

**From:** [Foi Enquiries](#)  
**To:** [REDACTED]  
**Subject:** FOI-17-0086 - Swimming Pools  
**Date:** 30 January 2017 14:51:46  
**Attachments:** [Further Information - Right to Review & Appeal.pdf](#)  
[FOI-17-0086 - Conditions of Let.doc](#)

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Dear [REDACTED],

Thank you for your information request of 16 January 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

**Can you please provide information all information held on the following:**

- 1. Policy relating to the hire or let of swimming pools in Aberdeen**
- 2. Policy and decisions taken in relation to the hire or let of swimming pools to swimming clubs and any other private organisation who intend to use the let to provide swimming tuition or swimming lessons to any group of people.**

Please see attached Conditions of Let, which apply to lets in all buildings managed by ACC Education & Children's Services. The document includes a specific section on the conditions of let for a swimming pool.

- 3. Policy and decisions in relation to the the provision of swimming tuition or lessons by Sport Aberdeen**

Information not held by ACC. Sport Aberdeen are a separate body under FOISA legislation and we would advise you to contact them directly. They can be contacted at:

<http://www.sportaberdeen.co.uk/contact-us/>

ACC is unable to provide you with information on **Policy and decisions in relation to the the provision of swimming tuition or lessons by Sport Aberdeen** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

We hope this helps with your request.

Yours sincerely,

Grant Webster  
Information Compliance Officer

#### **INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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01224 523827/523602

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\*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

# Conditions of Let of Educational Facilities

## Applications

1. Application for the use of accommodation in education establishments must be made on the appropriate application form at least 21 days in advance of proposed event.
2. Applicants will be advised in writing by post or e-mail whether their application is successful or unsuccessful. Successful applications confirmed to the customer are considered to be firm bookings and the relevant payment will be due whether the let is used or not unless written notice of cancellation is received by the lettings officer at least 7 days in advance of the let.
3. Individuals or groups who wish to use Establishments for the purpose of entertainments should check with the lettings officer whether a licence i.e. a Theatre Act or Public Entertainment Licence is required.
4. The scale of charges is detailed in Appendix 1. It should be noted that applicants will be required to demonstrate eligibility for any concessionary rates. All set up/dismantle time required will be included within the allocated let and included in the charge.

## Health and Safety

1. Before a lease is offered the potential lessee must give sufficient information about their activity to ensure that the activity is suitable for the proposed venue.
2. If the lessee is providing a coaching, teaching or instruction service then copies of relevant qualifications and personal indemnity and public liability insurance must be provided. These must meet the requirements of relevant governing bodies for the activity.
3. Persons hiring accommodation will be responsible for the activities undertaken with respect to health and safety upon the premises. This includes the provision of adequate supervision and the relaying and implementation of those emergency procedures to and by their group while on the premises. It is the responsibility of the lessee to ensure that, the ratio of participants in any activity to leaders / carers meet any current guidelines covering that activity.  
Groups must be met at the establishment entrance by the group leader and accompanied to the relevant leased area. The group leader is responsible for ensuring that group members access only those areas included in the lease.
4. Detailed information and guidance on local arrangements will be available from the duty janitor coupled with the provision of in-situ relevant notices and signage.
5. A convenient joint site meeting between the lessee or person leading the lessee's group and the Janitor or Head of Establishment must be arranged prior to the lessee's official use of the building at the start of the lease ensuring that the necessary information and instructions are provided and understood. No let shall be allowed to commence where such a meeting has not taken place. This procedure must be followed for each new or renewed lease. If the let group leader changes then a meeting should be arranged with the Janitor.  
A site specific health and safety arrangements pack will be produced and supplied by establishment line

management for issue. This will detail:

- the emergency procedures for fire or a suspected gas leak;
- the means and location of raising the alarm and summoning help, e.g. break glass points and nearest available telephone;
- a plan of the building clearly highlighting the escape routes, exits and muster points, and location of gas shut-off valves;
- the sound of the fire alarm i.e. intermittent ringing bell;
- procedures for recording and reporting accidents / incidents;
- location of first aid facilities (if provided). If this is not accessible lessees must make their own provision;
- procedures for reporting any defective/ damaged equipment.

Where swimming pools are the subject of lets, lessees will be advised of Aberdeen City Councils standards on swimming pool supervision – See attached Guidelines for Lets in Swimming Pools.

## Equipment & Facilities

1. All electrical equipment brought onto and used upon the premises by lets must have a valid PAT test date, and must be suitable for the environment within which it is to be used. No electrical equipment is permitted on poolside unless specifically designed for use in wet areas and is suitably protected against water ingress.
2. Equipment provided for lets includes only furniture such as tables, chairs and sporting equipment such as goals, stands, lane-ropes etc. Items such as balls (must be suitable for indoor use), rackets, badminton nets and stationery must be provided by the lessee.
3. Use of ACC equipment is authorised on the basis that only competent and authorised persons are allowed to use it. Charges will be incurred for the replacement or repair of any equipment, fixtures, fittings or building fabric due to misuse. The Council reserves the right to withdraw permission to use any equipment should reports be received that due care is not being exercised by the organisation concerned.
4. Lessees will be shown how to use equipment. All provided equipment must be used for the purpose for which it has been designed. All defects or damage must be reported immediately in line with the local reporting procedures.  
Unauthorised use or misuse of equipment may result in the termination of the let.
5. The use of gymnasias and assembly halls for the following purposes will be granted only on conditions stated below:
  - For sporting/exercise activities non-marking sports footwear must be worn.
  - For dancing light shoes only will be worn and no slipperine or any other substance will be applied to the floor.
  - For meetings or other activities where outdoor shoes will be worn. Floors will be adequately protected from damage. The lessee must ensure that suitable footwear is worn at all times
  - Only water from non-spill containers may be consumed in these areas.
6. It shall be within the discretion of Aberdeen City Council
  - a) to transfer lettings from one establishment to another if, circumstances should justify this, and subject to appropriate notice of the proposed change being given to the intending lessees;
  - b) to modify in other respects or to discontinue a let accordingly as the accommodation may be required for educational or other purposes;
  - c) to refuse occupancy or to terminate any letting without notice, and without assigning any reasons, in any case where, such action is deemed necessary;
  - d) to arrange that the demands on school premises for purposes connected with Scottish Qualifications Authority Examinations shall take precedence over all other requests for the same premises including requests for lets associated with elections.
7. Aberdeen City Council reserve the right of entry to its premises at all times for their officers or representatives.
8. The letting of accommodation in schools shall be restricted during holidays.

## **ALCOHOL ON EDUCATION PREMISES**

1. The consumption of alcohol in educational premises at approved functions is permitted where the refreshment is provided free of charge by the organisers or where patrons supply their own alcohol refreshments provided under-18s are not allowed to partake. Approval of such functions rest with the letting officer.
2. Occasional Licences are required when
  1. The provision of alcohol is provided for in the cost of a ticket for an event.
  2. Alcohol is to be sold at an event

In either event an Occasional Licence will be required – The Licensing Board may grant an occasional licence to the holder of a licence authorising him/her to sell alcohol in the course of catering for an event outwith his/her licensed premises. The sale of alcohol in educational establishments is permitted only where no person under the age of 18 years is entitled to be present at the function. The number of occasions involving the granting of Occasional Licences is restricted to four per year (plus weddings) per establishment.

3. The appropriate School Board and/or Area Management Committee has the authority to decide how the Occasional Permissions and Occasional Licences are allocated.

On each occasion on which it is proposed to provide alcoholic refreshment at a function, the organisers of the function must make application to the Head of Service, Education, Culture and Sport. On receipt of such an application, it is the duty of that officer to ascertain for the Director Education, Culture and Sport whether the title deeds of the education establishment contain any restrictive clauses that would prohibit the consumption of alcoholic liquor on the premises.

## **SMOKING IN EDUCATIONAL PREMISES**

No smoking is permitted in educational establishments or grounds.

## **KITCHENS**

Where groups wish to use kitchen facilities, this should be clearly indicated. The lettings officer will liaise with the ACC Catering section and inform groups accordingly whether a member of the catering staff will be required to be hired. No food preparation will be permitted without lessees preparing food for consumption holding a valid or having completed, as a minimum, the Basic Food Hygiene course.

## **JANITORIAL SERVICES**

It is for ACC to determine whether, in connection with lets, the services of a Janitor are required.

- a) Janitor required to be in constant attendance. Where the janitor is required to be on duty throughout the duration of the meeting he/she will be on the premises from 15 minutes before the meeting begins until 15 minutes after conclusion.
- b) Janitor required to open and close premises only.
- c) No janitorial services required or available. The Authority to make other arrangements e.g. keyholder, trustworthy person.

If ACC considers it appropriate, then ACC will agree with the promoters of the meeting/activities that they shall undertake to delegate to some trustworthy person the duty of seeing that all the lights and electric heaters are switched off at the close of the meeting/activities so as to avoid all risk of fire, and that all windows are closed, locked and where appropriate, the intruder alarms are activated ensuring the premises are locked. The keys should then be returned as instructed by ACC.

## **USE OF EDUCATIONAL ESTABLISHMENTS FOR ELECTION PURPOSES**

- i) During the period of local government or parliamentary elections, meetings connected therewith shall have priority over other meetings in cases where dates coincide, except for activities associated with SQA examinations. Unless by special permission no activity of any kind will take place in any establishment during any period when any part of the establishment is in use as a polling station.
- ii) Under Section 95 of the Representation of the People Act 1983, and for the purpose of holding public meetings in furtherance of his candidature, a candidate at a parliamentary election is entitled, on giving reasonable notice, to the use, free of charge and at all reasonable times during the period commencing on the day on which the notice of election is given and ending on the day preceding the day of the election, of any suitable room in the premises of any education establishment situated in the constituency of which he is a candidate.
- iii) Where, however, a room is used for a local government election meeting, the person by whom or on whose behalf the meeting is convened shall defray any expenses incurred in making the accommodation available for the purpose.
- iv) As the scheme of charges only includes elements to cover the cost of heating, lighting and provision of the services of janitors and cleaners the said scheme will apply to the letting of premises for the purposes of holding election meetings. If additional services are required beyond the time of the let, i.e. for the purposes of clearing after a meeting or seating a hall prior to a meeting, normal overtime rates will apply.

# Guidelines for Lets in Swimming Pools

***These guidelines have been written in conjunction with the publication “Managing Health and Safety in Swimming Pools” and “Safe Supervision for teaching and coaching swimming”***

## 1. Lifeguards

As lifeguards are not provided as part of your let your group must ensure that a lifeguard(s) or second pair of eyes is monitoring the session on the poolside. These persons **must not** be in the water and must be aware of the operating procedures of the pool and building in the event of an emergency.

NB The number of lifeguards required will depend on the individual pool and the type of activity being undertaken.

The lifeguard(s) or second pair of eyes must have an appropriate life-guarding / life-saving qualification eg National Pool Lifeguard Qualification or National Rescue Award for Teachers and ensure that they attend regular update training sessions.

If your group is being supervised by the teacher/coach of the session then that person can also be the lifeguard as long as they hold a recognised teaching/coaching qualification as well as one of the above lifeguarding qualifications. They must also be teaching /coaching from the side and not in the water. It is also advisable to have more than one person supervising the group.

Should you wish to find out about lifeguarding courses available please contact [sport@aberdeencity.gov.uk](mailto:sport@aberdeencity.gov.uk) or telephone 01224 655466

## 2. Swimming Teachers

***If instruction is given a relevant teaching/coaching qualification should be held.***

The following ratios will therefore apply:

ASA Assistant Teacher or ASA level 1 certificate	All Levels	1:4
ASA Full Teacher or ASA level 2 certificate	Adult and Child	1:12
	Non-Swimmers/Beginners	1:12
	Improvers and Advanced	1:20

## 3. Depth of Pool

***Please ensure that you are aware of the depth of the pool and organise your group accordingly. Please do not allow swimmers to go out of their depth unless fully supervised. Also please adhere to the signs giving diving guidance. It is dangerous to dive from the poolside into a depth of less than 1.5m.***

## 4. Always swim within your ability

***Never swim after a heavy meal or after alcohol. Avoid holding your breath and swimming long distances under water. Be especially careful if you or members of your group have a medical condition such as epilepsy, asthma, diabetes or heart problems.***

## 5. Behaviour

***Please avoid unruly behaviour, which can be dangerous eg running on the side of the pool, ducking, acrobatics in the water, or shouting or screaming (which could distract attention from an emergency)***