



St. Mary's Catholic High School, Dubai – Muhaisnah

SWIMMING POOL POLICY

Written by:	Health and Safety Team	Reviewed:	November 2019
Endorsed by:	SLT		
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SWIMMING POOL POLICY

Policy Statement

SMM promotes healthy lifestyle and swimming is one of the activities provided. The school ensures that all the necessary measures are taken to provide safe bathing and swimming for those who are using the swimming pool.

The school recognizes that swimming under correct supervision and guidance, the risk for drowning and serious injury are real and can happen very quickly. The school adheres to Dubai Municipality's Swimming Pool Guidelines to ensure that its activities are suitably and sufficiently risk assessed. (<https://www.dm.gov.ae/en/Business/HealthAndPublicSafety/Documents/Technical%20Guidelines%20List/DM-PH%26SD-P7-TG01-%28Guidelines+for+Swimming+Pool+Safety%29.pdf>)

Safety Training

Swimming coaches and life guards are from the Prime Star Sport Academy LLC. A copy of swimming pool training certificates and lifesaving qualifications will be secured and filed. The head of the company must ensure that members of the team receive adequate training.

General School Organization

- Details of pool dimension are provided on the Appendix page.
- General maintenance of the swimming pool is the responsibility of the contractor from Al Fikree Leisure LLC. This includes the following:
 1. Removing of floating debris and cleaning of the pool 6 days a week.
 2. Checking of pool lightings and informing the facility management for any complains.
 3. Checking the pressure on the filter and to carry out back washing as necessary.
 4. Maintaining proper water level and back washing the sand filter.
 5. Providing consumables (pool acid and chlorine)
 6. Maintaining filter pressure to manufacturer's suggested level
 7. Ensuring its operation in accordance to manufacturer's recommendation and Dubai Municipality's Guidelines.
 8. Notifying the facility management in case of pool shutdown.
 9. Vacuuming and back washing twice a week.
 10. Checking of pool inlet valves for debris.
 11. Vacuuming of all areas of the pool flooring and brushing of walls and floor of the pool.
 12. Checking and documenting of pool water chemical levels (pH & Chlorine) and temperature daily.
 13. Chemical Analysis (pH, Chlorine, Calcium Hardness, Alkalinity, Temperature, Cyanuric Acid, Bromine & Saturation Index) of pool water quarterly. *(to be done by third party)*
 14. Microbiological Analysis (Heterotrophic plate count, Total Coliforms, Fecal Coliforms, Escherichia Coli, Pseudomonas Aeruginosa & Fecal Streptococci) of pool water bimonthly. *(to be done by third party)*
 15. Legionella Test for pool water 3x a year. *(to be done by third party)*

Pool Access

- All the access doors to the pool must be locked at all times. The H&S chairman is responsible in checking the door specially when the pool is not in use.
- It is the coach's responsibility to keep the door closed once all the swimmers are in the pool area during the session.
- No swimmers are allowed to be in the pool without a coach present.

Swimming Pool Rules

All swimmers must be aware of the following rules:

1. Swimmers must arrive and leave the venue in proper attire. Please respect the local customs and traditions of the country we live in.
2. Swimmers must change in the designated changing rooms and not in the poolside.
3. Swimmers are not allowed to go to the poolside until the lifeguard and the coach are present.
4. Swimmers are not allowed to leave the pool area unaccompanied.
5. No running.
6. No diving (including racing and surface dives).
7. No dangerous or irresponsible behavior in changing rooms or pool area.
8. Swimmers are encouraged to use the washroom before entering the pool.
9. Swimmers who had been sick, feels unwell or has an open wound are not allowed to swim.
10. No food or drinks (except water in a sports bottle) should be brought in the poolside.
11. No glass items are allowed on the poolside.
12. All swimmers must know the pool evacuation procedures get out of the water when instructed to do so.

Risk Assessment

SMM swimming pool will be risked assessed by the coaches and the facility management following the 5 steps method and should be carried out by the H&S team. The RA should be updated every two months and when a significant change occurs.

RA 5 steps method:

1. Identify the hazards.
2. Decide who might be harmed.
3. Evaluate the risks and decide its precautions.
4. Record the findings and implement them.
5. Review the assessment and update as necessary.

Pool Site Specific Information

SMM Swimming Pool	
Length	
Width	
Shallow Depth	
Deep Depth	
Number of lanes	
Surface Water Area	

Recording of Information

- Pool water test (pH, Chlorine and Temperature) is logged daily.
- Attendance of swimmers are secured every session.
- First aid log sheet is maintained.
- Service Reports for cleaning and maintenance are filed in the reception.

Emergency Action Plan

At all times, SMM should follow its training guidelines and procedures. The School Principal is in charge of the situation until emergency professionals (paramedics, police, and firefighters) arrive on the site.

Not all incidents can be planned for or rehearsed, however, all staff should try and remain calm as possible with SAFETY as the primary concern.

Evacuation Procedure

- Long blast on the whistle: the signal for the swimmers to get out on the pool.
- Swimmers are instructed to line up by the exit door in an orderly manner. Emergency Exit door is located at the back of the changing room.
- Swimmers are counted through the door, let out of the pool area and escorted to the back of the RTA parking area.

(SEE SCHOOL EVACUATION PLAN)

A. Medical Emergencies

- Call the medical emergency number (998) and provide the following information:
 - Nature of medical emergency
 - Location of the emergency (School's Address and pool location)
 - Do not move the victim unless absolutely necessary
 - Get the First Aid Kit.
 - Provide CPR and First Aid for assistance prior to the arrival of the paramedics.
 - For serious emergencies: ask other staff to clear the pool area, provide assistance or guide in paramedics.
 - In case of exposure to hazardous materials, consult the Control of Substances Hazardous to Health Sheet (COSHH) and wear the appropriate personal protective equipment (PPE) and provide first aid.

B. Aquatic Emergencies

- NRASTC training should be followed for all the aquatic emergencies such as drowning.
- Lesson can be continued depending on the severity of an incident: the unaffected swimmers may rest in an area of the pool while the affected swimmer is attended or the entire pool area will be evacuated.

C. Minor Emergencies

- This is an incident in which, if handled properly, does not result to a life threatening situation. The coach should do the following:
 1. Is made/become aware of the incident.
 2. Notifies the team.
 3. Will ask one of the team to guide the other swimmers while providing first aid treatment or appropriate assistance.
 4. Documents the incident in the logbook.
 5. Completes incident/accident report.
 6. Returns to duty.

D. Major Emergencies

- This is an incident occurred resulting in a serious injury of life threatening situation. A major emergency follows a general pattern and can include discovery of a casualty in the water:
 1. The coach is made/become aware of the incident.
 2. The coach notifies the team.
 3. The coach initiates rescue/first aid and remove the casualty from the danger area.
 4. Other team members should clear the pool and assist in rescue/first aid as necessary. If the coach is alone, he/she should clear the pool first to ensure the safety of the other swimmers. One swimmer is instructed to call for help in the pool area and go to the clinic to inform the school nurse and ask for assistance.
 5. If the coach is completely alone, he/she should instruct the swimmers to clear the pool and ensure that they are in the safe distance from the pool edge and seated. Initiate the rescue/first aid to the casualty.
 6. The school nurse will call the ambulance and the security guard must direct them to the scene of the incident.

7. The school nurse should inform the Principal and the Director then notify the parents as per policy.
8. The coach and the school nurse should complete the incident/accident report.
9. The Principal or the Director will determine when the pool will be re-opened to the swimmers and the hirers.

E. Serious Injury to Swimmer/s

- All head injuries are to be treated as serious injuries. (delayed compression injury may lead to unconsciousness.
- An ambulance should be called by one of the school nurse who is not managing the casualty.
- Under no circumstances should the casualty be permitted to go back to the pool to continue the session even if they appear well.
- All casualties must be transferred to hospital immediately.
- First Aid and assistance should be provided while waiting for the paramedics.
- The paramedics have the full responsibility to transport unaccompanied casualty to hospital and should not be necessary for a member of staff to accompany the casualty in the ambulance.

F. Aquatic Spinal Cord Injury Management (ASCIM)

Careful handling, lifting and moving should always be in mind when dealing with spinal injuries.

Priorities:

- Save a life: Asses chest compression, airway and breathing (CAB)
- Stabilize casualty's head
- Maintain casualty in horizontal position

Disorderly Behavior

Any behavior which can cause a nuisance or is dangerous to other swimmers or staff shall be stopped immediately. Sanctions will be applied as per the school policy.

Lack of Water Clarity/Poor Visibility

- A reduction in water clarity hinders the users from assessing the depth of the water. It can also prevent the coach and lifeguard to see a casualty below the surface of the water.
- The clarity of the pool water should be constantly monitored and recorded.
- The pool contractor should be contacted for any reduction of water clarity followed by water testing, pool plant checking and initiate any corrective action.
- If corrective action is not possible before the session, the H&S team will stop all the lessons until further notice.

Power Failure

- Investigation must be done if the power is lost to the whole building including the pool plant.
- If evacuation is needed, **the Principal or the Director** will initiate it immediately.

Dealing with Blood, Vomit and Fecal Matter

A. Blood, Vomit and Fecal Matter in the Pool

- If the amount of blood or vomit spilled in the pool is in large amount, it should be temporarily cleared of swimmers to allow the pollution to be cleared and any infectious particles within it be neutralized by the disinfectant in the water.
- Solid stools should be taken out from the pool quickly to avoid it from breaking up.
- Swimmers should be pulled out from the pool immediately.

- H&S Chairman should contact the pool contractor to treat the pool water. This should be done before re-opening the pool.

B. On the Poolside

- Any spillage (blood, vomit or fecal matter) on the poolside should be covered with paper towels and use designated spill kit in clearing it away.
- The staff should wear appropriate personal protective equipment (gloves and suitable footwear) in cleaning up the spillage.
- The paper towels and the used PPE should be disposed of in hazardous waste bin.

Chemical Spill

Swimming pool requires large amount of chemicals to keep it clean and safe to use. Pool chemical spills or accidental mixtures are mainly caused by the combination of chlorinated chemicals and acid. Chlorinating agent combined with an acid will form chlorine gas. Once inhaled, this can cause eye and mucous member irritation, nausea and vomiting or more serious. Chemicals should be kept separately in a locked room.

- **For Large Chemical Spill**
 - Secure the area and inform the H&S team
 - Do not attempt to clean the spill unless trained to do so
 - Notify the maintenance personnel, pool contractor and the Fire Service Department
 - Attend to the injured personnel and call the ambulance as necessary
 - Evacuate the area as necessary
- **For Small Chemical Spill**
 - Clear the area and make sure no one comes into contact with the chemicals
 - Notify the maintenance personnel
 - Check if any chemicals have entered the pool system
- **For Toxic Fumes**
 - If present, evacuate the site and prevent others from entering

Revisions

This policy will be reviewed annually and will be revised as necessary.