

PAS 81:2011

Specification for the management of a swimming school



International Experts in Safety Training Solutions



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ISBN 978 0 580 73291 1

ICS 97.220.40

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Publication history

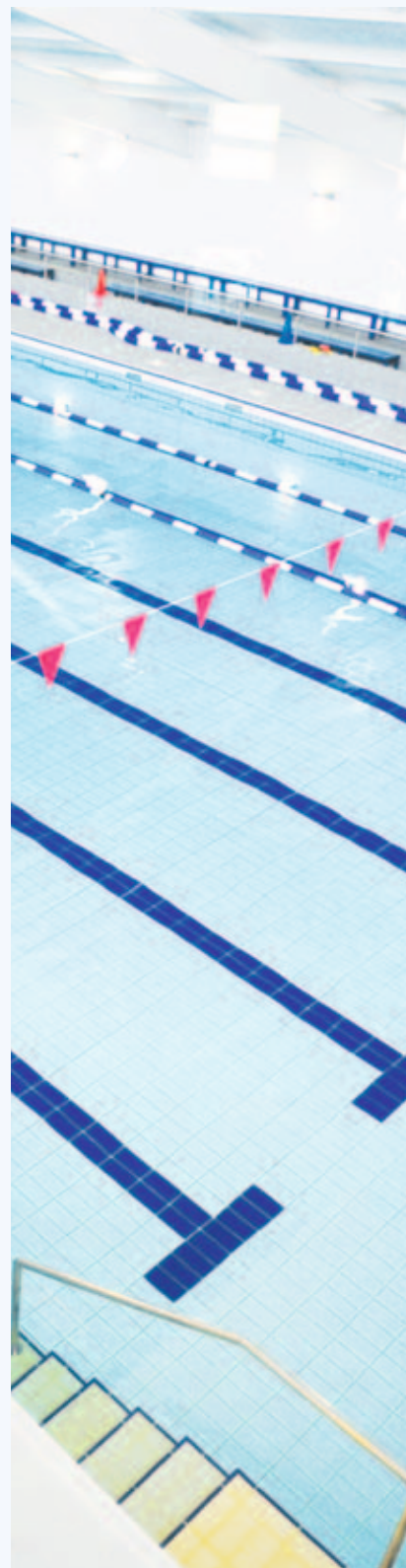
First edition 2005

Second edition 2008

Third (present) edition 2011

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Foreword

This Publicly Available Specification (PAS) was commissioned by the Swimming Teachers' Association (STA) and its development facilitated by the British Standards Institution (BSI). It came into effect on 30 November 2011.

Acknowledgement is given to the following organizations that were involved in the development of this PAS as members of the steering group:

- Amateur Swimming Association (ASA)
- Association for Physical Education (afPE)
- Institute for the Management of Sport and Physical Activity (IMSPA)
- Royal Life Saving Society UK (RLSS UK)
- Shropshire Council
- Swimming Teachers' Association (STA)
- Water Babies

Acknowledgement is also given to the members of a wider review panel who were consulted in the development of this PAS.

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The PAS process enables a specification to be rapidly developed in order to fulfil an immediate need in industry. A PAS may be considered for further development as a British Standard, or constitute part of the UK input into the development of a European or International Standard.

This PAS is not to be regarded as a British Standard. It will be withdrawn upon publication of its content in, or as, a British Standard.

Supersession

This PAS supersedes PAS 81:2008, which is withdrawn.

Information about this document

This is a full revision of the PAS.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall".

Commentary, explanation and general informative material is presented in italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a PAS cannot confer immunity from legal obligations.

Introduction

There is a need to promote the underpinning knowledge and frameworks for ensuring that swimming schools are complying with industry requirements, whilst also seeking to promote progressive learn-to-swim programmes matched with the best possible teaching standards.

PAS 81 specifies requirements for the management of swimming schools. Its aims are to increase safety in the interest of both the customer and the market sector as a whole and to disseminate good practice.

The sector complies with the requirements of a wide range of safety legislation and standards. Historically the best way of meeting such requirements has been to participate in a number of quality accreditation schemes and codes of practice. However, the proliferation of organizations providing swimming classes has made it increasingly difficult, if not impossible, for swimming schools to comply with all the current available schemes. By meeting the requirements of PAS 81, a swimming school is able to provide assurance to the industry, and to its customers of their competence.

PAS 81 is a single recognized specification containing the safety and operational requirements to be met by swimming schools. Where appropriate, the landlord, pool operator and the swimming school will need to reach a documented agreement detailing the responsibilities of each party.

Attention is drawn to the Health and Safety at Work etc Act 1974 [1], Section 3 on general duty, which requires undertakings to be conducted in such a way as to ensure, so far as is reasonably practicable, that the public are not exposed to risks to health and safety.

Attention is drawn to the Management of Health and Safety at Work Regulations 1999 [2], Regulation 3, which requires the assessment of risks and application of control measures at work.

HSE's publication, HSG179 (see reference in Clause 2), offers guidance on operating and managing health and safety in a swimming pool and BS EN 15288-2 specifies safety requirements for operating swimming pools.

A list of organizations related to the management of swimming schools is given in Annex A.



1 Scope

This Publicly Available Specification (PAS) specifies requirements for managing a swimming school.

It is for use by swimming schools (organizations or individuals) that operate in a public or private swimming pool on a voluntary or commercial basis.

It is not applicable to scuba diving and snorkelling activities.

It does not specify requirements for managing a swimming pool.

NOTE For guidance and requirements on the management of a swimming pool, see HSE's publication, HSG179 (see reference in Clause 2) and BS EN 15288-2. Requirements for managing a swimming school overlap or complement those for managing a swimming pool.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS EN 13138-1, *Buoyant aids for swimming instruction – Part 1: Safety requirements and test methods for buoyant aids to be worn*

BS EN 13138-2, *Buoyant aids for swimming instruction – Part 2: Safety requirements and test methods for buoyant aids to be held*

BS EN 13138-3, *Buoyant aids for swimming instruction – Part 3: Safety requirements and test methods for swim seats to be worn*

BS EN 13451-5, *Swimming pool equipment – Part 5: Additional specific safety requirements and test methods for lane lines*

BS EN 15288-2, *Swimming pools – Part 2: Safety requirements for operation*

DEPARTMENT FOR EDUCATION. *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*. Nottingham: DCSF Publications, 2010.

HEALTH AND SAFETY EXECUTIVE. HSG179 *Managing health and safety in swimming pools*. 3rd Edition. Sudbury: HSE Books, 2003.

3 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

3.1 accident

event that occurs unexpectedly and unintentionally, and which damages something or injures someone

3.2 business plan

document that summarizes the operational and financial objectives of a business and contains the detailed plans and budgets showing how the objectives are to be realized

3.3 conditions of hire

defined set of terms and conditions incorporated in a hire agreement between two or more parties

3.4 designated responder

trained member of staff who is present to act in emergency situations

3.5 development plan

document devised by the swimming school that outlines current and future plans for the development of the swimming tuition programme

3.6 drowning

process of respiratory impairment through submersion or immersion in a liquid, which leads to asphyxia, unconsciousness and eventual death

3.7 duty of care

legal obligation imposed on an individual requiring them to take reasonable steps to avoid acts or omissions that could foreseeably injure someone

3.8 emergency action plan (EAP)

document that gives specific instructions on the action to be taken by all staff in the event of an emergency

3.9 hazard

something with the potential to cause harm

3.10 landlord

owner of the swimming pool

3.11 pool operator

organization that manages the operation of the swimming pool

NOTE The pool operator may be the swimming school and/or the landlord.

3.12 near miss

unplanned, uncontrolled event that could have but did not lead to injury to persons, damage to plant, equipment, property or environment, work stoppage or business loss

3.13 normal operating plan (NOP)

documented plan for the daily operation of the swimming school

3.14 pool hall

building volume that immediately encloses the pool basin(s), the surrounding poolside and the space above it

3.15 pool basin

structure that contains water for the purposes of swimming and other water-related activities

3.16 pool safety operating procedure (PSOP)

document consisting of the normal operating plan (NOP) and the emergency action plan (EAP)

3.17 recognized qualification

qualification recognized by a relevant authority

NOTE In the UK, relevant authorities include Council for the Curriculum, Examinations and Assessment (CCEA), Office of Qualifications and Examinations Regulation (Ofqual), Scottish Qualifications Authority (SQA) and Welsh Assembly Government.

3.18 risk

chance, high, medium or low, that someone will be harmed by the hazard

3.19 risk assessment

overall process of risk and hazard identification, analysis, evaluation and control measures

3.20 scheme of work

plan of work to be achieved over a set period of time, usually a term or block of classes, including class plans for each individual session

3.21 service level agreement

scope of service agreed between the landlord/pool operator and the swimming school

3.22 staff

employees and volunteers working on behalf of the swimming school

3.23 swimming pool

public or private facility, with pool hall(s) and associated facilities

NOTE 1 Associated facilities include, for example, changing facilities.

NOTE 2 A swimming pool may be part of larger complex, such as a hotel, leisure centre, health and fitness club, theme park or school.

NOTE 3 See also definitions for pool hall (see 3.14) and pool basin (see 3.15).

3.24 swimming school

organization or individual that delivers formal organized swimming classes and associated activities in public or private swimming pools on a voluntary or commercial basis

NOTE A swimming school may be, for example, a business, a volunteer organization, an individual teacher or a club.

3.25 trend analysis

process by which data is reviewed to identify variations in performance

4 General management

4.1 Management culture

4.1.1 The swimming school shall have a documented communication process with all stakeholders including staff (see 10.9), customers (see 9.2), landlord and pool operator.

4.1.2 The aims and objectives of the swimming school shall be documented.

NOTE 1 *The swimming school should have a business plan that includes objectives and targets which are specific, measurable, achievable, realistic and time orientated and this business plan should be understood by all staff.*

NOTE 2 *The business plan should include a set of key performance indicators (KPIs) and the swimming school should review its performance in order to determine the effectiveness of its aims and objectives.*

4.1.3 Staff shall be made aware of the documented aims and objectives of the swimming school and given training where necessary.

4.1.4 The swimming school shall have a documented procedure for consulting its stakeholders.

4.2 Health and safety policy

NOTE 1 *The swimming school should have a documented health and safety policy from which the implementation of safe systems of work can be developed. The health and safety policy, procedures and standards should be reviewed no less than once a year. Factors that would influence an early review include:*

- a) *changes in legislation;*
- b) *operational changes;*
- c) *management changes;*
- d) *where an accident or near miss occurs.*

NOTE 2 *Where the swimming school is a third party hirer or tenant, the documented health and safety policy should reflect and complement the landlord/pool operator's existing health and safety policy.*

NOTE 3 *Attention is drawn to the following key regulations and publications. This list is not exhaustive.*

- a) *afPE's publication, Safe practice in physical education & school sport [3];*

- b) *BS EN 15288-2, Swimming pools – Part 2: Safety requirements for operation;*
- c) *Control of Substances Hazardous to Health Regulations 2002 (as amended) [4];*
- d) *Health and Safety at Work etc Act 1974 [1];*
- e) *HSG179, Managing design problems (see reference in Clause 2);*
- f) *Management of Health and Safety at Work Regulation 1999 (as amended) [2];*
- g) *Manual Handling Operations Regulations 1992 [5];*
- h) *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [6];*

4.3 Risk assessments

NOTE 1 *Guidance on completing risk assessments is given in Annex B.*

NOTE 2 *Further guidance can be found in HSE's publication, Five steps to risk assessment [7].*

4.3.1 The swimming school shall have a documented site-specific risk assessment, which shall be reviewed no less than once a year.

4.3.2 The risk assessment shall:

- a) identify hazards for the:
 - 1) swimming pool;
 - 2) people;
 - 3) activities;
- b) assess risks;
- c) indicate the measures required to control these hazards and risks;
- d) inform the development of, and adjustments to, the PSOP.

4.3.3 Risk assessments shall be stored in an area accessible by all staff. Staff shall be trained on the aspects of the risk assessment relevant to their specific role and duties.

NOTE *Staff should carry out visual risk assessment before, during and after teaching (e.g. equipment to be left tidy on poolside between classes).*

4.4 Duty of care

The swimming school shall have appropriate levels of insurance(s) cover for the business and its staff. This shall include public and employers liability insurance where appropriate.

NOTE 1 *If the swimming school undertakes any form of consultancy related activity that falls outside of its core business, it might wish to consider taking out additional professional indemnity insurance as additional cover where appropriate.*

NOTE 2 *Self-employed teachers, who are retained and not employed, will need their own public liability insurance.*

4.5 Documentation control procedures

Swimming schools shall have a written policy for managing and updating all procedures, and for making staff aware of all changes before their implementation.

4.6 Shared agreements

Any shared agreement between the landlord, pool operator and the swimming school shall set out the operational areas of responsibility and will not absolve any party of their legal obligations or duty of care.

4.7 Facilities and equipment

NOTE 1 *The swimming school should ideally operate from a swimming pool that conforms to BS EN 15288-1, BS EN 15288-2 and HSG179 (see reference in Clause 2).*

NOTE 2 *Where appropriate, a landlord/operator should have a nationally recognized qualification for pool plant operators that is in line with the national occupational standards as prescribed by SkillsActive.*

