

## Policy for the Hydrotherapy Pool

Updated September 2017 by Joanne Hurst

The guidance contained in the hydrotherapy pool policy is based on The HSE document "Managing health and safety in swimming pools"

The guidance in "Managing health and safety in swimming pools" applies to all types of pools (including paddling pools) used for swimming or leisure, except:

- pools designed for medical or therapeutic purposes (while in use for such purposes); and
- private swimming pools in domestic premises while being used solely by the owner, family and guests.

However, even in the case of these exceptions the guidance contains principles which, if followed, will promote a safer environment. At Millwood School we have chosen to follow the guidance as we are committed to promoting a safe environment for all pupils', employees and those who use our hydrotherapy pool in the community.

Where you see the word '**must**' in the section "What the law requires", it means a legal obligation, i.e. you are breaking the law if you do not comply. Terms such as '**should**' and, '**need to consider**' do not indicate a legal obligation, but do indicate good practice.

It is a requirement that all staff and service users/visitors to school who use the hydrotherapy pool must read a copy of the Policy for the Hydrotherapy Pool before using it and adhere to its content.

## What the law requires

Every pool operator is responsible for health and safety. The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1993 and other similar legislation place general obligations on pool operators.

The Health and Safety at Work etc. Act 1974 (HSW Act) places duties on employers, employees and self-employed people. It protects not only people at work, including those undertaking voluntary work, but also the general public who may be affected by work activities. Many of the requirements in this legislation are qualified with 'so far as is reasonably practicable'.

The term 'so far as is reasonably practicable' means that the degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost, benefit and physical difficulty of taking measures to avoid or reduce the risk. However, it should not be used as an excuse to avoid taking safety measures, and if unsure you should err on the side of caution.

The general requirements under the HSW Act are that equipment and plant are safe, the workplace is safe, there are safe systems of work and there is the provision of information, instruction, training and supervision needed to ensure that safety.

Employees must do all that is reasonably practicable to take care of their own health and safety and that of others, including those undertaking voluntary work, who may be affected by their acts or omissions at work and they must co-operate with their employers in complying with statutory health and safety obligations. Manufacturers and those installing equipment have a duty under section 6 of this Act to ensure their products do not cause harm and are safe to use, including the provision of instructions on use and maintenance of equipment provided.

### **Management of Health and Safety at Work Regulations 1999**

As a pool operator, under the Management of Health and Safety at Work Regulations 1999 (MHSWR)<sup>3</sup>, an assessment of the risks which may affect employees, and others, as a result of the work activity must be carried out. These requirements also take into account members of the public using the pools. Appropriate action to eliminate or reduce those risks as far as is reasonably practicable must be recorded and shared .

MHSWR 1999 also requires employers to:

- make arrangements for implementing the health and safety measures identified to reduce the risk;
  - appoint competent people to help them implement the arrangements;
  - set up emergency procedures;
  - provide clear information and training to employees;
  - establish procedures for employees to follow if a situation of serious or imminent danger were to arise;
  - co-operate on health and safety matters with other employers who share
- Managing health and safety in swimming pools Page 9 of 118 **Health and Safety Executive**

### **Workplace (Health, Safety and Welfare) Regulations (WHSWR) 1992**

The Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR) cover a wide range of basic health, safety and welfare issues and apply to most workplaces. The Regulations expand on the general duties under the HSW Act (see paragraphs 16-17).

These Regulations cover subjects such as: temperature; ventilation; lighting; cleanliness and waste materials; room dimensions and space; maintenance; floors and traffic routes; toilet, washing, staff changing and clothes storage facilities; supply of fresh drinking water; and facilities for rest and eating meals.

### **Provision and Use of Work Equipment Regulations (PUWER) 1998**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) expand upon the general duties of the HSW Act and require that work equipment supplied to employees is suitable, used safely and properly maintained. Work equipment, regardless of its age, should not cause a risk to health and safety.

PUWER makes more explicit the general duties already placed on employers, the self-employed and people in control to provide safe plant and equipment.

Pool operators will need to ensure that:

- work equipment is suitable and properly maintained;
- their employees are properly informed about the work equipment including foreseeable abnormal situations which may arise during its operation; and
- their employees are competent in the use of work equipment.

## **Manual Handling Operations Regulations 1992**

Manual handling is the transporting or supporting of loads by hand or by bodily force.

Pool operators will need to consider the risks from manual handling to the health and safety of their employees. If risks exist, the Manual Handling Operations Regulations 1992 apply, requiring all employers to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling which cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

Pool operators are responsible for assessing and reducing risks from manual handling in the workplace. A basic precaution is to provide employees with basic training in handling techniques; however, you should also consider other more direct ways to reduce risk.

Employees should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters.

When manual handling is unavoidable, review the task and think about how good techniques can help reduce the risk. This could include reorganization or redesign of the task, sharing the load or using mechanical handling equipment.

## **Regulatory Reform (Fire Safety) Order 2005**

The Regulatory Reform (Fire Safety) Order 2005 replaces most fire safety legislation and requires that people who have some level of control in premises must take reasonable steps to reduce the risk of fire and make sure people can escape safely if there is a fire. Pool operators, like any other employer, have a duty to comply with them. Where you or another employer do not have control over parts of the workplace, there is a responsibility on the person who does (usually the owner or landlord) to make sure those parts comply with the Regulations.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 199511**

Employers, the self-employed and people in control of premises where work is carried out, including pool operators, have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). They must report certain work-related accidents and cases of ill health to the appropriate health and safety enforcing authority. Failure to do so is a criminal offence.

### **Health and Safety (Safety Signs and Signals) Regulations 199612**

These Regulations require employers to provide specific signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by safe systems of work. There is no need to provide a sign if it would not help to reduce the risk, or where the risk is not significant. Pool operators will need to take into account, as part of the risk assessment, provision of safety signs as an effective way to help control the risks, particularly in relation to the safe use of facilities by bathers.

### **Employers' Liability (Compulsory Insurance) Act 196914**

Pool operators are responsible for the health and safety of their employees while they are at work. Employees may be injured at work, or they or former employees may become ill as a result of their work. They may try to claim compensation from their employer if they believe the employer is responsible. The Employers' Liability (Compulsory Insurance) Act 1969 places a duty on employers to ensure that they have a minimum level of insurance cover against compensation claims for injury or disease of their employees arising out of their employment.

Public liability insurance is different. It covers employers for claims made against them by members of the public, but not for claims made by employees. While public liability insurance is voluntary, employers' liability insurance is compulsory.

### **Electricity at Work Regulations 1989,8**

The Electricity at Work Regulations 1989 cover health and safety duties for the safe use of electricity at work. The Regulations require that electrical installations and equipment are properly constructed, maintained and fit for the purpose and environment in which they are used. This is particularly important in the humid or wet environments associated with swimming pools.

### **Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**

As a pool operator a COSHH assessment must be carried out in order to protect pupils, employees and visitors against health risks from hazardous substances used at work. Having assessed the risks there is a need to decide what precautions are necessary to prevent or control exposure. This will need to be recorded and the procedures must be monitored to ensure that the control measures are used and maintained. Employees will need to be properly informed, trained and supervised

# Health and safety policy statement

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Millwood Primary Special School

## **Our statement of hydrotherapy pool policy is:**

- to provide adequate control of the health and safety risks arising from our work activities taking into account the previous section "What the law requires";
- to consult with our employees and those involved in community use on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them
- adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

*Signed by:*

*Chair of Governors: Dilon Hilton*

*Head Teacher: Helen Chadwick*

*Health and Safety Governor:*

*Health and Safety Coordinator:*

*Date : Sept 2018*

*Review date: Sept 2018 or sooner if the need arises*

## **Responsibilities**

The employer has overall responsibility for health and safety (Box 1)

This responsibility for day-to-day tasks is delegated to a team of competent people. (Box 2). They must keep the employer informed about health and safety matters: as they are still the employers overall responsibility.

Specific tasks are delegated to individuals (Box 3).

Responsibilities are clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer to help them comply with the law.

1 Overall and final responsibility for health and safety is that of:

Chair of Governors: Dilon Hilton Head teacher: Helen Chadwick
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2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Health and Safety Governor: Dilon Hilton Health and Safety Co-ordinator: Joanne Hurst Duty Officer (site) : Clint Davey and Danny Lamb Pool Responder: Kerry Waldram Fire Marshal: Kerry Waldram First Aid: Kerry Waldram
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3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas during the school day:

- Duty Officer (site):

- Pool Maintenance/Water quality- daily/weekly/monthly/quarterly tests

- Chemical balance according to test results.

- Safe storage of chemicals

- Safe delivery of chemicals

- Regulating pool water temperature and ambient air temperature according to activity.

- To source a reputable contractor appointed to carry out an annual maintenance schedule currently H2O services

- Replacement of pool cover at end of the school day

- Cleaning of floor area ( excess water/bodily fluids) in pool area and associated rooms to reduce slip and trip hazards 'so far as is reasonably practicable' and to maintain a clean and hygienic environment

- Risk assessments for pool (generic) and community use (generic)

- COSHH, lone working, pool plant and maintenance

- Termly Health and Safety walk arounds

- Daily defects

- Security i.e. key fobs operational, fire escape door is unlocked for the duration of the school day/after school activities

- IWS: Quarterly Legionella testing in shower areas monthly Legionella testing for sink tap temperatures.

- Pool Responder during the school day:

- Poolside spotter during the school day

- Collate risk assessments including manual handling risk assessments in a file divided into class sections. Check that every pupil using hydro pool has a current risk assessment. Notify JH if any missing, laminate individual risk assessments and display them on a white board in hydro area whilst that particular child is in the water. As child finishes their RA will be re filed and the next child's RA will then be displayed. This will be a rolling action prior to each session starting.

- First aid

- Fire marshal

- Life saver who holds the NaRS Pool Responder or NPLQ qualification

- Daily Visual inspection of life saving resources/devices

- Daily visual inspection of pool area and associated rooms

Reporting of any defects to Duty Officer (site)

Weekly cleaning of floatation devices and sensory water resources with a cleaner disinfectant solution (PPE equipment must be used when carrying out this duty)

Safe storage of floatation devices, sensory water resources at the end of each session

Daily storage and laundering of pupils swim wear-all swim wear and towels belonging to the school to be placed in laundry basket provided.

Other personal swimwear will be sent home with the children at the end of the day

- Margaret Miller: Moving and Handling Risk assessments
- Joanne Hurst: Reporting of accidents/injuries and/or near misses  
Risk assessments for pool (generic) and community use (generic)  
Fire risk assessments  
Emergency evacuation plan  
Termly Health and Safety walk arounds  
Monitor safety signs and signals
- Physiotherapy Team: Advice and support in devising aqua therapy programmes for individual children.  
Water based physiotherapy for children who have this identified on their statement of special educational needs
- Caroline Henley: Training and CPD
- Class teams: Individual Safety Plans/Individual risk assessments/IBP's

4 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas during after school activities:

- Duty Officer (site):

Pool Maintenance/Water quality- daily/weekly/monthly/quarterly tests

Chemical balance according to test results.

Safe storage of chemicals

Safe delivery of chemicals

Regulating pool water temperature and ambient air temperature according to activity.

To source a reputable contractor appointed to carry out an annual maintenance schedule.

Cleaning of floor area ( excess water/bodily fluids) in pool area and associated rooms to reduce slip and trip hazards 'so far as is reasonably practicable' and to maintain a clean and hygienic environment

Risk assessments for pool (generic) and community use (generic)

COSHH, lone working, pool plant and maintenance

Termly Health and Safety walk arounds

Daily defects

Check the condition of resources used/pool environment. If any damage have occurred he will leave the equipment out for further visual inspection by Duty Officer (site)

**Any damage will be noted and charged accordingly**

Replace undamaged resources back into storage.

Replace pool cover

Make available any floatation device/water based sensory equipment for service user

- IWS: Quarterly Legionella testing in shower areas monthly Legionella testing for sink tap temperatures.

- Service user:
  - Provide poolside attendant/spotter during the session
  - First aid
  - Fire marshal
  - Life saver who holds the NaRS Pool Responder qualification or equivalent
  - Visual inspection of life saving resources/devices
  - Visual inspection of pool area and associated rooms
  - Reporting of any defects to Duty Officer (site)
  - Follow school procedures including risk assessment
  - Follow school procedures with regards to nappies and any other items to be disposed of in the bins supplied
  - Reporting of accidents/injuries and/or near misses
  - Oversee the signing in and out process
  - Escort service users to and from the pool area.
  - Oversee correct usage of key fob during session
  - Collect the key fob at the end of the session
  - Set up the ICT equipment for the session and switch off at the end of the session
  - Provide own water resources
  - Check the condition of the pool area/resources. If any damage has occurred he/she will leave the equipment out for further visual inspection by Duty Officer (site)
  - Any damage will be noted and charged accordingly**
  - Ensure pool area and all associated rooms are vacated by pool users and staff at the end of the session.

- Duty Officer (site) /Joanne Hurst:
  - Risk assessments for pool (generic) and community use (generic)
  - Located in corridor to poolside.
  - COSHH, lone working, pool plant and maintenance
  - Supply forms for the reporting of accidents/injuries and/or near misses
  - Fire risk assessments
  - Emergency evacuation plan and evacuation route/designated area for roll call
  - Termly Health and Safety walk arounds
  - Monitor safety signs and signals

5 All employees and members of the community using this facility have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard all users health and safety ;
- take reasonable care of the health and safety of pool users in their charge;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities

Risk assessments will be undertaken by:

Joanne Hurst, Kerry Waldram Alison Wilkinson and Duty Officer (site):  
Generic hydrotherapy pool for school use  
Joanne Hurst, Alison Wilkinson, Duty Officer (site), Puddle Ducks: Generic hydrotherapy pool for community use  
Duty Officer (site) Alison Wilkinson: Pool plant and maintenance  
Duty Officer (site) Alison Wilkinson: Lone working  
Duty Officer (site) Alison Wilkinson: COSHH  
Duty Officer (site) Alison Wilkinson: Chemicals and safe storage  
Class teams: Individual pupils' /ISP's

The findings of the risk assessments will be reported to:

Joanne Hurst

Action required to remove/control risks will be approved by

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

will be responsible for ensuring the action required is implemented.

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every:

12 months

or when the work activity changes, whichever is soonest.

## Consultation with employees

Employee representative(s) are

Joanne Hurst

Consultation with employees is provided by

Senior Leadership Team.  
Duty Officer (site)  
Alison Wilkinson

## Safe plant and equipment

Duty Officer (site)  
Kerry Waldram

will be responsible for identifying all equipment/plant needing maintenance.

Duty Officer (site)  
Alison Wilkinson

will be responsible for ensuring effective maintenance procedures are drawn up.

Duty Officer (site)  
Alison Wilkinson

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

Duty Officer (site)  
Alison Wilkinson

Duty Officer (site), Alison Wilkinson- in consultation with the Senior Leadership Team

will check that new plant and equipment meets health and safety standards before it is purchased.



## Safe handling and use of substances

COSHH sheets are laminated and displayed at the appropriate chemical storage areas with a further copy that is retained in the reception for any eventuality e.g. the fire brigade

Duty Officer (site)  
Alison Wilkinson

will be responsible for identifying all substances which need a COSHH assessment.

Duty Officer (site)  
Alison Wilkinson

will be responsible for undertaking COSHH assessments.

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

will be responsible for ensuring that all actions identified in the assessments are implemented

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

12 months

or when the work activity changes, whichever is soonest

## Information, instruction and supervision

The Health and Safety Law poster is displayed in

The Staff Room  
Premises Office  
School kitchen

Health and safety advice is available from

Senior Leadership Team  
Duty Officer (site)  
Alan Manchester/Andrew Smethurst/Anita Brereton/Carol Gill/Lorraine  
McCrorie: Corporate Health and Safety

Supervision of young workers/trainees will be arranged/undertaken/monitored  
by

Jill Tierney

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

are responsible for ensuring that our employees working at locations under the  
control of other employers, are given relevant health and safety information.

## Competency for tasks and training

Induction training will be provided for all employees by

Caroline Henley, Joanne Hurst and Jill Tierney  
Duty Officer (site)  
Alison Wilkinson

Job-specific training will be provided by

Senior Management Team  
Duty Officer (site)  
Alison Wilkinson  
Margaret Miller  
Relevant outside agencies as and when appropriate

Specific jobs requiring special training are

Pool Responder: Life saving, First Aid, CPR  
Pool and plant maintenance  
Fire marshal  
Moving and Handling  
Writing of Risk Assessments  
Team Teach  
Manual Handling  
Defib  
Hoist training  
Using of, storage of and taking delivery of, disposal of chemicals and their associated containers

Training records are kept by

Caroline Henley  
Joanne Hurst  
Duty Officer (site)  
Alison Wilkinson

Training will be identified, arranged and monitored by

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson

## Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

Using of, storage of and taking delivery of, disposal of chemicals and their associated containers  
Moving and Handling  
Manual Handling  
Working at Heights  
Lone Working

Health surveillance will be arranged by

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson  
Local Environmental Health  
TWS

Health surveillance records will be kept by

Senior Leadership Team  
Duty Officer (site)  
Alison Wilkinson  
Local Environmental Health  
IWS

The first-aid box is kept in

Pool store room  
Pool entrance lobby

The appointed person/first aider is

Kerry Waldram

All accidents, incidents and near misses are to be recorded in the accident book.  
The book is kept in

Joanne Hurst, Assistant Head teacher's office, Whitelow wing  
Jill Tierney will be the deputy in her absence

All cases of work-related ill health are to be recorded in the Health and Well Being book. The book is kept in

Joanne Hurst, Assistant Head teacher's office, Whitelow wing  
Jill Tierney will be the deputy in her absence

Joanne Hurst

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Jill Tierney will be the deputy in her absence

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will

Report to governors on a termly basis on the following actions:

- Termly health and safety walk arounds,
- Annual health and safety walk around with Health and safety governor
- Termly emergency evacuations
- Accident numbers and patterns identifying remedial action
- CPD for employees
- Maintenance check sheets
- Monthly chemical analysis by Environmental Health Department which is submitted to a microbiological laboratory located in Preston, Lancs.

Update policies, procedures and risk assessments on an annual basis or sooner if the need arises

Consult with staff on a regular basis

Attending CISPAs training sessions/refreshers as and when required

CPD

Monitoring of risk assessments/ISP's.

Share and advise outside users of our current health and safety policies/risk assessments required as a guideline to enable them to generate their own risk assessments tailor written for their service users.

Joanne Hurst  
Corporate Health and Safety  
HSE

are responsible for investigating accidents/incidents and near misses.

The Senior Leadership Team

are responsible for investigating work-related causes of sickness absences.

The Senior Leadership Team

are responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures - fire and evacuation

Joanne Hurst  
Duty Officer (site)  
Alison Wilkinson

are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by

School Pool Responder on a daily basis during school day  
Service users Pool Attendant/Responder at each session during out of school activities  
Duty Officer (site) on a daily basis  
Duty Officer (site) , Alison Wilkinson and Joanne Hurst during fire risk assessments, yearly or sooner if the need arises

Fire extinguishers are maintained and checked by

Duty Officer (site) on a monthly basis on Health and Safety group file check list  
Fire Extinguisher Rentals- annual service check  
Duty Officer (site), Alison Wilkinson and Joanne Hurst during yearly fire risk assessment

Sprinklers and Fire Pumps are tested by

Halls Fire Protection- half yearly checks

Alarms are tested by

Duty Officer (site) every Monday at approx. 7.00 a.m.  
JB EYE- annual service check

Emergency evacuation will be tested every

Term

## Pool Safety Operating Procedure (PSOP)

### Normal Operating Plan (NOP) during the school day

- All children using the hydrotherapy pool must have their own risk assessment for this activity which is to be updated yearly or sooner if the need arises.

The risk assessment must follow the following steps:

#### **Step 1 Look for the hazards**

#### **Step 2 Decide who might be harmed, and how**

#### **Step 3 Assess the risks and take appropriate action. Factors to consider include:**

- Manual handling, entry and exit
- Medical needs
- Behaviour
- Swimming competency- swimming aids or Halliwick
- Hygiene (hydro briefs)
- Level of support in water

#### **Step 4 Record the findings**

#### **Step 5 Review the assessment from time to time and revise it if necessary**

- Pool manual handling risk assessments must be completed for all pupils and must be followed.
- Risk assessments, including manual handling risk assessments are to be displayed during the session. Pool Responder to be responsible for this.
- Staffing levels in the pool must be appropriate for the level of assistance required by each pupil Pupils that have complex physical and learning disabilities will require a higher ratio of staff in the water. The ratio is to be documented in the Risk Assessment and must be at least 1:1. This does not include the Pool Responder in the ratio.



- The maximum number of pupils in the pool at any one time is four.
- There must be at a Pool Responder on the side of the pool side at all times. The pool responder must be solely engaged in the task of observing what is happening in the pool and taking necessary action in emergencies. The pool responder must not leave the side of the pool and must not be distracted from the task in hand. The pool responder must have the NaRS Pool Responder qualification or NPLQ.  
The Lifesaving - Pool Responder qualification is designed to train candidates in pool rescue, CPR techniques and first aid competencies in order to deal with poolside emergencies in accordance with the National Occupational Standards and The HSE Publication Managing Health and Safety in Swimming Pools and British Standard BS EN 15288 Part 2, safety requirements for operations. The pool attendant is also the designated fire marshal for the pool zone and must have an up to date fire marshal qualification. In the event of an emergency evacuation their role is specified within the pool policy
- Children following the Halliwick Programme are not required to wear flotation aids because the Halliwick Swimming Programme does not advocate their use. However, they should be supported appropriately. This information must be shown in the pupils individual risk assessment
- Children not following the Halliwick Swimming Programme may use flotation aids, however these need to be identified in their personal risk assessment.
- The pool room must be kept closed at all times, areas are accessed by key and a fob system. Children must not enter any of the pool areas if the pool attender is not insitu.
- No persons other than the Duty Officer (site) and any of the subcontractors who require access to carry out the pool maintenance are allowed to enter the pool plant room. The pool plant room is not directly accessible from the hydrotherapy pool area.
- The emergency call button is clearly labelled and is on the wall in the pool area.

- All children must wear their own named hydro briefs/ lycra swim pants/costumes
- If the pool becomes polluted i.e. faeces or vomit, pupils should be immediately assisted from the water and the incident reported to the Duty Officer (site). The pool will then be out of action for the next 9 hours.
- Glass of any description is strictly prohibited in the pool area and associated rooms.
- Pool Responder and staff on the side of the pool to wear pool shoes.
- Pool Responder to wear yellow top and blue shorts as a means of identification.
- Mobile phones, are **not permitted** in the hydro therapy pool room.
- Watches, jewellery and any loose items are not permitted in the hydrotherapy pool
- Judgments on the length of time pupils and support staff/therapists spend in the pool should be made taking into account pupils medical condition and effects of increased temperature on the circulatory system:
  - No pupil in the water longer than 30 minutes.
  - No support staff/therapist in the water longer than 3 hours per day.
- Pupils and staff must shower before after their pool session.
- Pupils, support staff and therapists should have access to drinking water and must take a break if required to be in the pool environment for more than 30 minutes. This will be for approx. 15 mins and will allow the pool responder to rehydrate, change over risk assessments, assist with changing, assist with taking children back to classes.
- Pupils and staff must have a drink / cool down after their pool session.

- Any pregnant staff should have a Risk Assessment to take into account their changed circumstances. A pool with a temperature of 31°C is to be avoided during pregnancy.
- Any damaged, broken or malfunctioned equipment i.e. Hoist, sling, changing bed, lighting is to be reported immediately to the Duty Officer (site).
- Following the session, pool attendant should ensure that all pupils have returned to class by sweeping the area, lights are turned off and ensure that the pool entrance doors are closed off via the fob system before vacating the area.
- Pool cover is replaced at the end of the school day by the Duty Officer (site)

### Cryptosporidiosis and swimming

- Never swim whilst you have diarrhoea- chlorine does not kill all germs instantly
- Shower before swimming
- Always wash your hands with warm water and liquid soap and dry them properly, especially after using the toilet, helping others to do so or changing nappies
- Wearing swimming caps and the removal of make up help the pool chemicals to work better
- If you have had a stomach upset involving and/or diarrhoea in the last few days you may still be infectious- do not swim for 48 hours after you start to feel well again
- If a GP confirms your stomach upset is caused by Cryptosporidiosis, you must not swim for 14 days after your symptoms have stopped.

### Entry to and exit from the pool

- Non-ambulant children are hoisted into the pool from the changing area using a pool sling and the overhead tracking system. Only adults who have received training may use this system. Entry and exit details to be written in the pupils individual risk assessment

- Ambulant children need the entry and exit procedures noted on their individual risk assessment.

### Pool First aid kit

Is kept in the pool store room and in the pool entrance lobby

After use, please inform the Pool Attendant who will re-stock accordingly

Pool Plant Room also contains First aid and eye wash kits

### Cleaning and Maintenance

Duty Officer (site) is responsible for:

- Heating of the pool water and the ambient air temperature
- Chemical balance
- Safe storage and use of the chemicals
- Back washing
- Vacuuming of the pool base
- Balance tank monitoring
- Checks/duties as highlighted in the recommended literature provided by the installers which will be carried out on a daily/weekly/monthly/quarterly/annually basis as per instructions. The above mentioned procedures can be viewed in the hydrotherapy pool log book and pool maintenance risk assessments situated in the PMT office.
- Cleaning with a cleaner disinfectant for all pool surrounds/water line
- Removal of excess water from the floor in between pool sessions

No persons other than the Duty Officer (site) is to be involved in the cleaning or maintenance in the above areas. The only exception is Kerry Waldram who has undertaken some additional training for pool testing.

### Emergency Action Plan (EAP) for the pool during the school day

Advice from the safety officer at Whitefield Fire Service has been sought in order to inform the following procedures.

Staff using any hydrotherapy pools must be aware of the individual Emergency Procedure Plan, Fire Procedure and Evacuation Plan. These plans are displayed clearly in the pool area.

## Planned Emergency Evacuation Procedures (staff are notified of time and date in advance)

On hearing the fire alarm:

- Children/pool-users will be immediately hoisted into their wheelchairs and wrapped in survival blankets and dry towels. Ambulant children will exit the pool in a calm and supervised manner following their individual moving and handling risk assessment, they must also be wrapped in survival blankets/towels.
- Pool Responder who is the fire marshal will sweep the zone and assist in evacuating the children from the pool area and associated rooms.
- Children and pool users will not evacuate the building, they will follow the emergency evacuation route leading them to the exit doors at the end of Whitelow wing. They will remain at the exit door and only return to the pool area when instructed to by the chief fire marshal.
- Two emergency bags (red) with necessary items for emergency evacuation will be available for collection at the door of the hydrotherapy pool and in changing areas.

## Unplanned Emergency Evacuation Procedures during the school day

- Children/pool-users will be immediately hoisted into their wheelchairs and wrapped in survival blankets and dry towels. Ambulant children will exit the pool in a calm and supervised manner following their individual moving and handling risk assessment, they must be wrapped in survival blankets/towels.
- Pool Responder who is the fire marshal will sweep the zone and assist in evacuating the children from the pool area and associated rooms.
- Two emergency bags (red) with necessary items for emergency evacuation will be available for collection at the door of the hydrotherapy pool and in changing areas.

- Children and pool users will take part in a phased evacuation of the building, they will follow the emergency evacuation route leading them to the exit doors at the end of Whitelow wing. They will remain at the exit door until it has been established that there is a need to evacuate e.g. fire by Duty Officer (site) and/or the fire service.
- If it is established that there is a need to further evacuate then at this point the pool users and staff will exit the building and assemble on the main playground at the end of Redvales' wing. They can only return to the pool area when instructed to by the fire service and/or chief fire marshal. Joanne Hurst will be the person notify them if a further evacuation is needed or a deputy chief fire marshal in her absence.

If it is established that there is not a need to further evacuate then pool users and staff will remain at the exit door at the end of Whitelow wing. They can only return to the pool area when instructed to by the fire service and/or chief fire marshal. Joanne Hurst will be the person notify them if a further evacuation is not needed or a deputy chief fire marshal in her absence

- No person is to re-enter the building after leaving it unless permission is given by the fire service, chief fire marshal, Joanne Hurst or a deputy chief fire marshal in her absence.

## **Normal Operating Plan (NOP) during after school activities**

- All service users using the hydrotherapy pool must have their own risk assessment for this activity which is to be updated yearly or sooner if the need arises.

The risk assessment must follow the following steps:

### **Step 1 Look for the hazards**

### **Step 2 Decide who might be harmed, and how**

### **Step 3 Assess the risks and take appropriate action. Factors to consider include:**

- Manual handling
- Medical needs
- Behaviour
- Swimming competency- swimming aids or Halliwick
- Hygiene (hydro briefs/swim pads)
- Level of support in water

### **Step 4 Record the findings**

### **Step 5 Review the assessment from time to time and revise it if necessary**

- Pool manual handling risk assessments must be completed for all service users and must be followed.
- Staffing levels in the pool must be appropriate for the level of assistance required by each service user  
Service users that have complex physical and learning disabilities will require a higher ratio of staff in the water.
- The maximum number of service users in the pool at any one time needs to take account of the level of support and be contained in service users risk assessment. This must not exceed 16.

- There must be at a pool attendant present at all times. The pool attendant must be solely engaged in the task of observing what is happening in the pool and taking necessary action in emergencies. The pool attendant must not leave the side of the pool and must not be distracted from the task in hand. The pool attendant must have the NaRS Pool Attendant qualification or equivalent which equips the pool attendant in Lifeguarding skills for smaller pools with minimal staff and restricted usage. These skills include pool rescue, CPR techniques, first aid to be competent in dealing with poolside emergencies in accordance with section 193 of "Managing Health and Safety in Swimming Pools".
- There must be a responsible adult in the pool area who is aware of the Emergency Evacuation Procedures
- All staff members and volunteers are required to have an enhanced CRB (or equivalent via the Disclosure and Barring Service as of December 2012)
- All staff/volunteers/leaders/instructors and coaches must provide evidence of their qualifications showing their competency to carry out the activity
- Copies of certificates/qualifications must be made available to school before the letting commences.
- A copy of the organisations Safeguarding Children's Policy or Safeguarding Adults Policy must be made available to school before the letting commences. The information must include the name of the designated person.
- A procedure for notifying parents/carers/next of kin in the event of an accident/site emergency must be made available to school before the letting commences.
- The pool room must be kept closed at all times; areas are accessed by key and a fob system.



- The emergency call button is clearly labelled and is on the wall in the pool area
- Service users who may soil in the water must wear hydro briefs/lycra swim pants/costumes
- If the pool becomes polluted i.e. faeces or vomit, service users should be immediately assisted from the water and the incident reported to the Duty Officer (site). The pool will then be out of action for the next 9 hours.
- Glass of any description is strictly prohibited in the pool area and associated rooms
- Pool Attendant/staff on the side of the pool wear pool shoes.
- Mobile phones are **not permitted** in the hydro therapy pool room.
- Watches, jewellery and any loose items are not permitted in the hydrotherapy pool
- Judgments on the length of time service users spend in the pool should be made taking into account pupils/service users medical condition and effects of increased temperature on the circulatory system:
- Service users and staff must shower before and after their pool session.
- Any pregnant staff should have a Risk Assessment to take into account their changed circumstances. A pool with a temperature of 31°C is to be avoided during pregnancy.
- Any damaged, broken or malfunctioned equipment i.e. Hoist, sling, changing bed, lighting is to be reported immediately to the Duty Officer (site)
- Following the session, pool attendant should ensure that all service users have vacated the pool and associated rooms by sweeping the area, lights are turned off and ensure that the pool entrance doors are closed off via the fob system before vacating the area.

- Pool cover is replaced at the end of the school day by the Duty Officer (site)

### Cryptosporidiosis and swimming

- Never swim whilst you have diarrhoea- chlorine does not kill all germs instantly
- Shower before swimming
- Always wash your hands with warm water and liquid soap and dry them properly, especially after using the toilet, helping others to do so or changing nappies
- Wearing swimming caps and the removal of make up help the pool chemicals to work better
- If you have had a stomach upset involving and/or diarrhoea in the last few days you may still be infectious- do not swim for 48hours after you start to feel well again
- If a GP confirms your stomach upset is caused by Cryptosporidiosis, you must not swim for 14 days after your symptoms have stopped.

### Entry to and exit from the pool

- Non-ambulant service users are hoisted into the pool from the changing area using a pool sling and the overhead tracking system. Only support staff who have received training may use this system.
- Ambulant service users need the entry and exit procedures noted on their individual risk assessment.

### First aid kits and eye baths

These are kept in the pool store room.

After use, please inform a member of the Duty Officer (site), who will notify the Pool Attendant. She will re-stock accordingly.

### Cleaning and Maintenance

Duty Officer (site) is responsible for:

- Heating of the pool water and the ambient air temperature
- Chemical balance
- Safe storage and use of the chemicals
- Back washing
- Vacuuming of the pool base
- Balance tank monitoring
- Checks/duties as highlighted in the recommended literature provided by the installers which will be carried out on a daily/weekly/monthly/quarterly/annually basis as per instructions. The above mentioned procedures can be viewed in the hydrotherapy pool log book and pool maintenance risk assessments situated in the PMT office.
- Cleaning with a cleaner disinfectant for all pool surrounds/water line
- Removal of excess water from the floor in between pool sessions

No persons other than the Duty Officer (site) is to be involved in the cleaning or maintenance in the above areas.

### **Emergency Action Plan (EAP) during after school activities**

Advice from the safety officer at Whitefield Fire Service has been sought in order to inform the following procedures.

### **Planned/Unplanned Emergency Evacuation Procedures**

On hearing the fire alarm:

- The Pool attendant will clear the pool and gather bathers at the fire exit on poolside and await further instruction from the Duty Officer (site)
- Only when instructed will the building be evacuated to the assembly point at the front of the building.
- The Pool attendant will make sure that all bathers have evacuated the area via a sweep.
- Emergency bag with foil blankets will be taken and distributed accordingly.

- Entrance back into the facility will only be permitted when the appropriate authority have given authorisation to do so.
- Users with additional or medical needs must be accompanied by at least 2 people over the age of sixteen.

Please Note:

Attached appendices which relate to the following

Appendix 1 Overview of Hydro Pool

Appendix 2 Millwood School Pool Rules

Appendix 3 Hydro Pool Fire evacuation routes