

Long Sutton C of E Primary School – Swimming pool

Conditions of Hire and Code of Conduct 2025

1. Hirers must be over 18 years of age. Parents/adults are responsible for the children in their care. There must be, a supervision ratio of a minimum of 2 adults for 1 to 20 swimmers. There must always be a minimum of 2 supervisor on the poolside who should only enter the water for rescue purposes. Children are not allowed in the pool without an adult present.
2. The hirer or a member of their group must hold a valid first aid certificate, which must be presented on arrival at the pool. Entry will NOT be possible without this document.
3. Somerset Council requires that any individual or organisation hiring Somerset Council schools and other premises on a casual basis has insurance for their own legal liability to third parties arising from their use of the premises. Somerset Council is able to offer Hirers' Liability insurance to any Hirer that cannot provide evidence of other insurance. For individuals this will be applied automatically. There is no charge for this at this time. [LINK](#)
1. The hirer is responsible for the pool and its surroundings throughout the period of hire and agrees to leave it, as found, in a clean and tidy condition and to remove all rubbish.
2. The hirer must respect the neighbours at all times i.e. no excessive noise. Any behaviour, which is likely to cause a nuisance or is dangerous to others, should be stopped immediately.
3. The hirer must make themselves familiar with all pool signs and with the Normal Operating Procedures, (NOP) and the Emergency Action Plan, (EAP), Emergency Fire Evacuation Plan – copies of which are kept with the first aid box on the poolside. [LINK](#)
4. The hirer must have a fully charged mobile phone in case of an emergency.
5. If the pool becomes contaminated with vomit, blood or any other bodily excretion during the session the pool should be evacuated immediately and the pool volunteer closing should be told.
6. General Rules:
 - **Diving, bombing and running around the pool are forbidden.**
 - **Jumping in feet first only under strict adult supervision**
 - **Use of inflatables is forbidden**
 - **No pushing or ducking other swimmers**
 - **The pool must not be used in poor light, if the water appears unclear or if the weather turns stormy and lightening threatens.**
 - **Eating, drinking and smoking are forbidden around the pool area.**
 - **Rescue poles are for emergency use only and must not be played with or removed from pool area.**
 - **No more than a maximum of 20 people at any one time.**
 - **The outside pool gate must be locked after use.**
 - **Do not tamper with the cover and roller.**
 - **Please remove all jewellery before entering the water.**

7. The hirer must vacate the swimming pool area promptly at the end of the period of the hiring.
8. Individuals must not swim if they have respiratory infections, uncovered wounds or if they are under the influence of alcohol
9. If any damage is done to the Facilities, School equipment or any part of the pool or pool area by the Hirer or the Users, then the School may at its discretion carry out the necessary repairs and the Hirer will undertake to pay the cost of such reparation.
10. The school reserves the right to cancel any hiring
 - a. Should the booking need to be cancelled due to adverse weather conditions i.e thunderstorm then you can re-book at no charge.
 - b. If you cancel the booking up to 24 hours beforehand there will be a 50% refund. Cancellations made less than 24 hours there will be NO refund.
 - c. Volunteers will wait no more than 10 minutes after your booked time. There will be NO refund for a no show.

11. Fire Procedure:

On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. Call points are located at all external exit doors.

On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency exit route and proceed to the Assembly Point on the school field.

Persons evacuating must:

- ensure others in the vicinity also evacuate;
- assist any person who needs help, if safe to do so;
- not stop to collect any personal belongings or get dressed;
- proceed directly to the Assembly Point (the school field)
- remain there until officially instructed otherwise

If they are no school staff on site, then contact the person in charge of the pool on that day for further instructions.