

Mangatainoka School - Management of Swimming Pool Procedure



Swimming pools at schools

It's really important that young New Zealanders are able to stay safe in the water. Swimming is part of the curriculum so that every child gets the opportunity to learn basic swimming skills.

Learning aquatic skills

The Health and Physical Education Curriculum expects that all students will have had opportunities to learn basic aquatic skills by the end of year 6.

Around 1300 schools, or 60% of schools, have pools. Those schools that don't have pools use community or council swimming pools. These can provide a safer swimming environment, better year round facilities and more trained instructors.

Schools without a pool can use their operations grant funding to help take students to a nearby swimming pool.

The Mangatainoka School Board is the entity responsible for the day-to-day running of the school, and therefore also responsible for the maintenance of the school pool.

Schools with pools receive operational funding to maintain their pool as part of their Property Maintenance Grant (PMG).

The Board uses operational funding for:

- pool chemicals
- water charges
- heating charges
- water testing charges

- the salary and training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool)
- painting the pool and surrounds
- repairing fences
- repairing and servicing the filtration plant
- caring for ancillary buildings like changing rooms, storage sheds and roofing structures
- repairing pool covers.

Water Quality and Safety

School pools must meet all the requirements of the New Zealand Standard NZS 5826:2010 'Pool water quality'.

The Standard aims to maintain safe levels of chemicals and microbiological substances in pool water.

To meet the standard we must:

1. Avoid overuse of the pool

Overusing a pool degrades water quality. Water quality also degrades when chlorine is lost through high ultraviolet levels on a hot day. The Standard sets out the required levels of pool chemicals.

2. Manage faecal contamination

Act quickly to remove faeces that get into the pool, or treat the water if someone with diarrhoea uses it.

Either event can introduce infectious bacteria such as giardia or cryptosporidium into pool water.

3. Test and monitor

Someone who follows the New Zealand Qualifications Authority (NZQA) unit standards in swimming pool water quality must test our pool water daily (usually before school). The person may be a staff member, or someone from your local council.

This test is to check:

- pH
- alkalinity
- calcium hardness
- chlorine level
- features that make up the pool chemistry.

The person managing the pool must have the management of the pool's water quality under their continuous technical supervision. This person must be readily available when the pool is operating. This doesn't mean the authorised person must be at the pool at all times, just available if needed. If they're not available, the pool can't be used.

4. Filter the water

The filtration system must be able to cope with the treatment regime in the Standard.

The Standard recommends a 2-hour water turnover rate. If your current filtration system can't do this, you need to upgrade your filtration system.

Check with the manufacturer to find out about the best method of cleaning your filtration system.

5. Safely handle chemicals

You must have systems in place for safely handling and storing potentially unstable and explosive pool chemicals. See:

[Hazardous substances on school sites](#)

[Appendix A: Handling of swimming pool chemicals](#)

Trees around swimming pools

Trees can be a health and safety hazard around a swimming pool.

Remove trees close to the swimming pool to:

- prevent leaves and branches falling in and contaminating the water, and
- prevent people from trying to jump from the tree into the pool.

Drain a swimming pool

Pool water contains chemicals that can harm the environment.

To help reduce the need to discharge our pool water:

- keep the water at a proper chemical balance all year around — this means the water will stay cleaner for longer and won't need to be emptied as often
- look for ways to reduce the amount of water that's discharged by recycling the water.

1. Discharge pool water to a sewerage system

Wherever possible, discharge your pool water to the municipal sewer.

The sewerage system will treat the water.

Check with our local council about the amount of water you can discharge.

2. Discharge pool water onto land

If you can't discharge the water into the sewerage system, the next best option is to discharge it onto land.

To minimise any harmful effects:

- leave the pool water for 1 week without adding chemicals before emptying it
- don't discharge water onto playing fields if the land is unstable and prone to slips
- don't discharge water where it will flow into storm water systems or waterways
- make sure it doesn't flow onto neighbouring properties
- spread the water onto a large area so it doesn't pool
- make sure the pool water is at air temperature before discharging it.

Damage to the Pool

Swimming pools are not an entitlement under the School Property Guide (SPG). For this reason, the Ministry's School Building Insurance Funding Programme doesn't cover damage to swimming pools, their surrounds or associated facilities.

If our swimming pool is damaged, you must pay for repairs using board funding, PMG or 5YA, depending on the type and extent of the damage. If you don't have enough funding for this, other Ministry funds may be available.

Talk to the local Ministry office.

Managing a school pool

As a Board we are the entity responsible for the day-to-day running of the school, and therefore you're also responsible for the management and operation of the school pool.

This means we have the primary duty of care as the person conducting a business or undertaking (PCBU), under the Health and Safety at Work Act 2015, to take all reasonably practicable steps to ensure everyone using your pool with your permission remains safe and healthy.

We must have in place arrangements for the safe use of the pool, including developing rules for safe use, installing and maintaining adequate fencing and gates, and managing the pool's water quality. The relevant legislation, regulations and standards are set out on the following websites.

[Health and Safety at Work Act 2015 — NZ Legislation website](#)

[Building Act 2004 — NZ Legislation website](#)

[Building Code \(including Clause F9 for pool fencing — Building Performance website](#)

[NZS 5826:2010 'Pool water quality' — Standards NZ website](#)

[NZS 8500:2006 'Safety barriers and fences around swimming pools' — Standards NZ website](#)

Health and safety

We must make sure everyone who is using the school pool with our permission remains healthy and safe.

Schools have a duty to everyone in the workplace, and this includes people using school pools inside and outside of normal school hours, for example summer holidays. Any visitors to our workplace also have a duty to look after their own health and safety.

The board of trustees must be able to show that the school has taken all reasonable steps to ensure people's health and safety.

Reasonable steps could include:

- an update in a school newsletter setting the schools expectations for use of school grounds outside of normal school hours
- procedures for day-to-day pool management and rules for pool users

Day-to-day pool management procedures

We must have procedures in place for managing our pool day to day. Make sure that the people involved in managing the pool understand their role.

Procedures we have in place:

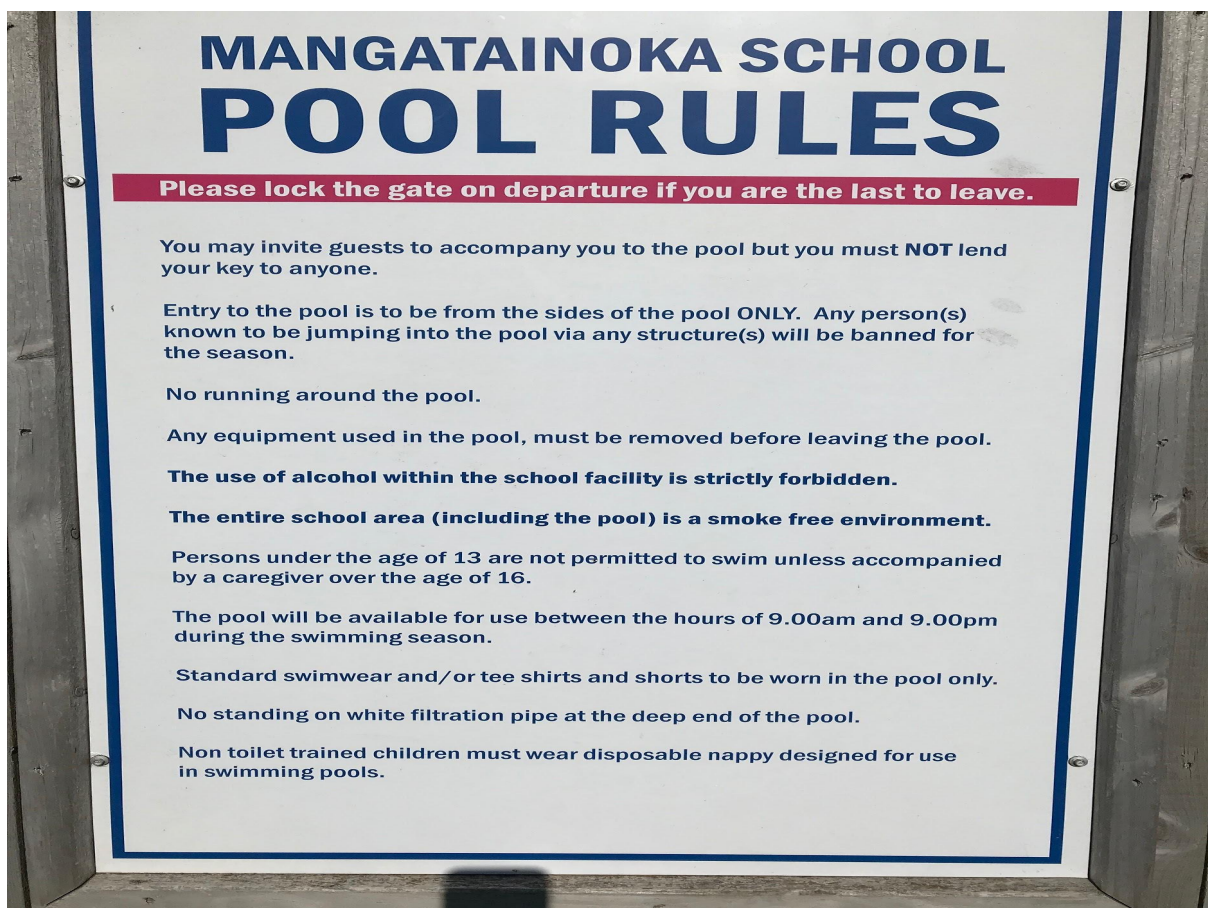
- Regularly check the operation and effectiveness of the pool gates and locks. Replace any locks that stick or don't close properly.
- Ensure the first aid kit is accessible to pool users and regularly checked.

- Lock pool chemicals away from the swimming pool and changing rooms. Store and dispose of them according to the manufacturer's instructions.
- Put away pool equipment when not in use as it can be a potential hazard if left lying around. Do not store pool equipment in the same area as the pool chemicals (to prevent students accessing hazardous chemicals).
- Don't allow aquatic toys that aren't designed for pool use, such as boogie boards.
- Manage water quality in compliance with current standards.

Rules for pool users

We have rules for the safe use of our pool.

Display the rules where they can be read by all pool users, these are on a sign beside the gate.



See also the Guidelines to the use of the Mangatainoka School Pool document. All key holders are given this to read upon collecting their key for use over the summer season. Note the change of closing time from 9pm to 8pm.

Lifeguards

School pools don't need professional lifeguards, however risk must be managed and supervision is required.

There must always be at least 1 pool supervisor present when the pool is in use.

Additional supervisors are required as the number of people swimming increases.

Children under 8 years of age must be actively supervised by someone who is at least 16, who can give immediate help.

Fences and signs

Make sure people can't access the pool when:

- there's no one to supervise, or
- they're uninvited, such as trespassers entering the pool outside school hours.

Pool use outside school hours

Keeping a school pool open or available outside of core school hours is a decision for the board of trustees.

We have procedures around the management of use outside of school hours.

Community Keys over Summer

1. A register will be maintained of keys issued to the community. When people collect their key they will be given a copy of the guidelines to the use of the Mangatainoka School Pool"
2. Fees for the key are set at \$25.00 for school families and \$35.00 for community members. A \$10.00 bond will be applied to all keys to ensure the return of keys at the end of the season.
3. Keys are colour coded with a different lock being used each year in rotation.
4. Any keys not returned will be followed up - if the key has been lost we will charge a fee of \$30.00 to replace the existing lock.
5. All guidelines must be followed or the key will be asked for back without a refund.
6. Once the allotted keys have been issued, no more will be added to the quantity - this helps prevent overuse and load on the pool.

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Next review: November 2027