

# Kilbirnie School

## Pool Policy

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### Purpose:

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To provide the information and standards necessary to ensure the school pool and pool area is healthy, safe and secure. The purpose of the policy is also to ensure the pool is operated and maintained in a sustainable manner.

### Policy:

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This policy will comply with all relevant New Zealand legislation and regulation, including:

- Health and Safety in Employment Act 1992 – notification of hazards and incidents and hazard/incident management.
- Water Quality Standard 5826:2000 – for dealing with water quality and faecal/diarrhoea incident management
- Building Act 1991 and Building Code – pool fencing to comply with this code
- Fencing of Swimming Pools Act 1987, which requires adequate fencing to be provided around pool area and a gate with a self closing mechanism
- 2004 Guidelines for Boards of Trustees for safe operation and management of a school swimming pool (Water Safety New Zealand).
- 2003 Ministry of Education Guidelines for Health and Safety in Schools

### Scope:

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This policy applies to students, teachers, parents/caregivers and community members who use the pool.

### Responsibilities:

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The Board of Trustees will:

- Ensure the health and safety of students, staff and others using the pool in school hours<sup>1</sup>.
- Be responsible for overall management and operation of the pool
- Ensure adequate and up-to-date insurance cover and equipment warranties/guarantees are in place (eg pool liner/filter, fencing, buildings) for the pool/pool users
- Fund power for the pool, maintaining changing rooms, pool accounts and completing water testing within school hours. This also includes setting and reviewing any pool levy that may be placed on school students
- Ensure the person designated to maintain the pool is certified in water quality management and completes water management and maintenance to the standards required<sup>2</sup>
- Consult and communicate with the Pool Committee and community around pool issues and pool funding status
- Ensure that any staff/providers of swim coaching have appropriate qualifications

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<sup>1</sup> Outside school hours the Board will not be responsible for harm to pool users as long it complies with the Ministry of Education's '2003 Guidelines for Health and Safety in Schools'.

<sup>2</sup> New Zealand Standard 5826:2000

The Pool Committee will:

- Manage short and long term operational and capital expenditure such as pool maintenance and maintaining pool hygiene and maintenance<sup>3</sup>
- Ensure that at least one parent is certified in water quality management
- Manage a roster of volunteers for water testing outside school hours.
- Market, fundraising and grant management to ensure ongoing expenditure is available for pool operation and to meet capital expenditure requirements.
- Set and reviewing the key holder fee
- Check that the first aid kit contents and emergency contact list are current and complete at the start and half way through each pool season, and that the kit is stored in a vandal proof place (changing rooms).
- Publicise the Pool User's Code (signed by all key holders) in the pool area
- Plan and coordinate pool working bees to be completed before the pool opens for the season.

## Procedure:

### Operating hours

The Principal will set and advise the school community of the pool's open/closing dates and operating hours, which will usually be between November and April each year. The pool will also be available for key holders after school, on weekends and school/public holidays.

### Water quality

Kilbirnie pool will meet the standard for operation and management of water quality in school pools (New Zealand Standard 5826:2000) to ensure the water is chemically and microbiologically safe for users.

If water testing is run in-house, at least one member of the Kilbirnie School community will be certified in water quality management, and ensure testing is completed to the standards and frequency required<sup>4</sup>.

### Facilities and equipment

All pool chemicals will be stored securely away from the pool, changing rooms and equipment (to ensure children cannot have access to these chemicals), and disposed of in accordance with the manufacturer's instructions.

### Supervision

When the pool is in use, a designated person will be required to supervise pool users at all times, eg teacher or KASC caregiver for school children. Where the pool is being used by members of the Kilbirnie School community, a 'key holder' will be considered to be the designated pool supervisor as outlined in the 'Kilbirnie School Pool User's Code'.

Supervision means being able to see all pool users while they are in and around the pool. The number of supervisors will need to increase in line with an increase in pool users or equipment. All children aged 15 years and under must be supervised by an adult aged 18 years and over, eg teacher, KASC caregiver or adult from a key holder family.

### Keys

Keys will be provided to parents or caregivers of Kilbirnie School children and the local community for a fee set and reviewed each year by the Pool Committee.

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<sup>3</sup> Ministry of Education's '2003 Guidelines for Health and Safety in Schools'.

<sup>4</sup> (Certification under Unit Standard 20046)

## Hazard Management Table

The following hazards will be identified and managed in line with table below and the School's health and safety policy.

<b>Hazard</b>	<b>Harm it may cause</b>	<b>Hazard Management Actions</b>
Pool gate doesn't close properly or fence is able to be scaled so that unauthorized people can get in	Lost children or children on road who may become injured or security breach	Check gate/lock regularly and fix or replace gate fittings, lock or fencing as required (ie if sticks or is slow to close).
Incident in or around the pool	Injury or drowning	<ul style="list-style-type: none"> <li>- Designated adults in pool area must comply with supervision requirements.</li> <li>- First aid offered/coordinated if required and injury reported to the emergency contact (noted in Pool User's Code).</li> </ul>
Sun	Sunburn or sunstroke	School and key holders to ensure shade areas are available and sunhats, sunscreen are used.
Equipment not suitable for pool/misuse of equipment	Injury in water or pool area eg scrapes, bruises, concussion.	Designated adult to ensure unsuitable equipment is not used in pool/pool area eg surf boards, boogie boards.
Pool chemicals ('unstable')	<ul style="list-style-type: none"> <li>- Scalding and burns, poisoning, rashes.</li> <li>- Explosions</li> </ul>	<ul style="list-style-type: none"> <li>- Chemicals stored in locked area away from areas children access.</li> <li>- Water testing can also reduce potential for burns.</li> </ul>
Contaminated water (dirt, sweat, body fluids, hair, wind blown debris)	<ul style="list-style-type: none"> <li>- Cryptosporidium or other water borne disease</li> <li>- Degradation of pool and plant equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Use of chemicals, filter management system and water testing to standard 5826:2000, adjusting for number of pool users, length of time pool is in use per day and air temperature (if high this can affect chemicals and filter system).</li> <li>- Apply standard for faecal /diarrhoea incidents.</li> <li>- Comply with and pass regular Wellington</li> </ul>

		City Council water quality audits
Hard surfaces	Injury from tripping, falling, scraping	<ul style="list-style-type: none"> <li>- Users advised to walk not run or jump in pool/pool area (in Pool User's Code).</li> <li>- If an injury occurs the designated supervisor will organise first aid/treatment if required, and the incident will be reported to the emergency contact (noted in the Pool User's Code).</li> </ul>
Burst pipes	Flooding to school or neighbouring property	<ul style="list-style-type: none"> <li>- Regular maintenance of pool plant equipment/locked where possible.</li> <li>- Water bombs prohibited</li> </ul>

## Review

This policy will be reviewed every three years or after a significant event if required.

## **Kilbirnie School Pool User's Code**

Parents and caregivers of Kilbirnie School and Kilbirnie Community members are able to be key holders of the Kilbirnie School pool during its open season, which usually runs between November and April.

### **Opening Hours**

The school pool is available for community users at the following times:

Weekdays: 3.30pm to 8.00pm

Saturday, Sunday and School/Public holidays: 10.00am to 8.00pm

### **Keys**

Pool keys are available from the school office at a cost of \$30, which includes a \$10 refund when the key is returned. The pool keys, which remain the property of the Board of Trustees, will be returned to the school office within one week of the end of the pool season.

### **Supervision**

All persons 15 years of age and under must be supervised by an adult 18 years and over from a member of a key-holding family. As no life guards are provided, any key holder will be considered to be the supervisor and is required to be present when the pool is used by family members/friends.

### **Conditions of Use**

Never swim alone, or while under the influence of alcohol or drugs. Take additional care if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.

The pool gate is to be kept locked at all times when the pool is and is not in use.

For the health and safety of pool users and to maintain good neighbourly relations, please ensure there is no loud or reckless behaviour around the pool, such as diving, running, jumping, pushing others into the pool or playing loud music. For hygiene reasons, no dogs or other animals are permitted inside the pool area.

Please ensure the pool area is kept clean and tidy, place rubbish in the bin provided or take it with you. Smoking, glass and water bombs are prohibited in the pool area. Do not use boogie boards or surf boards as they are not designed for use in pools.

Remove the pool cover with care (no jumping on it) and replace it if you are last person to leave.

The key holder shall not allow any person to injure, deface, damage or interfere with the pool, pool area, and school/grounds.

The Kilbirnie School Board of Trustees, Principal and Teachers shall not be liable or responsible for any death, accident, loss or injury arising out of use of the pool.

The key holder will indemnify the Board of trustees, Principal and teachers from all claims, demands, cost and proceedings that may be made against them arising out of or in connection with the use of the pool by key holders or any person allowed into the pool enclosure by key holders.

Any key holder household member or person with key holder permission to use the pool that is found to breach the Pool User's Code will forfeit the right to use the pool and may be charged for the cost of any repairs required to make good any damage.

**Emergency Contacts**

For any queries about the pool during its open season, including the reporting of any accident or incident, please contact:

- Stephen Moore
- Stephanie Lamond ph 970-0908 (home) or (021) 337427)

**Key holder Declaration**

I have read and will comply with the Kilbirnie School Pool User's Guide and will ensure the compliance of, my family and any person that I give permission to use the pool.

Signed

Name

Date

Address

Phone