditable procedures relating to financial management.

12 Site specific environmental protocols

NOTE 1 The water and air temperature, in an indoor swimming pool, should be no lower than 32 °C for classes involving babies less than 3 months old and less than 12lb in weight. It should be no lower than 30 °C for classes involving babies aged 3 to 12 months.

NOTE 2 The recommended temperatures at which the swimming pool water should be maintained are at least 30 °C for the teaching of pre-school children and those with disabilities, and at least 28 °C in other cases for teaching swimming.



Annex A (informative) Relevant organizations

A.1 General

Association for Physical Education
Room 117
Bredon
University of Worcester
Henwick Grove
Worcester WR2 6AJ
Tel: 01905 855 584
Fax: 01905 855 594
Email: enquiries@afpe.org.uk
www.afpe.org.uk

Children's Workforce Development Council
2nd Floor
City Exchange
11 Albion Street
Leeds LS1 5ES
Tel: 0113 244 6311
Fax: 0113 390 7744
www.cwdcouncil.org.uk

Department for Culture, Media and Sport
2-4 Cockspur Street
London SW1Y 5DY
Tel: 020 7211 6200
Email: enquiries@culture.gov.uk
www.culture.gov.uk

Department for Education
Castle View House
East Lane
Runcorn
Cheshire WA7 2GJ
Tel: 0870 000 2288
Typetalk: 18001 0870 000 2288
Fax: 01928 794 248
DCMS adjust phone number to: 020 7211 6000
www.education.gov.uk

Resuscitation Council (UK)
5th Floor
Tavistock House North
Tavistock Square
London WC1H 9HR
Tel: 020 7388 4678
Fax: 020 7383 0773
Email: enquiries@resus.org.uk
www.resus.org.uk

SkillsActive
Castlewood House
77-91 New Oxford Street
London WC1A 1PX
Tel: 020 7632 2000
Fax: 020 7632 2001
www.skillsactive.com

Sport England
3rd Floor
Victoria House
Bloomsbury Square
London WC1B 4SE
Tel: 08458 508 508
Fax: 020 7383 5740
www.sportengland.org

SportScotland
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131 317 7200
Fax: 0131 317 7202
www.sportscotland.org.uk

Sport Northern Ireland
House of Sport
Upper Malone Road
Belfast BT9 5LA
Tel: 028 9038 1222
Fax: 028 9068 2757
www.sportni.net

Sport Wales
Sophia Gardens
Cardiff CF11 9SW
Tel: 0845 045 0904
Fax: 0845 846 0014
www.sportwales.org.uk

Youth Sports Trust
Sir John Beckworth Centre for Sport
Loughborough University
Leicestershire LE11 3TU
www.youthsporttrust.org

A.2 Organizations providing first-aid training

British Red Cross Society
44 Moorfields
London EC2Y 9AL
Tel: 0844 871 111
Fax: 020 7562 2000
www.redcross.org.uk

St Andrew's Ambulance Association
St Andrew's House
48 Milton Street
Glasgow G4 0HR
Tel: 0141 332 4031
Fax: 0141 332 6582
www.firstaid.org.uk

St John Ambulance
1 Grosvenor Crescent
London SW1X 7EF
Tel: 020 7235 5231
Fax: 020 7235 0796
www.sja.org.uk

Swimming Teachers' Association (STA)
Anchor House
Birch Street
Walsall
West Midlands WS2 8HZ
Tel: 01922 645 097
Fax: 01922 720 628
www.sta.co.uk

A.3 Organizations providing swimming pool and spa water treatment operator training

Institute for the Management of Sport and Physical Activity (IMSPA)¹⁾
Loughborough University
3 Oakwood Drive
Loughborough
Leicestershire LE11 3QF
Tel: 01509 226 474
Fax: 01509 226 475
Email: info@imspa.co.uk
www.imspa.co.uk

¹⁾ IMSPA was created from two existing professional bodies – the Institute of Sport and Recreation Management (ISRM) and the Institute for Sport, Parks and Leisure (ISPAL).

Swimming Teachers' Association
Anchor House
Birch Street
Walsall
West Midlands WS2 8HZ
Tel: 01922 645 097
Fax: 01922 720 628
www.sta.co.uk

A.4 Organizations providing lifeguard, lifesaving or swimming teacher training

Amateur Swimming Association (ASA)
SportPark
3 Oakwood Drive
Loughborough
Leicestershire LE11 3QF
Tel: 01509 618 700
Fax: 01509 618 701
Email: customerservices@swimming.org
www.swimming.org/asa

Royal Life Saving Society UK
River House
High Street
Broom
Warwickshire B50 4HN
Tel: 01789 773 994
Fax: 01789 773 995
www.rlss.org.uk

Scottish Amateur Swimming Association
Scottish Swimming
National Swimming Academy
University of Stirling
Stirling FK9 4LA
Tel: 01786 466 520
Fax: 01786 466 521
Email: info@scottishswimming.com
www.scottishswimming.com

Swimming Teachers' Association
Anchor House
Birch Street
Walsall
West Midlands WS2 8HZ
Tel: 01922 645 097
Fax: 01922 720 628
www.sta.co.uk

Welsh Amateur Swimming Association
Swim Wales
WNPS
Sketty Lane
Swansea SA2 8QG
Tel: 01792 513 636
www.welshasa.co.uk/about_us.asp

A.5 Organizations who can advise on child protection

NSPCC
Weston House
42 Curtain Road
London EC2A 3NH
Tel: 020 7825 2500
Fax: 020 7825 2525
Helpline: 0800 800 500
www.nspcc.org.uk

A.6 Safety organizations

British Safety Council
National Safety Centre
70 Chancellors Road
London W6 9RS
Tel: 020 8741 1231
Fax: 020 8741 4555
www.britsafe.org

Royal Society for the Prevention of Accidents (RoSPA)
Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
Tel: 0121 248 2000
Fax: 0121 248 2001
www.rospace.com

Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside L20 7HS
Tel: 0845 345 0055
www.hse.gov.uk

Institution of Occupational Safety and Health
The Grange
Highfield Drive
Wigston
Leicester LE18 1NN
Tel: 0116 257 3100
Fax: 0116 257 3101
www.iosh.co.uk

A.7 Umbrella organizations responsible for swimming pool and spa construction

Swimming Pool and Allied Trade Association (SPATA)
4 Eastgate House
East Street
Andover
Hampshire SP10 1EP
Tel: 01264 356 210
www.spata.co.uk

British Swimming Pool Federation (BSPF)
BSPF Limited
4 Eastgate House
East Street
Andover
Hampshire SP10 1EP
Tel: 01264 356 210
Fax: 01264 332 628
www.bspf.org.uk



Annex B (informative)

Guidance on completing risk assessments

B.1 General

Risk is assessed by examining the actual arrangements in place and their adequacy in controlling the hazards by observation, examining documented evidence, interviewing staff and by various other records. The outcome of the exercise should be a prioritized action plan for risk reduction, which may be implemented, for example, through improved safe working practices, the introduction of more specific staff training, or if at all possible the complete removal of the hazard altogether.

The risk assessor should be knowledgeable in work practices and have an appreciation of key statutory requirements. Risk assessments should be conducted on a planned frequency whenever services or procedures change or where there are suspected health and safety problems. All staff should be aware of the risks associated with their working environment.

NOTE It is recommended that there is a risk rating system in place.

B.2 Principles of risk assessment

There are five steps to risk assessment for swimming schools to work through when completing a risk assessment.

Step 1: Look for the hazards

Look at what could cause harm to staff, or other people, as a result of the work activity.

Step 2: Decide who might be harmed and how

Assess who could be affected by the work activity and how they could be affected; this could include members of the public, students, parents, contractors working on the premises and maintenance staff (if appropriate).

Step 3: Assess the risks and take appropriate action

For each identified hazard that could be a risk to staff or other people, it should be determined what steps have to be taken to eliminate or reduce those risks as far as is reasonably practical. The measures to be taken depends on whether the hazard is low risk or high risk. This is determined by looking at what type of harm or injury could arise and how often it could happen.

It might be possible to remove the hazard altogether or to take steps to lower the risk to an acceptable level. If there is no risk present, then no action need be taken.

NOTE Any action taken should be reflected in the development of, and adjustments to, the PSOP.

Step 4: Record the findings

The risk assessment should contain details of the significant hazards and record the most important conclusions. There is no need to record how the risk assessment was carried out, provided that the records confirm that:

- a) a proper check was made;
- b) those who might be harmed were identified;
- c) all the obvious significant hazards were dealt with and account was taken of the number of people who could be involved;
- d) the precautions are reasonable and the remaining risk is low.

NOTE An example risk assessment record is shown in Figure B.1.

Step 5: Review the assessment from time to time and revise it if necessary

It is important that the risk assessments are checked from time to time, especially if there is a change in working procedures. In particular changes to facilities, new hazards and new legislation should be taken into account.

B.3 Potential risks

All and any potential risks should be identified and could be categorized under the following headings:

- a) people hazards (e.g. people with disabilities; people with language difficulties);
- b) activity hazards (e.g. running on poolside; throwing of swimming pool equipment);
- c) physical hazards (e.g. access from changing areas to deep or unknown water depths; slippery floor surfaces).

Annex C (informative)

Normal operating plan

The following list gives suggested items for consideration in the NOP:

- a) details of the swimming pool(s), pool hall(s), pool basin(s) and changing areas:
 - 1) dimensions and depths;
 - 2) features and equipment;
 - 3) a plan of the building;

NOTE The plan of the building may include positions of swimming pool alarms, fire alarms, emergency exit routes and any other relevant information.
- b) potential risk factors:

identification of the main hazards of users particularly at risk is required before safe operating procedures can be identified:

 - 1) general people hazards;
 - 2) general activity hazards;
 - 3) general physical hazards;
- c) dealing with the public:
 - 1) arrangements for communicating safety messages;
 - 2) customer care;
 - 3) poolside rules;
 - 4) controlling access;
- d) pool supervision:
 - 1) safety cover – provision of designated responders, swimming teachers, lifeguards;
 - 2) ensuring learner safety in the water;
 - 3) pool security (access and theft);
- e) safe systems of work relating to baby swimming:
 - 1) class supervision;
 - 2) nappies and shoes;
 - 3) use of pool equipment;
 - 4) admissions policy;
- f) operational systems:

controlling access to the pool basin(s) when in or out of use, including the safe use of pool covers;
- g) detailed work instructions:
 - 1) swimming pool cleaning procedures;
 - 2) safe setting up and checking of equipment;
 - 3) diving procedures;
 - 4) setting up of the swimming pool for galas;
 - 5) daily site inspection checks;
- h) first aid supplies and training:
 - 1) equipment required, its locations, arrangements for checking it;
 - 2) first-aiders, first-aid training;
 - 3) disposal of sharps;
- i) details of alarm systems and emergency equipment:
 - 1) alarm and equipment operation;
 - 2) locations;
 - 3) action to be taken on hearing the alarm;
 - 4) testing arrangements and maintenance;
- j) insurance.



Annex D (informative)

Pool basin equipment

Where pool basin equipment is provided, it should conform to the relevant standards as given in Table D.1. The swimming school should agree with the pool operator/landlord on the provision of swimming pool equipment.

Table D.1 – Standards for pool basin equipment

Equipment	Standard
Ladders, stepladders and handle bends	BS EN 13451-2
Starting platforms	BS EN 13451-4
Turning boards	BS EN 13451-6
Diving platforms and associated equipment	BS EN 13451-10
Moveable pool floors and moveable bulkheads	BS EN 13451-11
Safety signs	BS 5499



Annex E (informative) Emergency action plan

The following list gives suggested considerations in the EAP.

Action to be taken in an emergency, for example:

- a) bomb threat;
- b) discovery of a casualty in the water;
- c) disorderly behaviour;
- d) chemical imbalance;
- e) emission of toxic gases;
- f) lack of water clarity;
- g) bodily contaminants such as faecal release, vomit and blood;
- h) lighting failure;
- i) missing person;
- j) outbreak of fire (or sounding of the alarm to evacuate the building);
- k) overcrowding;
- l) serious injury to the learner;
- m) structural failure.

The procedure should make it clear, if it becomes necessary, how to clear the water or evacuate the building. To ensure the effectiveness of emergency procedures management should ensure:

- a) all staff are adequately trained in such procedures;
- b) notices are displayed to advise the general public of the arrangements;
- c) exit doors, fire-fighting equipment and break-glass call points, where provided, are checked regularly to ensure they are kept clear from obstruction;
- d) all fire exit doors are operable without the aid of a key at all times the premises are occupied.



Bibliography

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Standards publications

BS 5499, *Graphical symbols and signs*

BS 8599-1, *Workplace first aid kits – Specification for the contents of workplace first aid kits*

BS EN 13451-1, *Swimming pool equipment – Part 1: General safety requirements and test methods*

BS EN 13451-2, *Swimming pool equipment – Part 2: Additional specific safety requirements and test methods for ladders, stepladders and handle bends*

BS EN 13451-4, *Swimming pool equipment – Part 4: Additional specific safety requirements and test methods for starting platforms*

BS EN 13451-6, *Swimming pool equipment – Part 6: Additional specific safety requirements and test methods for turning boards*

BS EN 13451-10, *Swimming pool equipment – Part 10: Additional specific safety requirements and test methods for diving platforms, diving springboards and associated equipment*

BS EN 13451-11, *Swimming pool equipment – Part 11: Additional specific safety requirements and test methods for moveable pool floors and moveable bulkheads*

BS EN 15288-1, *Swimming pools – Part 1: Safety requirements for design*

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[7] HEALTH AND SAFETY EXECUTIVE. *Five steps to risk assessment*. INDG163. Sudbury: HSE Books, 2006.

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