



# GROUP POOL SAFETY PROCEDURES



Document Name:	Group Pool Safety Procedures		
Document Reference:	ALE-008-Rev 00		
Circulation:	All AlephYa Schools and Central Office		
Prepared by:	Naglaa Radwan	Group Head Health and Safety and Safeguarding	
Approved for Circulation:	Gavin Hyatt	COO	
Approved for Circulation:	Shailesh Doshi	CEO	
Approved for Circulation:	Nadeem Masud	President	

Status	Version	Change Reference	Date	Next Review Date
Approved	00	First Group Circulation		

School Name	Responsible Lead	Signature	Date
Ajyal - Al Falah			
Ajyal - MBZ			
SMS			
HPS MOE			
HPS American			

Al Majd			
TIS			
ABQ – AZZAN			
ABQ – IMTIAZ			
ABQ – SEEB			
ABQ – SOHAR			

## Table of Contents

<b>Table of Contents</b> .....	<b>3</b>
<b>1. Executive Summary</b> .....	<b>5</b>
<b>2. Purpose</b> .....	<b>6</b>
<b>3. Scope</b> .....	<b>7</b>
<b>4. Definitions</b> .....	<b>8</b>
<b>5. Roles and Responsibilities</b> .....	<b>8</b>
<b>6. Safety, Security and Required Equipment</b> .....	<b>12</b>
<b>7. Safe Supervision</b> .....	<b>14</b>
<b>8. Pool Water Environment</b> .....	<b>17</b>
<b>9. Safe System of Work</b> .....	<b>21</b>
<b>10. Communication</b> .....	<b>25</b>
<b>11. Safety and Swimming Pool Rules</b> .....	<b>26</b>
قواعد السلامة واستخدام حوض السباحة .....	<b>27</b>
<b>12. Emergency Action Plans</b> .....	<b>28</b>
<b>13. Monitoring and Policy Review</b> .....	<b>32</b>
<b>Appendix 1. School Contact Details</b> .....	<b>33</b>

<b>Appendix 2. Pool Layout .....</b>	<b>35</b>
<b>Appendix 3. Swimming Pool Evacuation Procedure (Fire / General Evacuation) .....</b>	<b>36</b>
<b>Appendix 4. Swimming Pool Compliance Folder .....</b>	<b>37</b>
<b>Appendix 5. Signature Acknowledgement Sheet .....</b>	<b>39</b>
<b>Appendix 6. Swimming Pool Daily, Monthly, and Annual Checks .....</b>	<b>40</b>

# 1. Executive Summary

## AlephYa Group Pool Safety Policy (ALE-008)

### Purpose & Scope

This policy sets out how all AlephYa school swimming pools must be managed to keep students, staff, visitors, and contractors safe. It covers supervision, safeguarding, water quality, equipment, emergency response, and record-keeping for all AlephYa schools in the UAE, KSA, and Oman, including external hirers.

### 1. Roles and Responsibilities

- **Principal** – Overall responsibility for pool safety, approvals, and resourcing.
- **Facilities Manager / OSH Officer** – Oversees water quality, contractors, plant, safety checks, and the Swimming Pool Compliance Folder.
- **Head of PE / Teachers / Coaches** – Plan and deliver safe lessons, keep registers, supervise students, and follow Emergency Action Plans (EAPs).
- **Lifeguards** – Focus solely on supervision, prevention, and rescue; not counted in teaching ratios; must hold valid lifeguard and first aid/AED certifications.

### 2. Safe Supervision and Safeguarding

- A qualified lifeguard must be present whenever the pool is in use (minimum: one lifeguard per class).
- Teacher–student ratios follow AlephYa standards (e.g. 1:6 beginners in water, up to 1:20 competent swimmers).
- Gender arrangements must meet local authority and safeguarding requirements (ADEK, KHDA, MOE, etc.).
- No lone working in the pool enclosure, plant room, or changing rooms.

### 3. Water Quality and Outdoor Conditions

- Daily testing (pH, free chlorine, temperature) by the external contractor, verified and signed by school staff.
- Regular microbiological and legionella testing by accredited laboratories.

- Pool must close if readings are outside the safe range or if the pool floor is not clearly visible.
- Outdoor pools must be closed during thunderstorms, poor visibility (heavy rain, fog, sandstorms), or unsafe air/water temperatures.

#### 4. Safety, Security, and Equipment

##### Each pool must have:

- **Controlled access** (card/code plus manual gate), self-closing and alarm-enabled doors, secure fencing.
- **Rescue equipment:** spinal board, life rings, torpedo buoys, reach poles, throw bags, lifeguard chair.
- **First Aid kit and AED** reachable within 2 minutes, checked regularly.
- **Safety signage** in English and Arabic, clear depth markings, rules, and evacuation routes.
- **Anti-slip surfaces** and mats around the pool and in wet areas.

#### 5. Emergencies, Records, and Review

- EAPs in place for overcrowding, disorderly behaviour, contamination, serious injury, spinal injury, casualty in the water, missing child, fire, chemical leaks, glass, suspected abuse, and lockdown.
- Staff trained annually on EAPs, whistle signals, evacuation, and emergency contacts.
- Daily, monthly, and annual checks documented in the Swimming Pool Compliance Folder, kept in the Lifeguard Room / Facilities Office and available for inspection.

The policy is reviewed annually and when operations, layout, contractors, or regulations change. Non-compliance may lead to corrective and disciplinary action.

## 2. Purpose

The purpose of this policy is to ensure the safe operation and use of swimming pools within AlephYa schools. It aims to protect all students, staff, and visitors by promoting a secure and supportive environment that upholds AlephYa safeguarding standards.

This document outlines safety measures, supervision requirements, and emergency procedures to prevent accidents and respond effectively if incidents occur. All PE teachers,

coaches, lifeguards, and supervisors must be familiar with and follow these procedures at all times.

### **3. Scope**

This policy applies to all students, staff, volunteers, contractors, visitors, and stakeholders within AlephYa group. It covers every aspect of safeguarding, supervision, and pool safety to ensure a secure, respectful, and inclusive environment for all.

The policy outlines the operational steps required to safely manage swimming pool activities, along with emergency action plans for the following scenarios:

- Overcrowding
- Disorderly behaviour
- Poor water quality
- Fire
- Bomb threat
- Lighting failure
- Structural failure
- Toxic gas emission
- Serious or threatening injury
- Suspected spinal injury
- Discovery of a casualty in the water
- Missing child
- Excrement, blood, or vomit in the pool
- Glass in the pool
- Suspected child abuse
- Lockdown

All individuals or organisations using the pool, whether part of AlephYa or external hirers, must be familiar with and follow the operating procedures, emergency action plans, and risk assessments outlined in this document.

## 4. Definitions

**Emergency:** An unexpected and urgent situation that poses immediate danger to health, safety, or property and requires prompt action.

**Crisis:** A severe incident or disruption that creates a highly unsafe or challenging situation demanding coordinated management and response.

**Crisis Management:** The structured approach AlephYa uses to respond to, manage, and minimize the impact of emergencies or critical situations.

**Danger:** Any condition or circumstance that could result in harm, injury, damage, or loss.

**AED (Automated External Defibrillator):** A portable electronic device used to assess heart rhythm and, if needed, deliver an electric shock to restore a normal heartbeat during cardiac arrest.

**Emergency Plan:** A detailed and systematic set of instructions outlining roles, responsibilities, and actions to be taken before, during, and after an emergency.

**Competent Authority:** A recognised body or organisation legally empowered to perform specific regulatory, safety, or compliance functions.

**Hard Services:** Building-related services that are part of its physical infrastructure, such as electricity, plumbing, HVAC (heating, ventilation, and air conditioning), and structural maintenance.

**Cybersecurity Incident:** Any event that violates applicable cybersecurity or data protection laws in the country of operation (UAE, KSA, Oman) or AlephYa's Information Security Policy, or that disrupts digital systems or compromises the security or privacy of AlephYa data or users.

**Incident Response Team:** The designated group responsible for addressing and resolving cybersecurity or other operational incidents, following AlephYa's established escalation procedures.

## 5. Roles and Responsibilities

- **Principal**
- Holds overall accountability for ensuring that a clear Pool Safety Policy is developed, implemented, and understood by all relevant staff.

- Confirms that all possible pool-related emergency scenarios are assessed and that suitable evacuation plans are in place.
- Allocates resources and approves funding for staff training, safety equipment, and emergency readiness.
- **Facilities Manager**
- Oversees daily compliance with pool safety standards and ensures operational procedures are followed consistently.
- Maintains all systems, checks, and protocols needed to activate emergency responses effectively.
- Ensures all staff assigned to pool supervision or instruction are fully trained, certified, and competent to perform their duties safely.
- **OSH Officer**
- Make sure all lifeguards, PE teachers, coaches, and training partners receive, understand, and sign the Pool Safety Operating Procedures (PSOP), and verify that all lifeguards hold valid, in-date certifications (lifeguard, first aid, AED/BLS), with copies filed in the Swimming Pool Compliance Folder.
- Oversee the consistent application of pool safety practices, ensuring that required checks—daily, monthly, and annual—are completed accurately and on time.
- Keep all pool-related safety records up to date, including maintenance logs and compliance documentation.
- Confirm that all lifesaving and emergency response equipment is available, functional, and positioned for quick access during emergencies.
- Work with senior leaders to plan and deliver regular training and drills for emergency preparedness.
- Ensure effective entry control systems are in place to limit access to authorised individuals only.
- **Teacher / Swimming Instructor**
- All instructors must review and understand AlephYa’s Pool Safety Operating Procedures (PSOP) and related risk assessments before leading any pool session. Only qualified and certified staff with the relevant swimming or PE instruction certificates are permitted to instruct students in the swimming pool.

- At the start of every lesson, the instructor must record student attendance on the register and keep it poolside for emergency reference.
- Conduct regular headcounts during the session and remain aware of any students with medical conditions or additional needs.
- Immediately report all accidents, near misses, or safety concerns to the School Nurse and the Facilities Manager/OSH Officer so that corrective action can be taken.
- The staff member who first witnesses any incident or accident must immediately raise the alarm, contact emergency services if required, and initiate the emergency response.
- Remain on poolside at all times while swimmers are in the water, maintaining full visibility and undivided attention on the pool area.
- Intervene promptly to stop any unsafe or inappropriate behaviour or breach of pool rules.
- Be prepared to perform a rescue if necessary, using available lifesaving equipment (e.g. reach poles, life rings, throw bags).
- Before leaving, ensure the pool and changing areas are empty and that all doors and access points are securely locked to prevent unauthorised entry.
- Always wear appropriate professional attire, including suitable sports clothing and a whistle, to ensure clear visibility and quick response in an emergency.
- **Lifeguard**
- Stay professionally trained and attend regular refresher sessions to keep rescue and emergency response skills up to date.
- Do not start or continue pool activities if lifeguard cover is below the level specified in the school's swimming pool risk assessment, and immediately inform the Head of PE and Facilities/OSH team if staffing is insufficient.
- Maintain full, unobstructed visibility of the assigned zone at all times. Rotation between positions should take place every 15–30 minutes, with a 15-minute rest break after every 90 minutes on duty, in line with regional health and safety regulations and recognised international lifeguard standards (including ADEK, RLSS, American Red Cross, and ADOSH guidance).
- Before and after each session, check the pool area and changing rooms to confirm that spaces are safe, clear, and secure.

- Act immediately in an emergency, performing the appropriate rescue and using the safety equipment positioned around the pool.
- Work with the Head of PE and Facilities/OSH team to ensure that all required pool safety and operational records are completed accurately and filed in the Swimming Pool Compliance Folder located in the pool area.
- Remain fully focused during pool operation, avoiding distractions, unnecessary conversations, or mobile phone use. Electronic devices may only be used in emergencies.
- Verify swimmer numbers at the start and end of each session by cross-checking the register provided by the PE teacher or coach, ensuring all participants are accounted for.
- Report all incidents, near misses, or accidents immediately to the Facilities Manager/OSH Officer so they can be logged into the school's incident register, Al Adaa system (for Abu Dhabi schools), and any other reporting platform required by local regulatory authorities.
- Stay on poolside until all swimmers have exited the water, the pool and changing areas are confirmed empty, and all access points are securely locked.
- Wear the designated lifeguard uniform – t-shirt, shorts or trousers, and a whistle – at all times while on duty to ensure clear identification and rapid response.

### **Minimum Lifeguard Numbers**

Schools must maintain an adequate number of qualified lifeguards on duty at all times, determined by a formal risk assessment that considers the pool's size, layout, visibility, and the type and intensity of activity.

As a minimum standard, there must always be at least one qualified lifeguard present whenever students are in the water, and at least one lifeguard assigned to each class using the pool. Lifeguards are dedicated to safety and rescue and must not be counted within teacher-student supervision ratios.

Pool Size	Minimum number of lifeguards
25 m	1
50 m	2

### **Lifeguard Qualifications**

- All lifeguards must hold valid and recognised lifeguard and first aid certifications issued by the relevant national authority in their country of employment.
- In the UAE, this includes:
  - Emirates International Accreditation Centre (EIAC) qualification, which can be converted through the TAMM Abu Dhabi portal under the Quality and Conformity Council (QCC) standards.
  - First Aid, AED, and Basic Life Support (BLS) certification accredited by the Dubai Corporation for Ambulance Services (DCAS).
- In Saudi Arabia and Oman, equivalent certification must be obtained from the national regulating authority or an internationally recognised body such as the Royal Life Saving Society (RLSS) or the American Red Cross.

## **6. Safety, Security and Required Equipment**

To maintain a safe and ready swimming environment, all pool safety, security, and rescue equipment must be:

- Checked daily by the Lifeguard before any pool sessions begin, and
- Reviewed monthly by the Facilities Manager or OSH Officer.

Any item found to be damaged, missing, or unfit for use must be reported immediately by the Lifeguard to the Facilities Manager or OSH Officer and replaced without delay.

Where possible, rescues should be performed using appropriate rescue equipment to minimise risk to staff. In-water rescues should only be carried out when absolutely necessary, as they reduce overall supervision of the pool and increase risk to the rescuer.

### **6.1 Access Control and Security Systems**

To prevent unauthorised access and ensure student safety, every AlephYa swimming pool must be equipped with the following security systems:

- Access control system with restricted card or coded entry to the pool area.
- Door alarm to alert designated staff if the pool access door is opened outside authorised hours or left open.
- Motion sensor to detect movement in the pool area when the pool is closed, triggering lights and/or alarms as configured by the school.

- Manual gate or mechanical lock as a backup in case of power failure or electronic system malfunction.

These controls must be tested regularly and any faults reported immediately to the Facilities Manager/OSH Officer for urgent rectification.

## 6.2 Safety Equipment at Poolside

The following rescue and safety equipment must be available, clearly visible, and in good working condition at all times:

- Spinal board
- Life rings
- Torpedo buoys
- Reach poles
- Throw bags
- Lifeguard chair or stand
- First aid kit
- AED (Automated External Defibrillator) – if not located poolside, the nearest AED location must be clearly displayed and retrievable within **two minutes** during an emergency
- Marathon (emergency thermal) blankets – used to prevent hypothermia following a water rescue or to provide warmth and modesty during emergency evacuations.

All listed equipment must be positioned for quick access, routinely maintained, and kept free from obstruction.

## 6.3 First Aid and AED Maintenance

- First Aid Kits must include a contents list and undergo monthly recorded checks by the School Nurse.
  - Items must be checked for expiry dates, cleanliness, and condition.
  - Outdoor kits should be cleaned of dust and debris, and all contents kept sealed.
- AEDs (Automated External Defibrillators) must be maintained under an Annual Maintenance Contract (AMC) and serviced at least twice per year.
  - AEDs must also undergo monthly internal checks by the School Nurse, including:
    - Visual inspection of the unit's general condition.
    - Battery check (batteries typically replaced every 5 years, or as per manufacturer's instructions).
    - Pads checked for seal and expiry date (3-year shelf life), and replaced promptly when new pads are received.

## 6.4 Signage and Safety Measures

The following signage and safety measures must be clearly visible and in place around the pool area:

- Safety signs: No Running, No Diving, and Authorised Access Only.
- Pool rules displayed in English and Arabic.
- Pool depth markings visible on both the poolside floor and wall (e.g. deep end / shallow end).
- Evacuation map with emergency exits clearly marked.
- Anti-slip mats installed:
  - Around the pool perimeter.
  - On the path between the pool and changing rooms.
  - Inside changing rooms where floors may become wet.

## 7. Safe Supervision

All swimming lessons and coaching sessions in AlephYa schools must take place in a controlled, safe, and professionally supervised environment. Supervision during all pool activities is a shared responsibility between teachers, coaches, and lifeguards.

The lifeguard on duty has overall responsibility for monitoring swimmer safety, preventing incidents, and leading the emergency response if required.

Whenever the pool is in use, a qualified lifeguard must be present at all times. The minimum standard is one (1) lifeguard per class – regardless of class size.

Lifeguards are not included in teacher or coach supervision ratios, as their role is dedicated solely to observation, prevention, and rescue.

### 7.1 Supervision Ratios (Teachers / Coaches to Students)

AlephYa follows internationally recognised best practice, drawing on guidance from Swim England and the Royal Life Saving Society (RLSS), to set safe teacher-to-student supervision ratios during swimming sessions.

These ratios apply to all AlephYa schools in the **UAE, KSA, and Oman**, unless local regulators require stricter standards. Principals may adopt **stricter ratios** based on their own risk assessment.

Swimmer Category	Maximum Ratio	Supervision Guidelines
Foundation and beginner swimmers ( <b>teacher in the water</b> )	<b>1:6</b>	For very young learners or those new to swimming. The teacher must remain in the

		water at a safe standing depth to provide close, hands-on support and reassurance.
Beginner swimmers ( <b>teacher on poolside</b> )	<b>1:12</b>	For students who can follow verbal instructions independently but are still building water confidence. The teacher supervises from poolside and remains close to the pool edge.
Developing swimmers	<b>1:20</b>	For swimmers who can swim at least 10 metres unaided. Sessions should be held in shallow or clearly defined areas where swimmers can safely stand if needed.
Mixed-ability groups	<b>1:20</b>	For classes with a range of abilities. Less confident swimmers must remain in clearly marked shallow zones, and activities should be adapted to individual confidence, stamina, and skill level.
Competent swimmers	<b>1:20</b>	For swimmers who can confidently swim at least 25 metres unaided on front and back and can tread water or demonstrate basic survival skills. Continuous observation is required to identify fatigue or distress.
Swimmers requiring additional support	<b>Determined individually (typically 1:1)</b>	Ratios must be adjusted based on individual needs and risk assessments. Additional adults or trained assistants should be available in or near the pool to support swimmers who require close supervision.

## 7.2 Teaching Position and Supervision Context

- **Teacher in the water** refers to when the instructor is standing on the pool floor at a depth not exceeding mid-chest level, providing close, hands-on support and guidance to swimmers.
- **Teacher on poolside** applies when swimmers are confident enough to follow instructions without direct in-water assistance. Floatation aids may still be used where needed for safety, confidence building, or skill progression.

### 7.3 Maximum Bather Load

The maximum number of swimmers permitted in the pool at any time must be determined through a formal risk assessment, taking into account pool size, depth, layout, visibility, and supervision arrangements.

Each school must consider and, where necessary, reduce the maximum bather load to reflect:

- The age and swimming ability of students
- The type and intensity of activities taking place (e.g. lessons, free swim, competitions)
- The number and positioning of teachers, coaches, and lifeguards

### 7.4 Gender Arrangements for PE and Swimming

#### Abu Dhabi (ADEK-Regulated Schools)

For schools regulated by ADEK, PE and swimming lessons must follow the ADEK Extracurricular Activities and Events Policy and any associated circulars on gender and supervision.

- Teacher / adult gender assignments during PE and swimming must comply fully with ADEK’s published requirements.
- Where ADEK allows co-educational arrangements, these may only take place with explicit ADEK approval and in line with AlephYa safeguarding standards.
- These requirements apply only to curriculum PE and timetabled swimming lessons. Extracurricular, after-school, or club activities must follow the school’s safeguarding procedures and any additional ADEK conditions, where applicable.

Table 1. Gender Restrictions for PE and Swimming

Class	Grades	Gender Status of School/Section	Teacher/Adult Gender
PE	PKG-G4/G1-Y5	SG Male	Male or Female
		SG Female	Female
		Coeducational**	Male or Female
	G5/Y6-G12/Y13	Male Section	Male
		Female Section	Female
		Coeducational**	Male or Female
Swimming*	PKG-G4/G1-Y5	SG Male	Male
		SG Female	Female
		Coeducational**	Female
	G5/Y6-G12/Y13	Male Section	Male
		Female Section	Female

### **All Other AlephYa Schools (Dubai, KSA, and Oman)**

For schools outside ADEK’s direct jurisdiction, teacher and staff gender assignments for PE and swimming must:

- Comply with local Ministry of Education or education authority regulations (e.g. KHDA in Dubai, MOE in KSA and Oman).
- Align with AlephYa’s safeguarding, child protection, and cultural standards.
- Supervision must always ensure:
- Respect for student privacy and cultural sensitivities, especially in changing and shower areas.
- Compliance with national and local education authority requirements regarding gender and supervision.
- Presence only of appropriately trained and authorised staff in the pool and changing areas, with gender-appropriate supervision arrangements in place.

## **8. Pool Water Environment**

AlephYa is committed to maintaining high standards of pool water quality and hygiene in line with:

- Dubai Municipality Health and Safety Guidelines
- Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) standards
- Pool Water Treatment Advisory Group (PWTAG) best practice (UK)

These references form the benchmark for all AlephYa-operated pools in the UAE, KSA, and Oman.

### **8.1 Pool Testing and Monitoring**

To ensure swimmer safety and acceptable water quality:

- A pool water test must be carried out once daily, at least 30 minutes before the start of the school day and before any swimming lessons begin.
- The licensed external maintenance company is responsible for the primary testing, dosing, and overall pool plant operation, as per the service contract.
- This daily record must be verified internally by the school.

Each daily test must include:

- pH level
- Free chlorine level

- Water temperature

#### Internal Oversight

- Where internal spot-testing is carried out by the school, it must only be performed by trained personnel, such as the Lifeguard and/or a member of the Facilities or OSH team.
- Where testing is carried out exclusively by the external maintenance company, the Facilities Manager or OSH Officer must, at a minimum, review, sign, and date the daily test report to confirm it has been checked.

#### Recording and Actions

- If any reading falls outside the safe operational range, the pool must remain closed until water quality is restored and reverified.
- All test results must be recorded on the Daily Pool Check Sheet (Appendix XXX), displayed on the poolside notice board, and retained in the Swimming Pool Compliance Folder.
- The Facilities Manager or OSH Officer must review entries daily to confirm compliance and coordinate any required follow-up with the external service provider.

## 8.2 Water Quality Standards

To maintain a safe and hygienic swimming environment, pool water must remain within the parameters below.

These operational ranges are based on Dubai Municipality Health and Safety Guidelines, ADEK school health requirements, and PWTAG recommendations.

Reading	Green Zone (Ideal)	Amber Zone (Corrective Action)	Red Zone (Pool Closed)
Free Chlorine (mg/L)	1.0 – 2.0	0.5 – 1.0 or 2.0 – 3.0	Below 0.5 or Above 3.0
pH	7.2 – 7.6	7.0 – 7.2 or 7.6 – 7.8	Below 7.0 or Above 7.8
Water Temperature (°C)	27 – 30	30 – 32 (monitor closely)	Above 32 or below 25

- **Green Zone:** Pool may operate as normal.
- **Amber Zone:** Pool may remain open only if immediate corrective action is underway and readings are trending back towards the ideal range.

- **Red Zone:** Pool must be closed immediately until water quality is restored and reverified.

### **Corrective Actions**

If any parameter falls outside the recommended range:

- The Lifeguard or designated staff member reviewing the readings must immediately inform the Facilities Manager and OSH Officer.
- The external maintenance company must be notified without delay to carry out the necessary corrective actions.
- The pool must not be used until results are back within the safe range and have been rechecked and confirmed.

All water test results and corrective actions must be documented on the Daily Pool Check Sheet (Appendix 6) and retained in the Swimming Pool Compliance Folder for inspection.

## **8.3 Outdoor Pool Operations**

Outdoor swimming pools require additional controls due to changing weather and temperature conditions.

These procedures apply to all AlephYa schools operating outdoor pools in the UAE, KSA, and Oman to ensure safe and consistent practice.

### **8.3.1 Adverse Weather Conditions**

Pool use must be stopped, suspended, or cancelled in the following situations:

- **Thunderstorms:** Stop all sessions immediately. Swimming may only resume 30 minutes after the last lightning or thunder, in line with international lightning safety recommendations (e.g. National Weather Service and National Lightning Safety Institute).
- **Heavy rain:** Pause or cancel sessions if visibility is reduced to the point that the pool bottom or far end cannot be clearly seen.
- **Dust or sandstorms:** The teacher/coach, together with the Facilities Manager or OSH Officer, must assess air quality and visibility. If conditions are unsafe, all sessions must be suspended or cancelled until conditions improve.
- **Fog:** Stop swimming immediately if fog prevents clear sight across the pool. Activities may only resume once full visibility has been restored.

These controls apply to all swimming activities, including curriculum lessons, extracurricular programmes, clubs, and after-school sessions.

### **8.3.2 Pool and Air Temperature**

### Pool Water Temperature

To ensure comfort and safety, pool water temperature must remain within the following parameters:

Temperature	Classification
Minimum	27°C
Ideal Range	29°C – 30°C
Maximum Recommended	32°C
Maximum (with documented risk assessment)	34°C

If the water temperature falls outside these limits, swimming must not take place, and the Facilities Manager or OSH Officer must be informed immediately so that corrective action can be taken and the pool can be rechecked before reopening.

### Air Temperature (Outdoor Pools)

- If the air temperature at the school site exceeds 49.9°C, all outdoor pool sessions must be cancelled.
- During cold or windy weather, lesson plans must be adapted to maintain student and staff safety and comfort.
- Teachers and coaches are encouraged to wear wetsuits under their uniforms when teaching in the water during winter months to support safe and effective supervision.

### 8.4 Water Clarity

Water clarity (turbidity) is a critical safety factor and must be checked visually each morning before the pool is opened and monitored throughout all swimming sessions. Clear water is essential for effective supervision and for quickly identifying any swimmer in difficulty.

Several factors can affect clarity, including but not limited to:

- Chemical imbalance (incorrect chlorine or pH levels)
- High total dissolved solids (TDS)
- Inadequate filtration or circulation
- External conditions such as dust, debris, or adverse weather, especially for outdoor pools.

### Minimum Safety Standard

- The pool floor must be clearly visible at the deepest point at all times.

- If an object approximately the size of a small child cannot be clearly seen at the deepest point, the pool is unsafe to use and must remain closed until clarity is restored.

**The Facilities Manager or OSH Officer** must ensure that any loss of clarity is:

- Reported immediately to the external maintenance provider, and
- Corrective actions (e.g. filtration, backwashing, chemical adjustment) are completed and verified before the pool is reopened.

## 9. Safe System of Work

All swimming pool cleaning, maintenance, and testing must be carried out safely, systematically, and in compliance with applicable health and safety requirements in the UAE, KSA, and Oman.

The external pool-maintenance company is responsible for day-to-day pool plant operation, chemical dosing, and routine cleaning.

School staff (Lifeguard, Facilities Manager, OSH Officer, and Head of PE) are responsible for verification, oversight, and record-keeping.

### 9.1 Maintenance and Cleaning

Task / Area	Responsibility	Frequency / Notes	Reference
<b>Pool water testing (pH, chlorine, temperature)</b>	<b>External maintenance company</b>	Once daily before the pool opens; results reviewed and signed by Lifeguard and Facilities / OSH team.	Dubai Municipality Technical Guideline for Swimming Pools (2016); PWTAG Code of Practice (UK)
<b>Microbiological water testing</b>	<b>Accredited external laboratory</b>	At least once per month for actively used pools.	Dubai Municipality Pool Standards 2016 §8.1; PWTAG Best Practice (2023)
<b>Legionella testing</b>	<b>Accredited external laboratory</b>	At least every 6 months, or more frequently if required by the site risk assessment.	DOH Abu Dhabi Environmental Health Standards (2019); HSE ACOP L8 (UK)

<b>Pool and deck cleaning</b>	<b>Maintenance contractor</b>	Daily deck cleaning; full basin cleaning weekly or as defined in the service contract. Extra cleaning after any contamination event.	Dubai Municipality Pool Standards 2016 §6.4
<b>Review of external test reports</b>	<b>Facilities Manager</b>	Swimming Pool Compliance Folder for a minimum of 12 months. Where reports or incidents indicate contamination or failing results, coordinate with the maintenance contractor to shock-dose the pool and keep it closed until follow-up tests confirm it is safe.	Dubai Municipality Pool Standards 2016 §8.2; ADEK School Health and Safety Framework (2023)

### Key Controls

The following controls are mandatory for all AlephYa pools:

- The pool must remain closed if water quality readings fall outside the safe operational range.
- Manual chemical dosing is not permitted as a substitute for the automatic dosing system.
- Pool chemicals must only be stored onsite where essential, and then only in a locked, ventilated room with Safety Data Sheets (SDS) clearly available.
- PPE (e.g. gloves, goggles, mask) must be worn when handling or inspecting pool chemicals or dosing equipment.
- Lone working is not allowed in the pool, plant room, or chemical storage areas; a second authorised staff member must always be present or within line of sight.

### Documentation and Record-Keeping

To ensure transparency, compliance, and traceability, the following records must be maintained and readily available for inspection by internal auditors and external regulators (e.g. ADEK, KHDA, or local health authorities):

Record Type	Maintained By	Retention Period
-------------	---------------	------------------

Daily Pool Water Check Sheet	Lifeguard / Facilities Team	Minimum 12 months
External Laboratory Test Reports (Microbiological & Legionella)	Facilities Manager	Minimum 12 months
Contractor Maintenance and Cleaning Logs	Maintenance Company / Facilities Manager	Minimum 12 months
Chemical Safety Data Sheets (SDS)	Facilities Manager	Current and accessible onsite
Equipment Servicing and Calibration Certificates	Facilities Manager / Contractor	Current and retained in Compliance Folder

All records must be filed in the Swimming Pool Compliance Folder, stored securely in the Lifeguard Room or Facilities Office, and made available for inspection whenever requested by internal auditors, school leadership, or regulatory authorities.

## 9.2 Access, Supervision, and Security

- The pool area must remain locked at all times when not in supervised use.
- Entry must be controlled through an access card system or coded lock, in line with the school's security procedures.
- Only authorised staff, enrolled students, and approved visitors are allowed on poolside.
- Before any students enter the pool area, there must be at least one lifeguard and one staff supervisor (e.g. PE teacher or coach) present.
- Staffing arrangements must comply with AlephYa's no lone-working requirement for the pool enclosure, plant room, and changing areas (see Section 8 – Safe System of Work).
- At the end of each session, the Lifeguard and Teacher/Coach must jointly ensure that the pool and changing rooms are clear of students and securely locked.
- Pool access doors must be fitted with a self-closing mechanism and an alarm to identify any unauthorised or unsupervised entry.

## 9.3 Registers and Supervision

- An attendance register and swimmer headcount must be completed at the start and end of each session and kept poolside for emergency use.
- Lifeguards must maintain continuous, unobstructed visibility of all swimmers within their designated zone.
- Lifeguard deployment and ratios must follow Section 6 – Safe Supervision at all times.
- Teachers and coaches must remain on poolside and actively supervising throughout the session, staying focused on the water and not using mobile phones or engaging in other distractions.

#### **9.4 Incident Reporting and First Aid**

- All accidents, incidents, and near-misses must be reported immediately to the Facilities Manager or OSH Officer.
- Each case must be logged in the school’s incident register and the AlephYa HSE Incident Register, in line with AlephYa reporting procedures.
- A First Aid Kit and AED must be available within a two-minute reach of the pool area (ideally poolside) and checked regularly for readiness.
- Only swimmers in good health may participate in swimming activities; any student or staff member who has experienced vomiting or diarrhoea within the last 48 hours must not swim.
- A trained first aider (e.g. school nurse or certified staff member) must be on site and contactable during all swimming sessions.

#### **9.5 Start and End of Lesson Procedures**

##### **Start of Lesson**

- Students must be escorted to the changing area and fully accounted for before entering the pool area.
- Gender-appropriate staff supervise changing rooms in line with safeguarding and cultural requirements.
- The pool rules and expected behaviour must be briefly reviewed before each session, especially with younger students.
- Students may only enter the water when explicitly authorised by the teacher or coach.

##### **End of Lesson**

- All swimmers must exit the pool, shower, and change in the designated changing areas – changing on poolside is not permitted.

- Staff must check that changing rooms and poolside are clear of students and then ensure that all access doors are locked and secured.
- All equipment (e.g. lane ropes, floats, kickboards) must be stored safely after use; nothing should be left loose in the water or on the pool deck.

## 10. Communication

Effective communication is essential for safe pool supervision and a controlled learning environment.

Teachers, coaches, and lifeguards must maintain a professional, alert, and proactive presence on poolside at all times. A friendly but firm approach supports both discipline and safety. All poolside staff must carry a whistle for signalling and emergencies.

### 10.1 Example: Standard Whistle Signals

The following whistle signals are provided as a standard example:

- **1 short blast** – Gain the attention of a swimmer.
- **2 short blasts** – Gain the attention of another staff member.
- **3 short blasts** – Alert colleagues to an emergency.
- **1 long blast** – Clear the pool immediately in an emergency.

Each school must ensure that all teachers, coaches, and lifeguards:

- Review and agree on the site-specific whistle and communication signals during pool safety induction and refresher training.
- Use those signals consistently during daily operation and emergency drills.

### 10.2 Preventive Communication

Risk prevention and early intervention are key to avoiding accidents.

Staff must:

- Act promptly to stop unsafe or inappropriate behaviour.
- Use clear, calm, and direct instructions with swimmers.
- Communicate clearly and confidently with colleagues during any incident or emergency, following the Emergency Action Plans set out in Section 11.

## 11. Safety and Swimming Pool Rules

All staff involved in swimming activities, lifeguards, and pool users must understand and follow the swimming pool safety rules before using the facility.

These rules must be displayed clearly poolside in both English and Arabic at all times.

### General Pool Rules (English)

1. Appropriate swimwear must be worn during all swimming activities. All jewellery must be removed before entering the pool.
2. Female swimmers of all ages must wear modest swimwear that covers the upper body.
3. Changing must only take place inside the designated changing rooms – not on poolside.
4. Anyone who has experienced diarrhoea in the past 14 days must not enter the pool.
5. Swimmers may only enter the pool when instructed by the teacher, coach, or lifeguard.
6. Running, rough play, or pushing is strictly prohibited on poolside and in changing rooms.
7. Anyone feeling unwell or with an open wound must not swim.
8. Only water in a plastic sports bottle is allowed poolside. Glass containers are strictly prohibited.
9. Spectators must remain in the designated viewing area.
10. All swimmers and users must keep the pool area clean and dispose of litter in the provided bins.
11. Swimmers should use the toilet before the start of each session to prevent interruptions.
12. Photography or video recording is strictly prohibited in the pool area.
13. No person may work or remain alone in the pool area.
14. No pushing, shouting, or inappropriate behaviour is permitted in or around the pool.
15. Students must request permission from the teacher before leaving the pool and must report back upon return.
16. Students must bring flip-flops and towels poolside.
17. Teachers must follow approved student-to-instructor ratios when organising groups.
18. Non-swimmers must stay within a clearly marked shallow area, separated by lane ropes if necessary.

19. Teachers must assess each student's swimming ability in shallow water before allowing access to deeper sections.
20. Swimmers must keep their heads above the water unless instructed otherwise.
21. When lane ropes are used, students must follow lane etiquette and must not sit on the ropes.

#### قواعد السلامة واستخدام حوض السباحة

يجب على جميع الموظفين المشاركين في أنشطة السباحة، ومنقذي السباحة، ومستخدمي المسبح فهم قواعد السلامة والالتزام بها قبل استخدام المرفق. ويجب عرض هذه القواعد بوضوح بجانب المسبح باللغتين العربية والإنجليزية في جميع الأوقات.

#### القواعد العامة للمسبح (بالعربية)

1. يجب ارتداء ملابس سباحة مناسبة أثناء جميع أنشطة السباحة، ويجب إزالة جميع قطع المجوهرات قبل دخول المسبح.
2. يجب على جميع السباحات من مختلف الأعمار ارتداء ملابس سباحة محتشمة تغطي الجزء العلوي من الجسم.
3. يُسمح بتبديل الملابس داخل غرف تبديل الملابس المخصصة فقط، ويُمنع ذلك تمامًا على أطراف المسبح.
4. يُمنع السباحة لأي شخص عانى من الإسهال خلال الأربعة عشر يومًا الماضية.
5. يُسمح بدخول المسبح فقط بعد الحصول على إذن واضح من المعلم أو المدرب أو منقذ السباحة.
6. يُمنع الجري أو اللعب العنيف أو الدفع بجانب المسبح أو داخل غرف تبديل الملابس.
7. يُمنع السباحة لأي شخص يشعر بالتوعك أو لديه جرح مفتوح.
8. يُسمح فقط بزجاجات مياه بلاستيكية بجانب المسبح، ويُمنع استخدام أو إحضار أي أوعية زجاجية تمامًا.
9. يجب على المتفرجين البقاء في المنطقة المخصصة للمشاهدة فقط.
10. يجب الحفاظ على نظافة منطقة المسبح والتخلص من النفايات في سلال المهملات المخصصة.
11. يُرجى استخدام دورات المياه قبل بدء الحصة لتجنب الانقطاع أثناء السباحة.
12. يُمنع منعًا باتًا التصوير الفوتوغرافي أو تصوير الفيديو في منطقة المسبح وغرف تبديل الملابس.
13. يُمنع وجود أو عمل أي شخص بمفرده داخل منطقة المسبح.
14. يُمنع الدفع أو الصراخ أو أي سلوك غير لائق داخل المسبح أو بالقرب منه.
15. يجب على الطلاب طلب الإذن من المعلم قبل مغادرة المسبح، وإبلاغه عند العودة.
16. يجب على الطلاب إحضار شباشب (نعال) ومنتشفة معهم إلى منطقة المسبح.
17. يجب على المعلمين الالتزام بنسب المعلم إلى الطالب المعتمدة أثناء تنظيم مجموعات السباحة.
18. يجب على غير السباحين البقاء داخل المنطقة الضحلة المحددة بوضوح، ويمكن استخدام حبال المسارات لتقسيمها عن المناطق الأعمق.
19. يجب على المعلمين اختيار قدرة الطلاب على السباحة في المياه الضحلة قبل السماح لهم بالدخول إلى المناطق العميقة من المسبح.
20. يجب على السباحين إبقاء الرأس فوق سطح الماء إلا إذا طلب منهم غير ذلك من قبل المعلم أو المدرب ضمن تمرين محدد.
21. عند استخدام حبال المسارات، يجب على الطلاب الالتزام بأداب استخدام المسارات، ويُمنع الجلوس على الحبال أو شدّها أو اللعب بها.

## 12. Emergency Action Plans

All staff involved in swimming activities – including teachers, coaches, lifeguards, and relevant support staff – must be trained and prepared to respond immediately and effectively to any emergency in or around the pool.

Each school must:

- Conduct regular emergency drills (e.g. evacuation, casualty rescue scenarios).
- Ensure all pool users and staff understand alarm signals, evacuation routes, and muster points.

The following scenarios outline the key incidents and required actions.

### 12.1 Overcrowding

- Pool use must always remain within the approved maximum bather load.
- If swimmer numbers approach this limit, the session must be paused and numbers reduced or split into groups.
- The Facilities Manager must ensure the maximum bather load is clearly displayed poolside.

### 12.2 Disorderly Behaviour

- Any unsafe or disruptive behaviour must be stopped immediately.
- Coaches or lifeguards may give up to three verbal warnings before removing a swimmer from the session.
- If behaviour presents an immediate risk to safety, the swimmer must be removed at once and the incident reported to the Head of PE and/or School Principal.

### 12.3 Poor Water Quality

- If the water appears cloudy or the pool floor is not clearly visible, the pool must be closed immediately.
- The Lifeguard must notify the Facilities Manager or OSH Officer.
- Swimming may only resume once the Facilities Manager confirms that chemical levels and clarity readings are back within the safe range.

### 12.4 Fire or Evacuation

- Sound the alarm and give one long whistle blast to clear the pool.
- Evacuate calmly through the nearest safe exit following the school's fire evacuation plan.

- Check the changing rooms and poolside to ensure everyone has exited.
- Conduct a roll call at the designated assembly point.
- Marathon (thermal) blankets should be available poolside to provide modesty and warmth for students and staff if needed.

### **12.5 Lighting or Structural Failure**

- Stop the session immediately and clear all swimmers from the pool.
- Move swimmers to a safe area away from the water.
- Inform the Facilities Manager and do not resume swimming until the area has been checked and declared safe.

### **12.6 Toxic Gas or Chemical Leak**

- If a strong chlorine or chemical smell is detected, evacuate the pool area immediately, moving upwind if outdoors.
- Do not attempt to repair, contain, or neutralise the leak.
- Contact the Facilities Manager, Security, and Emergency Services without delay.
- The area must remain closed until declared safe by authorised personnel or external specialists.

### **12.7 Serious or Life-Threatening Injury**

- The staff member who first identifies the emergency (e.g. lifeguard, teacher, or coach) must immediately initiate the Emergency Action Plan (such as three whistle blasts and activation of the pool alarm, if available).
- Ensure the scene is safe, perform the appropriate rescue, and remove the casualty using trained techniques.
- If trained, provide first aid and/or CPR as required and call Emergency Services. If not trained, immediately call the School Nurse or designated first aider and support them while ensuring the area remains safe.
- Notify the School Nurse, Facilities Manager, and Principal as soon as possible.
- Complete an Incident Report within 24 hours, including details of actions taken and any follow-up required.

### **12.8 Suspected Spinal Injury**

- The first staff member who identifies a suspected spinal injury must immediately initiate the EAP (three whistle blasts and pool alarm if available).

- Stop all activity in and around the pool and keep all other swimmers still or out of the water.
- If trained, use the head-splint or vice-grip technique to stabilise the casualty in the water, in line with current recognised training.
- If breathing and circulation are stable, keep the casualty in the water, maintaining neutral spinal alignment, until Emergency Medical Services (EMS) arrive.
- Keep the casualty warm, calm, and reassured, and avoid any unnecessary movement.
- Staff who are not trained in spinal management must not attempt manual stabilisation; they should prevent movement, give clear verbal reassurance, and wait for a trained responder.

### **12.9 Discovery of a Casualty in the Water**

- The first staff member who discovers the casualty must immediately initiate the EAP (three whistle blasts and pool alarm if available).
- Perform an appropriate water rescue and bring the casualty to the nearest safe exit point at poolside.
- Clear the pool of all other swimmers and ensure the area around the casualty is safe.
- If trained, begin first aid and/or CPR as required and call Emergency Services.
- If not trained, call the School Nurse or designated first aider immediately and support them on arrival.
- Inform the Principal and Facilities Manager/OSH Officer as soon as reasonably possible.
- Record the incident in the school's incident reporting system and advise the casualty and/or parents about the risk of secondary drowning and the need for medical assessment.

### **12.10 Missing Child**

- Stop all swimming activities immediately and secure the pool area.
- Carry out a rapid search of the pool, poolside, changing rooms, toilets, clinic, and nearby areas.
- Notify the Principal, Facilities Manager, and Security without delay.
- Security begins a site-wide search and, where available, reviews CCTV to trace the child's last movements.

- If the child is not found within a reasonable timeframe (maximum 15 minutes), inform parents/guardians and contact the police in line with the school's escalation procedure.
- Record all actions taken and outcomes in the school's incident reporting system.

### **12.11 Contamination (Faeces, Blood, or Vomit)**

- Clear the pool immediately and stop all swimming sessions.
- Inform the Facilities Manager and the external pool maintenance contractor.

#### **Solid faeces**

- Remove contamination using appropriate PPE and dispose of waste safely.
- Disinfect the affected area and retest water quality before reopening.

#### **Liquid faeces or significant vomit**

- Close the pool and arrange full treatment and a complete filtration cycle (typically 24–48 hours, as advised by the contractor and local guidelines).
- Keep the pool closed until microbiological and chemical tests confirm the water is safe.

#### **Blood**

- Clear swimmers from the pool to allow circulation and treatment.
- Provide first aid to the casualty away from poolside.
- Disinfect affected surfaces and allow at least one full turnover/filtration cycle before reopening, as advised by the maintenance contractor.
- All contamination incidents must be documented and filed in the Swimming Pool Compliance Folder.

### **12.12 Glass in the Pool**

- Clear all swimmers from the pool and restrict access to the affected area.
- Notify the Facilities Manager immediately.

#### **If glass is only on poolside**

- Cordon off the area to prevent injury.
- Remove all glass carefully using appropriate PPE and tools, ensuring no shards remain.

#### **If glass may have entered the water**

- Close the pool and do not allow anyone to enter the water.
- Arrange for the pool to be inspected, and if required, partially or fully drained and cleaned.
- Do not reopen the pool until the Facilities Manager confirms it is safe for use.

### **12.13 Suspected Child Abuse**

- Follow the AlephYa Safeguarding and Child Protection Policy at all times.
- Report any concern or suspicion immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Do not question or investigate the child or any alleged perpetrator directly.
- Record factual observations only (what was seen, heard, or disclosed) and submit them promptly to the DSL.

### **12.14 Lockdown**

- On announcement of a lockdown, clear the pool quickly and calmly.
- Escort students to the changing rooms or designated safe area according to the school's lockdown plan.
- Lock doors where possible, switch off lights, and keep everyone quiet and away from windows and doors.
- Take a register of all students and staff present and keep the group together.
- Await further instructions from school leadership or security and do not leave the safe area until an official "all clear" is given.

### **Training and Preparedness**

- All pool staff (teachers, coaches, lifeguards, and relevant support staff) must complete annual emergency training and practical drills.
- Drills should include simulated rescues, evacuations, missing child scenarios, contamination incidents, and lockdown procedures.
- Lifeguards must maintain valid certifications in CPR, AED use, first aid, and water rescue in line with local regulations and AlephYa requirements.
- Emergency contact numbers, evacuation maps, alarm signals, and key procedures must be clearly displayed poolside and in the lifeguard/pool office.
- Records of all training, drills, and certifications must be stored in the Swimming Pool Compliance Folder and reviewed regularly by the Facilities Manager or OSH Officer.

## **13. Monitoring and Policy Review**

- This policy will be reviewed annually by the Central Office Health, Safety, and Safeguarding Leads to ensure compliance with ADEK, KHDA, Dubai Municipality, and other relevant national regulations in the UAE, KSA, and Oman, and updated where required.

- The Facilities Manager and OSH Officer must also reassess this policy whenever there are changes in pool design, operations, service providers, or regulatory requirements at school level.
- A record of each review (date, reviewer, key changes) must be kept in the Swimming Pool Compliance Folder.
- Non-compliance with this policy may result in corrective measures and, where appropriate, disciplinary action in line with AlephYa’s HR and HSE procedures.

## Appendix 1. School Contact Details

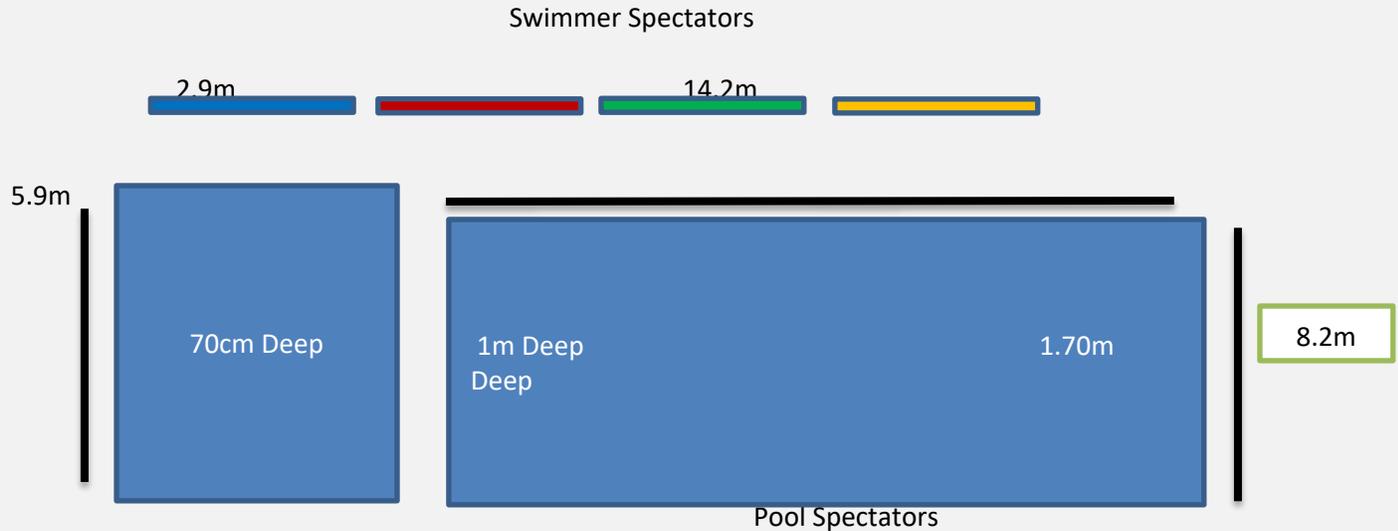
The below provides important contact details to support swimming operations at the site.

Site Contact Details	
Facilities Manager	School to insert
Contact Number	School to insert
Contact Email	School to insert
HSE Officer	School to insert
Contact Number	School to insert
Contact Email	School to insert
Head of PE	School to insert
School Nurse	
Contact Number	School to insert
Contact Email	School to insert
Emergency Contact Details	
Police	999

Ambulance	998/999
Fire	997/999
Site Security	School to insert

## Appendix 2. Pool Layout

The below provides pool dimensions & seating arrangement & lifeguard zones for different events. The below is an example:



Length	14.2m
Width	8.2m
Shallowest depth	1m
Deepest Depth	1.70m
Number of lanes	
Surface water area	116.4 sqm

### **Appendix 3. Swimming Pool Evacuation Procedure (Fire / General Evacuation)**

Each school must customise this procedure to its own building layout, pool design, exits, and muster points, adding exact route and muster point details in line with local regulations. Thermal (marathon) blankets must be available poolside and used during evacuations to protect modesty and prevent heat loss.

#### **When the alarm sounds**

- The lifeguard or teacher blows one long whistle to clear the pool.
- Swimmers exit the water immediately using the nearest safe steps or ladders.
- The pool gate/door will open – whether automatically through the fire alarm system or manually through staff action, depending on the school’s design.

#### **Control of the pool area**

- A security guard or designated staff member goes immediately to the pool entrance to:
  - Ensure all swimmers and staff exit the area, and
  - Prevent anyone from entering or re-entering during evacuation.
- Students must not return to the changing rooms at this stage.

#### **Preparing to evacuate**

- Students quickly put on flip-flops, towels, and thermal (marathon) blankets if needed for modesty and warmth.
- Teacher or coach organises students into a single line at the exit.
- Lifeguard and/or teacher performs a quick headcount using the pool register.

#### **Leaving the pool and reaching the muster point**

- Exit the pool area using the designated emergency exit route for that site.
- The last staff member performs a visual sweep of the pool, poolside, and visible changing areas, then secures the door/gate once the area is cleared.
- Move calmly to the designated muster point (e.g., football pitch, drop-off area).

- The teacher/homeroom teacher takes attendance at the muster point and reports any missing persons immediately.

### **Re-entry**

- Re-entry to the building or pool area is only permitted once the Principal or designated Incident Commander declares the “All Clear.”
- Students may then return to changing rooms in a controlled and supervised manner.

## **Appendix 4. Swimming Pool Compliance Folder**

Each AlephYa school must maintain an up-to-date Swimming Pool Compliance Folder to demonstrate adherence to AlephYa’s Pool Safety Operating Procedures (PSOP) and local authority regulations.

This folder serves as the central record of safety checks, certifications, and compliance documentation, and must be readily available for internal audits, regulatory inspections, and management review.

### **4.1 Folder Location and Access**

- The Swimming Pool Compliance Folder must be kept in the Lifeguard Room, stored securely and easily accessible location for reference or inspection at any time.
- The Head of PE and Lifeguard are responsible for maintaining, updating, and presenting the folder when requested.
- The Facilities Manager and HSE Officer are responsible for monitoring compliance, ensuring the folder is complete, up to date, and aligned with AlephYa’s operational and safety standards.
- A digital copy may be maintained alongside the physical file, provided it is kept current and accessible.

### **4.2 Required Sections**

The Swimming Pool Compliance Folder should be divided into the following clearly labelled sections:

1. **Pool Safety Operating Procedures (PSOP)**
  - The current, approved version of this policy.
2. **Swimming Pool Risk Assessment**
  - The most recent, site-specific risk assessment signed by the Facilities Manager and HSE Officer.
3. **Daily Pool Water Check Sheets**
  - Completed and signed copies (refer to Appendix XXX).
4. **Monthly Safety and Equipment Check Sheets**
  - Completed records of monthly inspections (refer to Appendix XXX).
5. **Safeguarding and Child Protection Policies**
  - Current AlephYa policies and local compliance documents.
6. **Lifeguard Certifications**
  - Valid qualifications, including EIAC/QCC registration, First Aid, AED, and Child Safeguarding certificates.
7. **Teacher and Coach Qualifications**
  - Updated certifications and professional credentials for all pool staff and instructors.
8. **Chemical and Material Safety Data Sheets (SDS)**
  - Updated SDS for all pool chemicals stored or used on-site.
9. **Microbiological and Legionella Test Reports**
  - Current water quality testing results from accredited laboratories, reviewed and signed by the Facilities Manager.
10. **Swimming Pool Timetables**
  - Approved lesson and activity schedules, indicating lifeguard and staff coverage for each session.

#### **4.3 Review and Update Frequency**

- The Facilities Manager/ HSE Officer must review the folder monthly to ensure all records are complete and current.
- Any outdated or missing documentation must be replaced or rectified immediately.

## **Appendix 5. Signature Acknowledgement Sheet**

This document must be signed by all staff members directly or indirectly involved in swimming pool operations, including lifeguards, PE teachers, swimming coaches, and facilities or HSE personnel.

It confirms that each staff member has read, understood, and agreed to follow the procedures outlined in AlephYa's Pool Safety Operating Procedures (PSOP) and the related Swimming Pool Risk Assessment.



Regular inspections ensure that all AlephYa swimming pools remain safe, clean, and fully operational.

The frequency and responsibility for each type of check are outlined below.

### **6.1 Daily Checks**

- Conducted by the Lifeguard once daily, at least 30 minutes before the first swimming session begins.
- Must include:
  - Water testing (pH, chlorine, temperature).
  - Rescue equipment condition (life rings, throw bags, reach poles, torpedo buoys).
  - General pool area inspection, including flooring, access points, signage, and visibility.
- All results must be recorded on the Daily Pool Checklist (Appendix A) and kept in the Swimming Pool Compliance Folder.
- Any faults or missing equipment must be reported immediately to the Head of PE and Facilities Manager.

### **6.2 Monthly Checks**

- Completed by the Lifeguard together with the Facilities Manager / OSH Officer (HSE).
- Focus on:
  - Material condition of the pool, deck, changing rooms, and plant room.
  - Functionality of safety and emergency equipment.
  - Cleanliness, ventilation, and lighting conditions.
- Signed copies of completed checklists must be filed in the Swimming Pool Compliance Folder.
- Any corrective or maintenance actions must be tracked until resolved.

### **6.3 Annual Checks**

- Conducted by an accredited third party before the start of each academic year (preferably during summer break).
- Overseen by the Facilities Manager, HSE Officer and Head of PE.
- The annual review must include:
  - Verification that the PSOP and Safeguarding Policy are up to date and implemented.

- Review of the Swimming Pool Risk Assessment (minimum every six months or as required).
- Inspection of safety signage, rescue equipment, and access control systems.
- Confirmation that all staff hold valid certifications and have received refresher training where needed.

## Swimming Pool Daily Checklist

**Pool:**

**Month:**

Date	Morning Checks				Afternoon Checks				Evening Checks			
	Chlorine	pH	Temp	Clarity	Chlorine	pH	Temp	Clarity	Chlorine	pH	Temp	Clarity
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

### Monthly Swimming Pool Safety and Maintenance Checklist

<b>1. Pool Access and Fencing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Pool access (card system and manual gate) is functional; gates self-close, self-latch, and cannot be left open.				
Fences are undamaged, continuous, and meet required height.				
No climbable objects or overhanging branches near the fence.				
<b>2. Pool Water and Structure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Daily water testing completed by external contractor and verified by staff.				
pH, chlorine, and temperature readings within safe limits.				

Readings displayed on the pool notice board and logged in records.				
Water clarity acceptable – pool floor visible at deepest point.				
Pool tiles, edges, and structure in good repair (no cracks, sharp edges).				
Ladders, rails, and lane ropes secure and in good condition.				
Depth markings clear and compliant.				
<b>3. Safety Equipment and Signage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Pool rules and emergency procedures displayed (English & Arabic).				
Lifesaving equipment (buoys, reach poles, throw bags) in place and functional.				
First aid kit and AED accessible, inspected, and in date.				
Emergency stop/alarm tested and functional.				
Fire extinguishers are accessible and in date ( $\leq 6$ months).				
<b>4. Lifeguards and Supervision</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>

Lifeguards hold valid certification and training.				
Monthly refresher drills conducted and recorded.				
Lifeguard rotation and supervision zones are clearly defined.				
No lone working – at least two staff are present during maintenance.				
<b>5. Chemical Safety and Plant Room</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Automatic dosing system fully operational (no manual dosing).				
Chemicals stored only if essential, in locked ventilated room with SDS.				
Chlorine and acid tanks separated ( $\geq 2m$ or banded).				
PPE available and used when handling chemicals.				
Plant room locked, tidy, and with warning signage displayed.				
<b>6. Changing Rooms and Toilets</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Changing rooms and toilets clean and well-maintained.				

Floors non-slip, dry, and drains clear.				
Showers and taps functional and hygienic.				
Gender-appropriate supervision ensured.				
<b>7. Weather and Environmental Conditions (Outdoor Pools)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Outdoor pool use suspended during storms, fog, or poor visibility.				
Water temperature within 27–32°C (max 34°C with risk assessment).				
Air temperature monitored – sessions stopped >49.9°C or per regulations.				
<b>8. Security and Access Control</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>
Pool area locked when not in use.				
Access doors equipped with alarms/self-closing systems.				
No unauthorized persons on poolside.				
<b>9. Documentation and Compliance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Actions</b>

Daily check sheets completed and signed.				
External test reports (microbiology, legionella) reviewed and filed.				
Swimming Pool Compliance Folder up to date and accessible.				
All corrective actions documented and signed off.				

Verification Completed by	Position	Date	Signature

### **Annual Swimming Pool Health, Safety, and Compliance Audit**

**Conducted by:** Facilities Manager / OSH Officer

**Approved by:**

**Frequency:** Annually (before start of academic year or reopening after maintenance period)

**Filed in:** Swimming Pool Compliance Folder

**Status Key:**

**Compliant (C)** – Meets required standard

**Partially Compliant (PC)** – Needs improvement / minor corrective action

**Non-Compliant (NC)** – Major issue / corrective action required immediately

Compliance Requirement	Status (C / PC / NC)	Comments / Corrective Actions	Compliance Requirement
<b>1. Workforce and Training</b>			
All staff using the pool have completed pool-specific induction.			Check induction forms and attendance records.
All staff signed and understood the Child Protection and Safeguarding Policy.			Verify signature sheet or staff acknowledgment forms.
A certified lifeguard is present during all swimming sessions.			Observe sessions / check lifeguard duty roster.
All poolside staff completed Aquatic Safety & Physical Support CPD.			Verify CPD certificates or training logs.
At least one teacher per session holds a recognized swimming teaching certification.			Review qualification copies in folder.
Staff qualification records maintained in Compliance Folder.			Inspect folder for up-to-date records.
Pool usage schedule approved and displayed.			Confirm schedule posted on notice board.
<b>2. Policies and Documentation</b>			
PSOP current, site-specific, and signed by staff.			Check version date and staff acknowledgment.
Swimming pool risk assessments reviewed within past 12 months.			Verify risk assessment file and signatures.

Activity-specific risk assessments available for all programs.			Review relevant lesson or ECA risk assessments.
Swimming Pool Compliance Folder is complete and accessible.			Confirm location and content completeness.
<b>3. Facility Safety</b>			
Pool access restricted and controlled.			Inspect access doors, locks, and alarms.
Emergency alarms, phones, and AED operational and accessible.			Test or verify last maintenance records.
Fire alarm and PA system audible from pool area.			Conduct sound check / confirm maintenance log.
First Aid kit fully stocked and checked monthly.			Verify checklist and expiry dates.
Non-slip flooring and mats in good condition.			Physical inspection of walkways.
Emergency vehicle access route clear and maintained.			Inspect route and verify signage.
<b>4. Lifeguard and Supervision</b>			
Lifeguard certification valid (EIAC/QCC/DCAS).			Verify certificates and expiry dates.
Monthly refresher drills completed and recorded.			Check drill log / attendance sheet.

Lifeguard understands PSOP and emergency procedures.			Confirm via interview or signed acknowledgment.
Whistle, uniform, and rescue gear available and functional.			Visual check of issued equipment.
Lifeguard zones and rotation system followed.			Observe supervision practice or duty roster.
<b>5. Signage and Communication</b>			
Pool rules, depth markings, and emergency signage in English/Arabic.			Verify presence and legibility.
"No Diving" and "Authorized Personnel Only" signage displayed.			Check placement and condition.
Evacuation routes and muster points displayed.			Inspect signage location and clarity.
<b>6. Changing Facilities and Hygiene</b>			
Changing areas and toilets are clean, functional, and gender-appropriate.			Inspect facilities.
Showers and taps operational and hygienic.			Test function / water flow.
Floors non-slip and well-drained.			Observe after use.
Adequate privacy and safeguarding measures in place			Confirm supervision and layout.

<b>7. Pool Plant and Chemical Safety</b>			
Automatic dosing system operational (no manual dosing).			Check system log / observe operation.
Chemical tanks are properly labelled, separated or banded.			Inspect plant room.
Chemical storage is secure, ventilated, and with SDS visible.			Physical check and document review.
Legionella and microbiology test reports up to date.			Verify test certificates.
Plant room was locked, tidy, and warning signs displayed.			Inspect access control and signage.
<b>8. Curriculum and Usage</b>			
Lesson ratios follow AlephYa supervision standards.			Review attendance and supervision logs.
Gender-appropriate supervision ensured.			Confirm through observation or schedule.
Pool timetable approved and followed.			Compare to operational use.
<b>9. Documentation and Review</b>			
Daily and monthly checklists filed and verified.			Review Compliance Folder.

Previous audit findings addressed and closed.			Check closure evidence or notes.
Annual audit summary submitted to Central Operations.			Confirm submission record or email.