



**ALLEYN'S SCHOOL  
ENTERPRISES LIMITED**  
Townley Road, Dulwich, London, SE22 8SU

**Telephone:** 020 8557 1500 (Reception)  
**Email:** enterprises@alleyns.org.uk  
**Website:** www.alleyns.org.uk

**Company VAT Number:** 124114072  
**Company Registration Number:** 3525786

# Swimming Pool Facility Hire Safety Policy

<b>Name of Policy</b>	Swimming Pool Facility Hire Safety Policy
<b>Reviewed by</b>	Stefan Gibberd
<b>Date of introduction</b>	September 2025
<b>Date of next review</b>	August 2026

## Introduction

Alleyn's is dedicated to providing a safe and professionally managed swimming pool facility in compliance with Health and Safety Executive guidelines (HSG179).

This policy outlines the responsibilities and requirements for both Alleyn's, as the facility provider, and the clubs or organisations hiring our swimming pool facilities. It includes detailed guidelines on safety measures, staffing qualifications, insurance, and operational procedures to ensure a safe and enjoyable experience for all participants.

Agreement and compliance with this policy are mandatory as part of the Hire Agreement with Alleyn's and it should be considered an extension of our [Facility Hire Terms & Conditions](#) (specifically Supplementary Terms). Any deviations from the outlined standards, below, must be approved in writing by the school.

## To be Supplied by Alleyn's School as the Facility Provider

<b>Alleyn's Provides</b>	<b>Supporting Information</b>
Safe and Compliant Facility	<p>We ensure the professional management and operation of our Swimming Pool facility in compliance with Health and Safety Executive guidelines (HSG179).</p> <p>We regularly update the Pool Safety Operating Procedures (PSOP) – at a minimum it is reviewed annually - and we ensure its application, the PSOP includes:</p> <ul style="list-style-type: none"> <li>• Normal Operating Procedures (NOP)</li> <li>• Emergency Action Plan (EAP)</li> <li>• Facility Risk Assessment</li> </ul> <p>These documents will be shared with third parties hiring our facilities annually or whenever updates are made.</p>

Lifeguard	<p>Qualified lifeguards are on duty when the pool is in use, trained in rescue techniques, CPR, and first aid.</p> <p>During hires, they are responsible for:</p> <ul style="list-style-type: none"> <li>• Overseeing sessions to ensure the safety and wellbeing of all participants.</li> <li>• Conducting pool water tests to meet health and safety standards, including maintaining proper levels of chlorine and pH.</li> <li>• Keeping the pool and surrounding areas clean and hazard-free, following regular cleaning schedules.</li> <li>• Performing reactive cleaning to ensure changing rooms, showers, and toilets are clean and hygienic.</li> </ul>
Set-up	<p>When informed of specific pool set-up requirements, lifeguards will ensure the pool is prepared accordingly, allowing clients to maximise their pool hire time.</p>
Equipment	<p>Selected school equipment, such as water polo equipment, floats, noodles, and other water aids, is available for clients to use by agreement.</p>
Insurance	<p>The governing body of the School has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being used) and property, including the premises, arising out of the letting. Copies of the policy are available on request.</p> <p>The School, its governing body, employees, or agents shall not be liable for any costs, loss, damage, or injuries, fatal or otherwise to persons arising from their use of the school facilities unless caused by wilful default or negligence on the part of the school, its employees, or agents.</p>

### Details to be Supplied by Hirers

Hirer Provides	Supporting Information
<p>Confirmation of Registration with a National Governing Body</p>	<p>Swimming Clubs</p> <ul style="list-style-type: none"> <li>• <a href="#">Swim England</a></li> </ul> <p>Swim Schools</p> <ul style="list-style-type: none"> <li>• <a href="#">The Swimming Teachers' Association (STA)</a></li> </ul> <p>Water Polo Clubs</p> <ul style="list-style-type: none"> <li>• <a href="#">Swim England Water Polo</a></li> </ul> <p>Please supply your club membership number and provide additional details such as SwimMark or STAMark accreditation where relevant.</p>

<p>Confirmation of Club Insurance/s</p>	<p>Clubs must have appropriate insurance policies in place, these are often provided through affiliation with national governing bodies, to include:</p> <p><u>Public Liability Insurance</u> Covers claims made by third parties for bodily injury or property damage resulting from the club's activities.</p> <p><u>Employers' Liability Insurance</u> Legally required if the club has employees. It covers claims made by employees for work-related injuries or illnesses.</p> <p><u>Indemnity Insurance</u> Covers claims made against the club for professional errors, omissions, or negligence, particularly relevant for coaching and training services.</p> <p>Please ensure all insurance policies are reviewed and updated regularly to reflect any changes in the club's activities or structure.</p>
<p>Safeguarding &amp; Child Protection Policy (when working with children under 18 or vulnerable adults)</p> <p><i>NB. National Governing Bodies may require additional policies as part of their affiliation process.</i></p>	<p>Alleyn's, are required to check the Safeguarding &amp; Child Protection policy of clients that are hiring facilities and working with children under 18 or vulnerable adults.</p> <p>Clubs working with children under 18 or vulnerable adults must adhere to the Third Party Hire, Safeguarding &amp; Child Protection Policy. This includes:</p> <ul style="list-style-type: none"> <li>• Supplying details for a Safeguarding Lead that has completed basic Safeguarding training and undergone a DBS check within the last 3 years.</li> <li>• Supplying a copy of the club's Safeguarding &amp; Child Protection Policy that meets relevant standards and is communicated to members.</li> <li>• Confirmation that all staff and/or volunteers have undergone appropriate Safeguarding checks within the last 3 years and have completed annual basic Safeguarding training.</li> <li>• Reporting all Safeguarding incidents to Alleyn's and abiding by the reporting and management procedures of the school.</li> </ul>
<p>Coaching Qualifications</p>	<p>Clubs must provide copies of qualifications and certifications to the school annually for all coaches and instructors who will be leading sessions. The school must be updated with these details before new coaches are present to lead sessions.</p>
<p>Club Specific Risk Assessment</p>	<p>A detailed club risk assessment specific to the activities planned at the school, identifying potential hazards and outlining measures to mitigate them. The risk assessment should acknowledge that the club has read and will comply with the facility policies and procedures, including the PSOP and Safeguarding &amp; Child Protection Policy.</p>
<p>Session Supervision and Safety</p>	<p>The club must ensure each coach's qualifications and experience are appropriate for the activities being delivered and that the appropriate coach-to-participant ratios are maintained. This should be included within the club risk assessment. Coaches must only</p>

	<p>deliver activities within the scope of their qualification, experience, and relevant training (outlined below). Coaches should not exceed their expertise and competence.</p>
<p>Learn-to-Swim Sessions - Expectations and Minimum Requirements</p>	<p><u>Objective:</u> Focus on teaching basic swimming skills, water safety, and building confidence in the water. More hands-on and directive, with coaches often in the water to assist beginners. Use of flotation devices and aids to support learning.</p> <p><u>Content:</u> Basic strokes, floating, breathing techniques, and water safety skills. Emphasis on fun and engagement to maintain interest and enjoyment.</p> <p><u>Structure:</u> Typically, shorter sessions (e.g., 30-45 minutes). Small group sizes to ensure individual attention and support.</p> <p><u>Maximum Coach to Participant Ratios:</u></p> <ul style="list-style-type: none"> <li>• For non-swimmers/beginners and young children (usually under 7 years old): 1 coach to 6 swimmers.</li> <li>• For intermediate levels: 1 coach to 8 swimmers.</li> <li>• For advanced levels: 1 coach to 10 swimmers.</li> </ul> <p><u>Minimum Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Each coach supervising a group should have at least a Level 2 Swimming Teacher qualification.</li> <li>• Lifeguards or additional personnel (i.e., Pool Helper or Level 1 Swimming Teacher) should be present depending on participant ability but must not be given overall responsibility for a group.</li> </ul>
<p>Club Swimming Sessions - Expectations and Minimum Requirements</p>	<p><u>Objective:</u> Focus on enhancing swimming techniques, improving fitness, and/or training for competitive swimming. Coaches primarily on poolside, providing instruction and feedback. Use of training equipment like kickboards, pull buoys, and swim fins to enhance training.</p> <p><u>Content:</u> Advanced stroke techniques, endurance training, speed work, and competitive skills (e.g., starts, turns). Structured training programmes tailored to different levels and goals.</p> <p><u>Structure:</u> Longer sessions with varied frequencies depending on the level (e.g., 1-2 hours, several times a week). Larger group sizes.</p> <p><u>Expected Coach to Participant Ratios:</u></p> <ul style="list-style-type: none"> <li>• For younger or less experienced club swimmers: 1 coach to 8-10 swimmers.</li> <li>• For more experienced or competitive swimmers: 1 coach to 12-15 swimmers.</li> </ul> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• A Level 2 Swimming Coach qualification is required as a minimum.</li> <li>• For advanced training sessions or specialised coaching, coaches may need higher-level qualifications (e.g., Level 3 or specialised certifications).</li> </ul>

### Relevant Qualifications for Swimming Teachers and Ratios of Swimmers Supervised

Level	Qualification	Provider	What it Enables	Ratio of Swimmers Supervised
Pool Helper	Pool Helper Course	Various Providers (including Swim England, STA)	Assist a qualified swimming teacher during lessons, help set up equipment, support swimmers in the water, provide encouragement under supervision.	Must work under direct supervision of a Level 2 or higher qualified coach, typically assisting with groups of up to 6-10 swimmers.
Level 1	Level 1 Swimming Assistant (Teaching)	Swim England	Assist a more qualified teacher in delivering swimming lessons.	Must work under the supervision of a Level 2 or higher qualified coach, typically assisting with groups of up to 6-10 swimmers.
	Award in Teaching Swimming	STA	Assist in the delivery of swimming lessons.	
Level 2	Level 2 Teaching Swimming	Swim England	Plan, deliver, and evaluate a series of swimming lessons independently.	Up to 10 swimmers for beginners; up to 15 swimmers for intermediate levels.
	Certificate in Teaching Swimming	STA		
	Award in Swimming Teaching	STA	Teach a wide range of aquatic skills and swimming techniques.	
Level 3	Level 3 Senior Coach	Swim England	Plan, implement, and review long-term coaching programmes for competitive swimmers. Develop advanced coaching techniques and strategies.	Typically supervises larger groups, up to 20 swimmers, depending on the level of experience and competitive focus.
	Diploma in Swimming Teaching	STA	Deliver advanced swimming lessons and develop programmes for a range of abilities.	