



SWIMMING POOL OPERATION AND USE

Rationale:

This policy is a compulsory requirement of the MoE Health and Safety Code of Practice.

Purpose:

To establish the school's policy on operation and use of the school swimming pool.

Scope:

This policy applies to all departments and individuals who maintain and operate the pool, (Property Maintenance Dept, Physical Education Dept, Carruth Hostel, etc.) and all pool users, including those authorised to use the pool outside of school hours.

Guidelines:

1. The swimming pool shall be operated, managed and used in accordance with:
 - a. accepted best practice methods in the operation and management of school swimming pools as set out from time to time by New Zealand Water Safety;
 - b. www.education.govt.nz/school/property/state-schools/schoolfacilities/swimming-pools/
2. The provisions of (1) above include the relevant sections of:
 - a. Building Act 2004 and Building Code
 - b. Health & Safety at Work Act 2015
 - c. HSNO Act 1996
 - d. Water Quality Standard NZS 5826:2010
 - e. Safety barriers and fences around pools NZS 8500:2006
6. The primary purpose of the pool is to provide for physical education curriculum delivery and associated competitive and sports activities for students.
7. The school will maintain and operate the pool to ensure that the required water quality and other operating standards are met for the period of the year and hours of the day required for the fulfilment of the primary purpose. (This is currently Term 1 and Term 4, 0900 hrs – 1530 hrs, excluding weekends and holidays).
8. This policy (along with associated Management Procedures) shall be easily accessible to all users by being permanently displayed at the pool enclosure, and by provision to all authorised users.

After-hours use by other organisations and individuals

9. The school may allow the pool to be used by other organisations and individuals, outside of normal school hours, subject to prior approval, and conditional on appropriate operational management regimes or arrangements being in place to ensure water quality and safety standards are maintained. This may consist of



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arrangements whereby the authorised user assists with monitoring and maintaining those standards.

10. Any such use should not bring additional operational cost to the school. All organisations and individuals must pay at least the cost of providing the pool for their use, including direct operating, cyclical maintenance and capital maintenance.
11. An informal third-party occupancy agreement must be entered into between the school and the authorised user. This shall include a copy of this policy and a declaration by the user of knowledge, understanding and compliance with the rules and conditions of use herein.
12. After-hours users are required to take full responsibility for the safety and welfare of themselves and all persons accompanying them. This shall be explicit in any agreement entered.

Use

13. **All** pool users must comply with the *WBHS Swimming Pool User Code*. (Appendix 1).
14. **After hours** users must comply with *WBHS Rules for After Hours use of the Swimming Pool* (Appendix 2)

Management procedures required

15. Safe swimming pool operation has critical statutory and best practice obligations. Therefore, the Principal shall publish and maintain management procedures to support and enact this policy.

Related Policies:

16. Health and Safety; Hire of School Facilities

References or Sources:

1. Health & Safety at Work Act 2015
2. www.education.govt.nz/school/property/state-schools/schoolfacilities/swimming-pools/
3. Water Safety NZ School Swimming Pool Guidelines 2004 (Getting your feet wet)
4. Building Act 2004 and Building Code
5. Water Quality Standard NZS 5826:2010
6. Safety barriers and fences around pools NZS 8500:2006
7. Hazardous Substance and New Organisms Act 1996

Review Details:



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| Review Date | Reviewed by |
|-------------|-------------|
|-------------|-------------|

Oct 2022

HAK

Review cycle: 3 years

Due date for Review: Oct 2025

Contact Persons:

- WBHS Property Manager & HoD Phys. Ed Dept



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APPENDIX 1

WBHS SWIMMING POOL USER CODE

Swimming is fun and enjoyable, but pools can be dangerous. Water presents a risk of drowning and injury can be sustained from the hard pool surfaces or the misuse of equipment. To ensure your safety, and the safety and enjoyment of other pool users, the WBHS Board of Trustees have established the following code of behaviour for all pool users.

- Never swim alone.
- Never swim 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.
- Shower before entering pool.
- No food or drink to be consumed in the changing rooms or pool.
- Children under 8 years are not permitted in the swimming pool compound unless actively supervised by a person at least 16 years old
- During any session when the pool is in use, there shall be at least one person designated as the swimming pool supervisor, who will supervise the pool at all times. The number of additional supervisors required will be determined by the number of swimmers
- Always check the depth of water before entering the pool, as every pool is different. Look for hazards such as diving boards, water slides, or steep slopes into deeper water.
- No running, jumping, or bombing.
- Diving is permitted only at deep end or from racing blocks, and only when authorised by supervisor.
- No holding under, pushing or screaming.
- Boogie boards, surf boards, kayaks are not to be used in this pool unless specifically authorised by Phys. Ed Dept.
- Avoid holding your breath and swimming long distances underwater.
- Return pool equipment to the storeroom.
- Keep gate closed at all times.
- Ensure the pool gate is securely closed when you leave.



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APPENDIX 2

WBHS RULES FOR AFTER-HOURS USE OF THE SWIMMING POOL

THERE IS NO LIFEGUARD SERVICE AT THIS POOL. After-hours key-holders are responsible for the safety and welfare of all persons in their party. Never swim alone.

- Access and use of the pool is for the authorised keyholder only. Immediate family members may accompany the keyholder.
- Pool is only available for the calendar period of use specified in your Agreement Terms and Conditions. Periods of use differ between users.
- Users must produce their key and identify themselves on request
- Trespassers may be prosecuted
- Swimming Pool Hours are from 9am - 7pm only.
- When chemicals are in use - pool is closed.
- Users must comply with the **WBHS Swimming Pool User Code**
- Children must be constantly supervised by a responsible adult.
- All school grounds and buildings are SMOKE FREE and ALCOHOL FREE. No dogs.
- Access privileges may be revoked for inappropriate behaviour or disobeying rules.
- In the event of contamination of the pool by faecal matter or similar the pool must be immediately evacuated, and a Pool Monitor notified. Refer to contact list displayed on notice.
- Please immediately report any malfunction or damage of toilets, doors, walls, lights, windows, storage lockers, fittings, etc. to a Pool Monitor.
- If last to leave, ensure all gates are securely locked.