



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Maintaining Aquatic Safety In Schools Having Swimming Pools

NUMBER: BUL-1454.1

ISSUER: Gerardo Loera, Executive Director
Office of Curriculum, Instruction, and School Support

DATE: August 4, 2014

ROUTING:
All Locations
Local District Superintendents
Local District Directors Of School Services
Local District Facilities Director
School Site Administrators
Athletic Coordinators
Plant Managers

POLICY: A certificated physical education teacher may provide instruction while a lifeguard is on duty. A lifeguard must be on duty whenever the physical education teacher or coach has students engaged in pool activities. Neither a coach or physical education teacher may serve in a dual capacity as instructor and lifeguard at any time.

MAJOR CHANGES: The revisions in this bulletin clarify the District's policy regarding safety regulations for the instructional aquatic programs conducted in elementary, secondary, and adult schools, and for interscholastic aquatic teams.
Contact persons and telephone numbers have been updated.

BACKGROUND: Aquatics are an integral part of both the elementary and the secondary physical education core curriculum. The purpose of the swimming program is to teach students to swim with the basic swimming strokes. Since the District offers classes in swimming during the school year at elementary and secondary schools and at several pools operated by the recreation departments of the city and the county, it is of the utmost importance to maintain facility inspections and to follow safety regulations in and around swimming pools. These regulations must be understood by all staff and must be taught to all students prior to in-pool activity of any kind.

Teaching young people swimming skills is important both for immediate survival and for lifelong leisure, yet activities involving water are potentially more hazardous to the well-being of participating students than most other physical education activities.

GUIDELINES:

- I. WATER SAFETY TEST FOR SWIMMING AND DIVING (ATTACHMENT A)
Prior to any student using the pool or participating in an aquatics program the following must be adhered to and documented.
 - A. Each student must pass this test before participating in the



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instructional swimming program or as an interscholastic swim team member. The test is used to ensure that the student has a thorough understanding of water safety procedures prior to participating in swimming or diving activities. **No student is to be allowed in the water until he or she has passed the test with a score of 100 percent.**

- B. A complete explanation of general and specific local water safety procedures, including a question-and-answer session for students, should be given to all class members prior to administration of the test.
- C. To assist students with special language needs, schools are to obtain the assistance of paraprofessionals, volunteers, and peer tutors.
- D. Once a student has passed the test, the instructor must note this fact in the record and keep the completed test on file until the student moves on to another school.
- E. The test is available in English, Spanish, Korean, Armenian, Vietnamese, and Chinese on the Physical Education website.

II. POOL SAFETY INSPECTION FORM (ATTACHMENT B)

- A. During the first week of each school month, the Pool Safety Inspection Form is to be completed and signed by a certificated aquatic instructor and principal. The form is to be filed in the school administrator's office at each school site housing a pool. Submit signed forms to the Administrator of Operations at your ESC.
- B. The form must be kept on file for a period of five (5) years.
- C. Pictograms (item 3 on the inspection form) should be mounted on walls by the pool. Two (2) pictograms for "NO DIVING" and two (2) for "NO RUNNING" have been supplied to each pool. Requests for signage should be sent to your local ESC M & O carpentry supervisor.
- D. Deck signs (item 4 on the inspection form) should be repainted annually. Requests should be directed to the ESC Maintenance Office. One stencil each for painting "SHALLOW WATER," "DEEP WATER," "NO DIVING," and "WALK" signs have been supplied to each pool.
- E. The Pool Safety Inspection Form is available on the Physical Education website.

III. EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD (ATTACHMENT C)

- A. This is a NCR form titled "Los Angeles Unified School District Employee Request for Correction of Safety Hazard," used by employees to report a safety hazard to the site administrator.
- B. The use of this form is mandatory following each monthly pool inspection that detects any hazards in need of corrections. Only one hazard per form is to be listed.
- C. Copies of the "Los Angeles Unified School District Employee



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Request for Correction of Safety Hazard” are available from the Office of Environmental Health and Safety (213) 241-3199.

- D. This form must be filled out and given to the site administrator who will proceed to fill out the bottom portion of the “Los Angeles Unified School District Employee Request for Correction of Safety Hazard,” and section “D” below.

IV. SAFETY OR FIRE HAZARD REPORT (ATTACHMENT D)

- A. This is an NCR form (Form 28.115) used for requesting correction of safety or fire hazards on District sites.
- B. The use of this form is mandatory following each monthly pool inspection that detects any hazards in need of corrections. Only one hazard per form is to be listed. Additional forms with other individual hazards may be sent as needed to the Office of Environmental Health and Safety.
- C. Copies of the Safety or Fire Hazard Report (Form 28.115) are available from the Office of Environmental Health and Safety (213) 241-3199.

V. DIVING

- A. Instructional aquatic classes may begin the teaching of diving only after the students have mastered the basic strokes of swimming and the techniques of floating. Diving instruction must be conducted off the sides of the pool.
- B. Race diving used in recreational swimming and interscholastic practice and competition must be done only at the deep end of the pool. All starting blocks used for race diving must be installed at the deep end of the pool. The blocks must have fixed mountings for the vertical supports and standing platforms and must be removed from the pool deck when not in use for interscholastic practice or competition. This is a national aquatic practice established by the Aquatic Council of the American Association for Health, Physical Education, Recreation and Dance.

Y:

VI. STAFF RESPONSIBILITIES

- A. Certificated Physical Education Teacher
The certificated physical education teacher is responsible for the use of the pool during the instructional day; in addition to a lifeguard on duty. A teacher may not serve in a dual capacity as teacher and lifeguard. The teacher:
 - 1. Plans and conducts instruction in swimming and water safety skills.
 - 2. Organizes and maintains a safe pool environment.
 - 3. Insures that students follow safety guidelines.
 - 4. Is responsible for insuring that every person is out of the pool before leaving the pool area.



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5. Is appropriately attired in aquatic clothing, swim suit, whistle, pool shoes, and cover-up if desired.
6. Is ready and willing to enter the water to teach, assist, or rescue a student.
7. Demonstrates safety consciousness by example.

B. Lifeguard

To ensure appropriate swimmer supervision, a certified lifeguard should be on duty at all times the pool is in use. The lifeguard's sole responsibility is surveillance. Lifeguards serving in this capacity should have no teaching responsibilities or other duties, which could distract them from swimmer surveillance. The lifeguard:

1. Enforces regulations at a school swimming pool to prevent accidents.
2. Rescues persons in danger of drowning and administers cardiopulmonary resuscitation and first aid when needed.
3. Checks air temperature and chemical content and temperature of water, and bring nonstandard conditions to the attention of persons responsible for pool maintenance.
4. Inspects pool equipment and reports unsanitary, hazardous, or unsafe conditions to pool supervisors or certificated personnel.
5. Performs minor emergency repair, maintenance, and clean-up work required to prevent accidents and to maintain maximum health condition.
6. Answers inquiries and gives information to the public regarding swimming programs and special events.
7. Performs related duties as assigned and maintains lifeguard ratio:

Lifeguard service, as described in Section 116028, Health and Safety Code, shall be provided at public swimming pools. There shall be one or more designated lifeguards (as required by District policy) on duty, who are at least eighteen (18) years of age and who shall possess an American Red Cross Lifeguard Training Certificate or its equivalent certificate, any time the pool is in use (1-50 individuals). Once the facility reaches a total of 50 individuals, a lifeguard will be added for every additional 25 persons in the water to maintain adequate surveillance over individuals in the pool.

C. Plant Manager/Pool Custodian

1. The plant manager/pool custodian shall be responsible for maintaining water quality, including filtration, chlorination and heating by (a) testing for chlorine and pH every two hours and maintaining a record, using the water test log provided by maintenance and operations, in the pool area and (b) maintaining water temperature at approximately 80° F. Chlorine residual may range from 1.0 p.p.m. minimum to 3.0 p.p.m. maximum. PH range may be from 7.2 to 8.0.



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2. If a student complains to the teacher or the school nurse of eye irritation as a result of pool use, the teacher or school nurse shall confer with the plant manager/pool custodian to check the chemical levels. If the chemical levels of the pool meet the above criteria, no further action is indicated. If chemical levels are out of range, plant manager/pool custodian shall take immediate action to bring pool chemicals to proper range.
3. The plant manager/pool custodian shall report mechanical problems in the operation of the pool to the Maintenance and Operations Trouble Call Unit.
4. Principal certifies twice a year, that appropriate pool supervision is aligned with guidelines in Bulletin 1454.1.
5. Contact Jim King, Maintenance and Operations Swimming Pool Technical Supervisor at (213) 241-6435 for assistance with any technical concerns related to the operation of the pool such as:
 - a. Training/Certification
 - b. Chemical Supplies
6. For assistance with equipment breakdowns & repairs contact Maintenance and Operations' Service Call Unit at (213) 745-1600

V. REQUIRED CERTIFICATION

1. The California Health and Safety Code, Division 20, Chapter 1, Section 116033 formerly Section 24100.1, requires that certificated individuals responsible for swimming instruction shall possess a current American Red Cross Emergency Water Course Certificate or have equivalent qualifications, as determined by the state department. In addition, these persons shall be certified in standard first aid and cardiopulmonary resuscitation (CPR) and either Safety Training for Swim Coaches or Community Water Safety certificates. These must be renewed every three years. It is also recommended to have a Water Safety Instruction certificate. Each school will need to have one person with a Water Safety Instruction (WSI) certificate to sign and give Red Cross Swim Level Completion cards.
2. The school principal must certify (Attachment F) that the District's safety regulations (related to lifeguards, pool signage, pool inspections, etc.) for the instructional aquatics programs as identified in Bulletin 1454.1. have been met. The form is to be completed at the beginning of each semester, and a copy sent to the director of instruction at the local ESC office and to Dr. Janice Collins, OCISS Physical Education Administrator.



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VI. SAFETY PROCEDURES AND RULES

A. Minimum Procedures to Follow in the Event of a Fecal Spill in the Pool

- a. Evacuate the pool
- b. Vacuum and remove the solids.
- c. Chlorinate the pool.
- d. Wait one hour and re-test water.
- e. Re-open pool when chlorine level returns to normal range (1.0 – 3.0 p.p.m.) and has been documented in the appropriate log.

B. General Rules

A list of safety rules shall be formulated for each facility. General safety rules shall include, but are not limited to, the following:

1. Students are not to be in or near the pool unless the instructor is present.
2. Running, jumping or diving are prohibited.
3. Spectators in the pool area are to be quiet and must remain at a distance from the edge of the pool.

C. Posting of Rules and Signage

The required safety rules and signage (i.e: pictograms, shallow water, etc.) shall be posted prominently in the pool area. Emergency Procedures, Emergency Numbers, First Aid and Cardiopulmonary resuscitation (CPR), must be posted on walls.

D. Pool Covers

Nonweight bearing pool covers are prohibited at all times.

RELATED RESOURCES:

None

ASSISTANCE:

For assistance or further information, please contact: Chad Fenwick, Physical Education Adviser, at (213) 241-4556; or
Dr. Janice Collins, Physical Education Administrator, at (213) 241-4134; or
Dr. Susan Tandberg, Director of Curriculum, Instruction, and School Support at (213) 241-5333.

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Office of Curriculum, Instruction, and School Support

Student's name: _____ School: _____ Period: _____

Grade: _____ Physical Education Teacher: _____ Date: _____

WATER SAFETY TEST FOR SWIMMING AND DIVING

The purpose of this test is to determine the student's knowledge of safety precautions necessary for swimming and diving. ALL STUDENTS must pass this safety test with a score of 100 PERCENT before participation is allowed in the instructional swim program or on an interscholastic swim team.

DIRECTIONS: Complete the following statements by printing the correct word or words in the spaces provided to the right. The first statement will serve as an example.

1. Immediately report all accidents to your _____. _____ teacher _____
2. Never enter the water until a _____ is on duty and you have received permission from the teacher. _____
3. Only _____ person is allowed on the diving board at a time. _____
4. Diving is never allowed in _____ water. _____
5. Running, shoving, cutting corners, and other dangerous actions are _____ allowed in the pool area. _____
6. When using the diving board, you may only bounce _____ before you dive. _____
7. Do not call for _____ unless is trouble. _____
8. Drowning can occur any place where there is _____. _____
9. Permanent paralysis (not being able to move) due to spinal cord injuries may result from striking your _____ against the bottom or side of the pool or from striking it against some object in the pool. _____
10. In diving, the parts of the body that provide good protection for the head are the _____ and the _____. _____

11. Lifeguards protect lives. Do not talk to the _____ when they are on duty.
12. Always swim in a safe _____ away from diving boards and platforms.
13. Pool ladders and steps are to be used only to _____ and _____ the pool.
14. Each _____ is responsible for his or her own personal safety and the safety of others.

ATTACHMENT A

BUL-1454.1

DIRECTIONS: Read the question in the left-hand column. Then find the statement in the right-hand column that best answers the question. Put the letter of the best answer in the space between the parentheses in front of the question.

Example: Read the first question and then look in the right-hand column. The letter "E" has been placed in front of the question it answers.

- | | |
|--|---|
| <p>(E) 1. Why is it dangerous to run in dressing rooms, at entrances to the pool, or on the pool deck?</p> | <p>A. Each student is responsible for personal safety and the safety of others.</p> |
| <p>() 2. Why is horseplay (recklessness, fooling around) very dangerous in or around a pool?</p> | <p>B. To remind you of unsafe acts and unsafe conditions which can cause serious accidents?</p> |
| <p>() 3. Why are safety signs and rules posted in pool areas?</p> | <p>C. There is danger of diving into swimmers and hitting the sides of the pool.</p> |
| <p>() 4. Why is it dangerous to dive into the shallow (low-water) end of a pool?</p> | <p>D. Tell the teacher.</p> |
| <p>() 5. Why is diving from the side of the diving boards an unsafe practice?</p> | <p>E. Water causes surfaces to become slippery, a condition which in turn causes people to slip and fall.</p> |
| <p>() 6. Why shouldn't you try difficult dives which you see others do?</p> | <p>F. Their attention is taken away from watching the swimmers.</p> |
| <p>() 7. What must you do if you find the diving board is out of adjustments or in need of repair?</p> | <p>G. Because you bump into others and cause serious accidents or injuries.</p> |
| <p>() 8. Why is talking with lifeguards not permitted?</p> | <p>H. They may be pushed into water that is over their heads and be in danger.</p> |
| <p>() 9. What is the danger of non-swimmers sitting or playing on safety-cord lines?</p> | <p>I. A serious injury could result from hitting the bottom of the pool.</p> |
| <p>() 10. Who is responsible for personal safety and the safety of others?</p> | <p>J. There is danger in injuring yourself whenever you try to do something you have not yet been taught to do.</p> |
| <p>() 11. What is required before you may enter the water?</p> | <p>K. A lifeguard must be on duty and a teacher must be present.</p> |

I have received and understood the instruction on swimming and diving safety. I promise to follow

THIS IS TO CERTIFY that:

all safety rules, and if I am ever in doubt about any of these rules, I will get the necessary information from my teacher.

Print name of student above.

Has been given safety instructions for swimming and diving and has satisfactorily passed this written safety test with a score of 100%.

Signed: _____ Signed: _____
 Student's Name
 Date: _____ Date: _____

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ATTACHMENT B

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POOL SAFETY INSPECTION FORM

School: _____ ESC _____

This checklist is to be used for each pool inspection. The form is to be completed, and filed in the school administrator's office during the first week of each school month and a copy sent to the director of instruction of your ESC and to OCIS: P.E. Office. Write a number "1" in the **NO** column if the situation can be corrected immediately by site personnel. Write a number "2" if correction requires District funds such as A&I. Hazards should be reported on Form 28.115 to the Safety Section.

	<u>YES</u>	<u>NO</u>	<u>COMMENT</u>
1. Pool rules visibly posted.	_____	_____	_____
2. Emergency procedures visibly posted.	_____	_____	_____
3. Pictograms on walls. (NO DIVING, NO RUNNING).	_____	_____	_____
4. Signs on wall and deck (SHALLOW WATER, DEEP WATER).	_____	_____	_____
5. Exits clearly marked, easily accessible, and not obstructed.	_____	_____	_____
6. Doors and/or gates to egress unlocked during hours of use and locked during nonoperational hours.	_____	_____	_____
7. Fire extinguisher location clearly marked.	_____	_____	_____
8. First-aid kit fully stocked and location clearly marked.	_____	_____	_____
9. Back board and blanket readily available.	_____	_____	_____
10. Shepherd's crook mounted vertically at lifeguard station.	_____	_____	_____
11. Two (2) life buoys with lines attached.	_____	_____	_____
12. Phone with outside line in pool area to call fire, police, or ambulance.	_____	_____	_____
13. Emergency phone numbers posted.	_____	_____	_____
14. Non-slip surfaces on deck and locker-room floors.	_____	_____	_____

15. Lane Dividers on reels or hung on wall
brackets when not in use.

POOL SAFETY INSPECTION FORM

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
16. Decking in good condition with good drainage and free of debris and pool equipment	_____	_____	_____
17. Starting platforms securely anchored at the deep end of the pool (used only during interscholastic swim meets and removed when meet is over).	_____	_____	_____
18. Bleachers or benches in good condition.	_____	_____	_____
19. Equipment properly stored on shelves and in cabinets in storeroom.	_____	_____	_____
20. All lights in pool area and locker rooms operating.	_____	_____	_____
21. Diving board securely mounted with side rails and mounting steps.	_____	_____	_____
22. Safety guidelines include a lifeguard with nondual duties when the pool is open.	_____	_____	_____
23. No use of nonweight bearing pool covers. These are prohibited	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Inspected by: _____

Date: _____

Principal's Signature: _____

Date: _____

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Office of Curriculum, Instruction, and School Support

EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD

This form is to be completed when a hazard or dangerous situation has been noted by an employee. It is the responsibility of the Site Administrator to ensure that follow-up and corrective measures are taken.

Employee

To: _____

Site Administrator's Name

This is a request that the following safety hazard be investigated and/or corrected.

Department: _____ Bldg. _____ Room _____

Location of hazard: _____

Description of hazard: _____

Were measures/actions taken to temporarily control the hazard? ☐ Yes ☐ No

If yes, what? _____

If no, give reason _____

Signed: _____

Employee

Date

Site Administrator

☐ 1. Recommendation: _____

☐ 2. A Safety of Fire Hazard Report, form 28.115 has been forwarded to the Office of Environmental Health and Safety, 1449 S. San Pedro Street, Los Angeles, CA 90015

☐ 3. Referred to the Plant Manager for immediate action.

☐ 4. Referred to Maintenance and Operations Areas.

☐ 5. Other (specify) _____

Signed: _____

Principal

Date

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Curriculum, Instruction, and School Support

KEEP A COPY
FOR YOUR FILES

SAFETY OR FIRE HAZARD REPORT

TO: SAFETY SECTION – Business Division

It is requested that the following safety or fire hazard be corrected. (Report only ONE item per form.) (Items reported on Fire Department or Cal/OSHA inspections need not be listed.)

School or Facility: _____

Building: _____ Room #: _____ Grounds
Location: _____

Description of Hazard: _____

Temporary controls have been established for the abatement of this hazard.

Principal Signature

Date

SAFETY SECTION RECOMMENDATION:

Supervisor, Employee Safety Education and
Accident Prevention Section

Date

TO: _____

The above hazard appears to be in your area of responsibility. Please indicate below what action is contemplated and return one copy to the Employee Safety Section.

1. Funds for the above project have been authorized.
2. Work on this project will be initiated on our about.
3. Work on this request has been completed.

Date: _____
Date: _____
Date: _____

Signed: _____

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Office of Curriculum, Instruction, and School Support

SWIMMING PERMISSION SLIP FORM

_____ (School Name) _____ will conduct an Aquatics Swimming Program this (Spring, Fall, Summer) semester. A new form must be completed for all children each year. Therefore, please complete and sign this form so we will know whether or not to enroll your child in the Aquatic Swimming Program. All children must be approved for pool activity by the school nurse and/or physician.

COMPLETE THE FOLLOWING

Name of Child: _____

Diagnosis (if known): _____

Does your child have a history of seizures or convulsions: ___ YES ___ NO

If yes, give date of last seizure: ___ / ___ / ___

List medication and dosage he/she is taking: _____

Other conditions we should know about (i.e. bladder control, ear infections): _____

If you do not want your child to participate, please explain: _____

I give permission for _____ to participate in the Aquatic Swimming Program.

Classroom Teacher

Parent/Guardian's Signature

Date

School Nurse/Physician Signature

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AQUATIC SAFETY CERTIFICATION FORM

School: _____ ESC: _____

This form certifies that the District's safety regulations (related to lifeguards, pool signage, pool inspections, etc.) for the instructional aquatic programs *as identified in Bulletin 1454.1* have been met. The form is to be completed at the beginning of each semester, and a copy sent to the director of instruction at the local ESC office and to Dr. Janice Collins, OCISS Physical Education Administrator.

____ All aquatic safety regulations have been met.

____ The following regulations have not been met for the following reason (s):

____ A request for assistance has been made to meet the following regulation (s):

Note: District swimming pools may not be used under any circumstance without a certified lifeguard on duty. Neither a coach or physical education teacher may serve in a dual capacity as instructor and lifeguard at any time.

Signed: _____
Principal

Date: _____