# Operational Policy: Swimming Pool & Gym (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is committed to ensuring that the indoor swimming pool, therapy pool and gym located in the stand alone building on the Homai Campus grounds is used in a safe and appropriate manner at all times.

The primary purpose of the pools and gym is to provide hydrotherapy and physical education curriculum delivery and associated activities for ākonga either enrolled in the Homai Campus School or attending BLENNZ programmes on the Homai Campus site.

Wherever possible BLENNZ will follow the appropriate Guidelines for Boards of Trustees for the safe operation and management of a school swimming pool. These guidelines can be found on Group Drive/Policies/Operational Policies/NAG 4 Health and Safety

This policy applies to all pool and gym users, including those authorised to use the facilities outside of the hours the pool and gym are accessed by BLENNZ.

BLENNZ has the right to withdraw approval for the use of the facilities if the requirements in this policy are not followed.

This policy should be read in conjunction with the appropriate User Code.

## Policy Requirements:

### 1. Security:

The swimming pool building and gym will have a self-closing door to ensure they close securely at all times. There will be regular checks of the operation and effectiveness of the doors and locks. Access to the pool and gym will be managed by separate swipe cards/pods. Only approved staff will permanently hold swipe cards/pods that allow access to the pool facility. All other access will be through swipe cards/pods that will be kept in main Reception and Residential. These cards must be signed in and out and returned to the location from which they were obtained. Unlocking of the swimming pool door from Reception is **for emergency use only.**

Both the pool and the gym are alarmed. Anyone using either facility after hours or in the weekends must ensure that the alarm is deactivated on entry and reactivated on leaving.

### 2. Opening Hours:

 The pool and gym will be open during term times as follows:

####  Akonga:

 12.00pm – 2.30pm Monday School

9.00am – 2.30pm Tuesday to Friday School

3.30pm – 8.00pm Monday, Wednesday, Friday Residential / Immersion

6.00pm – 8.00pm Tuesday and Thursday Residential / Immersion

9.00am – 8.00pm Saturday & Sunday Residential / Immersion

#### Staff:

6.00am – 8.30am Monday to Friday Staff

3.00pm – 6.00pm Tuesday and Thursday Staff

The pool and gym must be booked through the normal booking system (BLENNZ Outlook Calendar). **The facility will be closed Monday mornings from 8.30-12.00pm for regular cleaning and maintenance.**

The access pod must be collected from and returned to Reception during the day (and signed for). During evenings and weekends the access pod can be collected from, and returned to, the Residential office (and signed for).

The pool and gym are not available for staff to access during weekends when the school is open. Prior approval must be sought from Senior Management to use the pool or gym during school holidays.

### 3. Pool Chemicals:

All pool chemicals will be securely placed away from the swimming pool and changing rooms. Chemicals must be stored and disposed of in accordance with manufacturers’ instructions. Pool equipment must not be stored in the same area as the pool chemicals as this may enable ākonga to access hazardous and dangerous chemicals.

### 4. Water Quality:

The quality of the water should fulfil the requirements of the New Zealand standard NZS5826:2000. This standard is a plain language code of practice for the operation and management of water quality in public swimming pools, including school pools.

Water quality will be tested at least three times per day to ensure the pool maintains the correct pH, alkalinity, calcium hardness and chlorine levels. The last water quality check by the Homai Campus Site Management Team will be carried out at 4.00pm.

If the pool is used in the weekends, another trained person must ensure the water quality is tested before the first use of the day and then every 4 hours during use. The Homai Campus Maintenance Team will be trained to NZQA standards in water quality testing. Other staff will be trained as required to undertake testing of the pool water during out of school hours. Only trained staff can undertake this testing.

An independent contractor will carry out monthly water sample checks for microbiological parameters. Pool testing records are kept by the BLENNZ Homai Campus Site Manager.

### 5. Trained Staff:

Appropriate staff will undertake training specific to need e.g. CPR, water quality testing, water safety etc.

### 6. Swimming Pool Supervision Standard:

The BLENNZ swimming pool supervision standard for school use is as follows:

* During any session when the pool is in use there will be a **minimum** of one person designated as the swimming pool supervisor (“lifeguard”) who will be responsible for supervising the pool at all times. This person must supervise from outside, not in, the pool.
* If there is more than one of the pools being used at any one time, there must be two designated pool supervisors (“lifeguards”) responsible for supervising one pool each to ensure line of sight.
* Irrespective of the number of supervisors (“lifeguards”) there must always be a minimum of two staff present at all times the pool is being used by ākonga so that the supervisor can be assisted when required.
* The use of specialised equipment may require an increase in staff being present.

#### Minimum Staff:Ākonga Ratios inside the Pools

* + Compulsory Schooling 1:4
	+ Ākonga with additional needs: 1:2
	+ Early Childhood 1:1

Ākonga attending the Residential / Transition programme do not have to have staff in the pool with them. In addition to the number of pool supervisors (“lifeguards”), the staffing:ākonga ratio will be 1:6. This will ensure there is at least two staff present at all times ākonga use the pool.

 User Codes provide additional information on the processes to follow when accessing the pool and gym facilities.

### 7. Pool Depth:

 Main Pool 1.1m – 1.6m

Hydroptherapy Pool 0.6m to 1.2m

### 8. Swimming Pool and Gym User’s Code:

BLENNZ will establish swimming pool and Gym User Codes that reflect the expectations for pool and gym use and user behaviour. The codes will cover the use of equipment (or the banning of equipment) as well as specifying the minimum age for supervision. The appropriate code will be made available to visitors prior to them using the facilities. The codes and this policy can be located on BLENNZ Group Drive/Policies/Current/Operational/NAG 5.

A copy of the policy and pool user codes will be also be placed on the notice boards near the entrance of both areas.

### 9. Pool Equipment:

Pool equipment must be kept in a secure, but easily accessible place, to avoid equipment becoming a potential hazard if left lying around the pool.

Some equipment and toys, such as boogie boards, are not designed for use in school swimming pools. The use of this equipment should be actively discouraged. The exception to this would be if the equipment was being used as a teaching tool or experiencial learning.

### 10. First Aid and Emergency Contacts

An emergency telephone and first aid kit will be available within both the pool building and gym. The first aid kits will be checked monthly by the Site Manager to ensure there are sufficient supplies. Emergency contact details, as well as the location of the first aid kit and closest telephone will be advertised in clearly visible places.

### 11. Maintenance

Any malfunction or damage to toilets, doors, walls, lights, windows, storage lockers, fittings, pool hoist, pool or gym equipment must be notified to the Site Manager immediately.

### 12. Outside Users

From time to time BLENNZ may allow the pools and gym to be used by other organisations and individuals e.g. other Specialist Schools subject to approval (through the Principal), and conditional on appropriate operational management regimes or arrangements being in place to ensure safety standards and pool quality is maintained. Any approvals will be done after consultation with BLENNZ users to ensure there is no detrimental impact upon BLENNZ ākonga being able to access the pool for curriculum or recreational purposes.

Outside users of the pool and gym (including visitors staying on site) 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 into. To meet its responsibility for compliance with health and safety legislation, BLENNZ will ensure any hazards are notified to the appropriate person responsible for users of the pool or gym.

With the exception of families/whānau staying on site as part of a BLENNZ educational programme or National Assessment, outside users of the pool and gym should not bring additional operational cost to BLENNZ. All organisations and individuals must pay at least the cost of providing the facility for their use. This could include the cost of chemicals required and/or additional cleaning. Users will not be charged for costs for which BLENNZ receives funding from the Ministry of Education e.g. Heat, Light and Water.

### 13. General

 This policy does not stand in isolation and must be read in conjunction with other BLENNZ policies and in particular the following:

* Child Protection Policy
* Smoke Free
* Drug Free
* Ākonga Alcohol
* Staff Alcohol
* Use of BLENNZ Residential Accommodation
* Health and Safety: Visitors

## Supporting Documents:

Swimming Pool & Gym User Codes:

* Homai Campus School
* Residential
* Immersion (compulsory schooling)
* Visitors
* Early Learning Service
* Early Childhood Immersion
* Staff

Hydrotherapy at BLENNZ Homai Campus School

BLENNZ policies (located on Group Drive/Policies/Current)

[Water Safety NZ: School Pools](http://www.watersafety.org.nz/SchoolPools)

[NZQA Unit Standard 20046](http://www.nzqa.govt.nz/nqfdocs/units/doc/20046.doc) - Monitor pool water quality and store pool water treatment chemicals

[Ministry of Education Website - Swimming Pools in Schools](http://www.education.govt.nz/school/property/state-schools/school-facilities/swimming-pools/)

[Water Quality Standard NZS 5826](https://shop.standards.govt.nz/catalog/5826%3A2010%28NZS%29/view)

Approved: 

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Next Review: 2025