



# Hydrotherapy Pool Normal Operating Procedure

*This document identifies what needs to be done and by whom, to establish a safe working routine and environment. It is a staff handbook for the safe use of the pool and these procedures will also apply to those who hire the pool.*

<b>Date of last review:</b>	01/02/2023	<b>Review period:</b>	2 Years
<b>Date of next review:</b>	Summer 2025	<b>Written by:</b>	Emma Downes (Swimming Teacher)
<b>Type of policy:</b>		<b>Committee:</b>	Curriculum & Standards
<b>Signature:</b>			

## Normal Operating Procedure

	Date:
<b>Original Issue</b>	<b>21-10-2015</b>
1 <sup>st</sup> Review and Revision	<b>12/05/2017</b>
2 <sup>nd</sup> Review and Revision	<b>26/03/2019</b>
3 <sup>rd</sup> Review and Revision	<b>06/07/2021</b>
4 <sup>th</sup> Review and Revision	<b>01/02/2023</b>

### 1. Objective and Scope

This procedure identifies the processes designed to control pool

- supervision
- safety
- teaching
- hiring to external users.

### 2. Reference Documents

The following documents should be readily available to anyone using the pool:

- Normal Operating Procedure (this document);
- Emergency Action Plan;
- Safe Practice in School Swimming – Worcestershire County Council 2009;
- Letting of School Swimming Pools to Third Parties – Worcestershire County Council 1999;
- Staff Training Register for School Staff (life guarding, teaching and plant maintenance).

School classes must follow the advice contained in "Safe Practice in School Swimming" (2008) issued by Worcestershire County Council.

### 3. Normal Uses of the Pool – tick as appropriate:

- Swimming lessons or gala for own school ✓
- Hydrotherapy ✓
- Use by school PTA (letting) □
- Swimming lessons or gala for other schools □
- Hiring to local swimming clubs □

- Hiring to private parties ✓
- Other uses (specify): .....

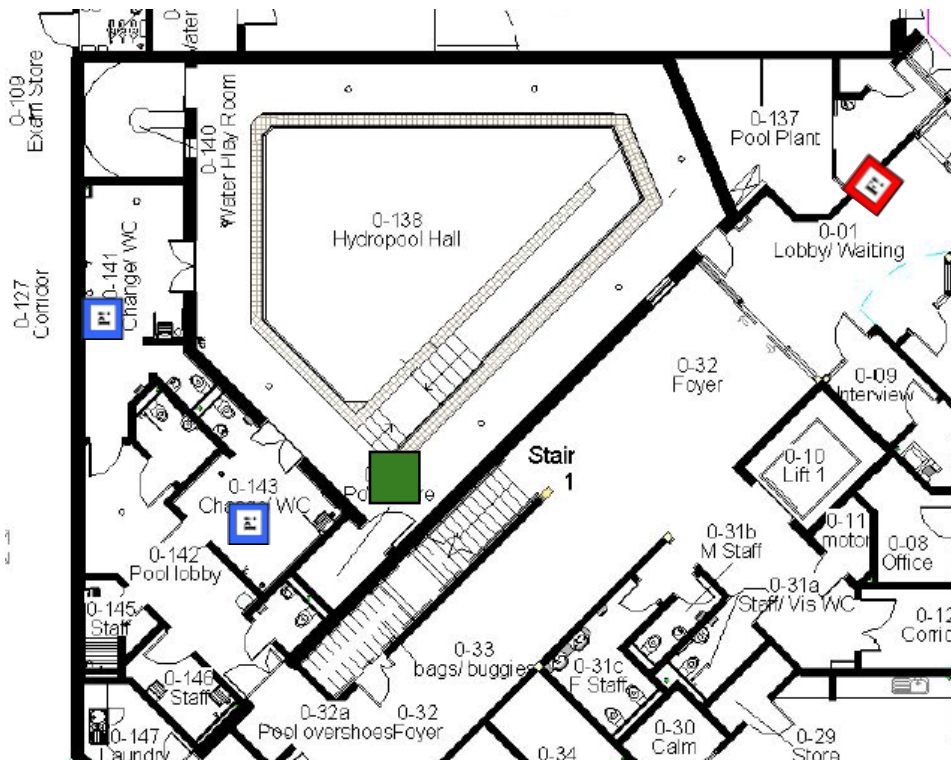
#### 4. Details of the Pool

<b>Length</b>	<b>(m)</b>	10m	<b>Person(s) responsible for pool:</b> (Headteacher or Pool Manager)  Site Manager - John Caldwell  <b>Address:</b> c/o Wyre Forest School  <b>Telephone number:</b> 01562 827785 Ext 316
<b>Width</b>	<b>(m)</b>	6m	
<b>Maximum depth</b>	<b>(m)</b>	1.4m	
<b>Minimum depth</b>	<b>(m)</b>	1.2 m	
<b>Number of lanes</b>		N/A	
<b>Total surface area</b>	<b>(m<sup>2</sup>)</b>	60m <sup>2</sup>	
<b>Maximum capacity</b>	<b>(people)*</b>	22	

Maximum capacity (maximum number of people to be allowed in pool at any one time) is calculated from the total surface area by allowing 1 bather per 2.7m<sup>2</sup> for standing depth water (1 to 1.5m deep).

#### Plan

**E!**



Key:



**Safety  
Equipment**



**First Aid Box**



**Pool Alarm**



**Fire Alarm**

## 5. Key Hazards

A separate, documented assessment of the significant risks is undertaken annually as part of the school's annual review of Health and Safety. This assessment covers:

- pool environment
- pool supervision
- pool plant
- session users

All leaders of groups using the pool must have a copy of this NOP and must be aware of the risks identified at this pool and the actions necessary to control them. They may ask for assurances that risk assessments have been undertaken.

### Known Hazards

Additionally, it is important to alert users to things they need to be aware of and known hazards to be avoided, e.g.

- a) Children accessing the pool when it is not in use and not supervised
- b) Children who cannot swim getting out of their depth
- c) Jumping into water (leading to concussion or head, neck or spinal injury)
- d) Recreational swimming (if not supervised efficiently)
- e) Prior health problems
- f) Absence of, or inadequate response, from pool staff in an emergency

### Health and Hygiene

- Head lice - Adults or Children with head lice are permitted to swim. Please ensure a letter has been sent home, if re-occurring refer to safeguarding and families team.
- Fungal nail infections of hands and feet - No one should be made exempt from swimming due to a fungal infection.  
If the Doctor says no swimming this must be followed.  
Verruca **plasters** should be worn and if on going to be followed up with safeguarding and families team.
- Menstruation – Adults and Children who are menstruating must wear correct sanitation when entering the pool. A list below of correct sanitation

Period swim wear (Can be found online)

Tampons  
Menstrual cup  
Disc

## **Standard Procedures for School Lessons**

- Children must not be allowed into the pool unattended
- To ensure no unauthorised access to the pool, the pool must be secured when not in use
- Hydrotherapy will not take place until one hour after a meal
- Daily before classes commence, check that all emergency equipment is in place
- At least one adult should be at the poolside while the pool is being used
- All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, epilepsy. Inhalers should be within easy access to pool users who may need them. (Where epilepsy is totally controlled by medication, no special precautions are necessary)
- As this is a shallow pool, jumping in and diving is prohibited.
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop
- If a pool user has a major injury and requires a member of staff to deal with it then activity must stop with pupils supervised at the side of the pool until all members of staff are able to resume their normal roles
- A member of staff should be the last to leave securing the pool

## **6. Communications Methods**

- Internal telephone numbers for whole school, displayed under telephone, hydrotherapy pool extension number is 386
- Emergency call alarms situated in changing room 1 and 2 as detailed on plan

## **Pool Rules**

- All users must shower before entering the pool
- No entry until instructed to do so
- Enter and exit the water by the steps, hoist or slide entry/exit guided by manual handling plan, risk assessment or directed by swimming teacher
- No running on the pool side
- No jumping or diving from the side into the pool
- No acrobatics
- No pushing or ducking
- No pupils or staff permitted on sunken wall
- Children who are incontinent should wear suitable protection
- No outdoor shoes permitted in the changing rooms or on poolside unless overshoes are used.
- No food is permitted in the pool area
- Changing rooms and changing beds to be cleaned at the end of each swimming session.

All users (members of staff/volunteers and pupils) are responsible for ensuring rules are understood and followed.

## 1. Rules for Supervision

### 1. Ratios of Staff to Pupils; Qualifications and Arrangements for Lifeguarding

Class type and size	Total Number of Supervisors Required	Minimum Number of Rescue Qualifications
Hydrotherapy	Determined by risk assessment	1 first aider at work or above to be on school site
Swimming lessons	Determined by risk assessment	1 first aider at work or above to be on school site

## 2. Supervision of Children

Class type and size	Total Number of Staff Required	Minimum Teaching Qualifications
Hydrotherapy	Determined by risk assessment	Qualified physiotherapist or class staff working under their direction
Swimming lessons	Determined by risk assessment	Any adult teaching swimming lessons must be competent to do so by virtue of experience or qualification. It is strongly recommended that staff undertake module 1 of the ASA National Curriculum training program.

- One member of staff must be in position on the poolside before users are permitted to enter the water. One member of staff must remain on the pool side at the end of a session until all users have left the area and the pool is secured.
- There must be a minimum of two staff present at all times.

### 7.3 Teacher Clothing and Equipment:

- Staff working poolside should wear sensible light clothing and overshoes/flip flops
- Staff working in the water must wear a t-shirt over/ as part of their swim wear.

## **8. Operational Systems of Work**

- Staff working in the pool area are responsible to the pupil's class teacher/ swimming teacher.
- Pool safety is inspected and checked daily.
- No member of staff should be in the pool for more than 2 hours continuously, or for a total of no more than 3 hours in a school day.
- Spillages of blood, vomit, urine and faeces into the pool are dealt with by the Site Manager, who takes the decision to close the pool depending on the nature and severity of the spillage.
- Incidents and accidents are reported using standard school procedures.
- The pool is cleaned daily.
- Water temperature and quality is tested six times a day at 7.00 am, 9.00 am, 11.00 am, 1.00 pm, 3.00 pm and 5.00 pm during term time and in holidays when the pool is used, and at least once a day when not in use (excluding weekends and bank holidays).

## **9. Conditions of Hire:**

### **9.1 Use by Other Schools**

The pool is not used by other schools.

### **9.2 Club Use/Private Hire**

- The Business Manager ensures that private organisations are aware of the requirements and rules when confirming any booking. A formal application and agreement will be issued to confirm the arrangements to be in place. The organisation shall be issued with a copy of this Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP). The organisation must also provide copies of their own NOP and EAP to ensure that their arrangements are adequate.
- The Business Manager ensures that all qualified lifeguards and supervisors provided by private organisations are inducted in the necessary operating procedures and emergency action. This training and their qualifications must be signed off on the hire agreement form.
- The Business Manager monitors club/private hire use to ensure the requirements and rules are being adhered to.
- Clubs shall also provide evidence of DBS checks for their personnel where appropriate.

## **10. Equipment**

The pool depth ranges from 1.0-1.4 m. All signs are compliant with the Safety Signs and Signals Regulations, 1996.



## 1. Safety Equipment

Safety equipment, including the pool alarm system, are visually checked by the Pool Manager daily prior to pool opening and recorded in the testing records. Problems or shortfalls are reported to the Site Manager who is responsible for recording them, actioning corrections and recording the date when corrective action was taken.

- The pool is equipped with emergency call alarms to summon support in the event of an accident or incident. Emergency call buttons are situated in changing room 1 and 2, next to the dry side entrance doors. These activate a buzzer in the school office, from where help can be summoned.
- A rescue board is kept on the wall beside the pool for trained personnel only, to use in an emergency
- First aid equipment is situated in a box on the wall on the poolside.

## 2. Teaching Equipment

Floats and other equipment are kept in baskets on the poolside and should be taken out before use and put away after users have left the pool. They may be used by class staff or hydrotherapist, but must be examined for damage before and after use and any damage reported to the Pool Manager or Site Manager

## 3. Sensory Equipment

Small inflatables are available for use during school sessions only.

## 11. First Aid Arrangements

**11.1 School Sessions:** A fully qualified first aider (First Aid at Work – 4 day trained) is available in the building whenever the pool is in use by pupils. In the event that first aid is required please call the main office to alert Jane Bennett from the phone situated on the poolside.

All accidents must be recorded on Medgate by Jane (School First aider). Where necessary the accident will be reported to the Local Authority as outlined in section 12 below.

**11.2 Club Use/Private Hire:** Outside groups hiring the pool, are required to provide their own first aider. It is their responsibility to determine the level of first aid training required, but the Public First Aid certificate is recommended as a minimum level.

All accidents must be reported on Medgate by Jane (School First aider). These details will be reported to the Local Authority as described in section 12.2 below.

## 12. Reporting of Accidents and Incidents

Accidents will be reported to the Local Authority by the establishment to which the affected party (child, member of staff or AOTT) belongs, as detailed in Section 2.1 of the Handbook of Safety Information.

### 12.1 Accidents to Pupils

**All** accidents will be recorded in the onsite Medgate by Jane (School First aider) Hirers must also record the accident in their own Accident Book.

**More serious** accidents – pupil s own school report to LA on form PAF01.

(More serious = fractures, accidents requiring hospital/medical treatment, head injuries causing concern, accidents caused by defects in premises, equipment or supervision.)

## **12.2 Accidents to Staff, Visitors (including Hirers) or Contractors**

**All** accidents, record in own organisation s Staff/Adult/Visitor Accident Book  
**and**

**All** accidents (and assaults) – report to LA on form RIDDOR 3/3A

## **12.3 Near Misses and Non-Accident Incidents (e.g. Fire, Release Of Chemicals)**

All such incidents must be dealt with as laid out in the Emergency Action Plan (EAP) for the pool. Serious incidents must be reported to LA Health and Safety Co-ordinator, by telephone (01905 766189) in the first instance, followed by a written report on form RIDDOR 3/3A.

## **13. Details of Alarm Systems (where fitted) and Other Emergency Equipment:**

**13.1** Emergency call alarms are located at changing room 1 – dry side entrance door, changing room 2 – dry side entrance door.

**13.2** A rescue board is available if evacuating an unconscious or injured user. This should only be used by a trained personnel.

## **14. First aid supplies and training**

- A first aid kit is in a box on poolside.
- Emma Downes / first aider using the kit is responsible for checking the contents of the first aid kit. Stock is available in the first aid cupboard next to the treatment room.
- Spillages of blood, vomit, urine and faeces should be cleaned as per the school's standard instructions and notified to the Site manager immediately.

## **15. Detailed work instructions:**

### **15.1 Cleaning**

See 17 below.

### **15.2 Pool Plant Operation**

Only CIMSPA-trained staff should operate the pool plant and this is done in accordance with their personal training manuals kept on site. Backwashing may occasionally be undertaken by other staff in the event that trained staff are not available. Detailed instructions are kept in the plant room and school office.

### **15.3 Pool Water Testing**

Detailed instructions for pool testing are kept in the Pool Test Records file in the Site Manager's office and the school office. Pool testing equipment is kept in the Site Manager's office.

### **15.4 Chemical Safety**

All chemicals are stored in the Plant Room and only those trained in their use have access. If no trained staff are available to use the chemicals, the pool is closed until professional assistance can be obtained.

### **15.5 Setting Up and Use of Equipment**

Ceiling hoisting have been installed in the pool area. This is maintained, serviced and LOLER tested bi-annually by Lifting Equipment Services LTD and may only be used by staff who have received the relevant manual handling training.

## **16. Pool Water Treatment**

Work systems used to operate the pool:

### **16.1 Chemical Treatment**

- disinfection - sodium hypochlorite
- pH correction - sodium bisulphate
- flocculation system - polyaluminium chloride hydroxide sulphate (PAC)
- TA raiser - sodium hydrogen carbonate
- chlorine reducer - sodium thiosulphate pentahydrate
- calcium hardness – calcium chloride

Pool water testing is carried out three times a day (Monday to Friday) during term time and before use at other times. The water test is done from the plant rooms to ensure calibration is correct, occasionally from poolside.

A weekly test is performed by Pathology Management Services to monitor and record levels of coliforms and as an objective check on internal testing. Quarterly test for legionella.

Dosing with chemicals is only performed by the Site Manager and assistant site manager according to their personal training manual(s).

Day tanks are checked daily, chemicals ordered as required, delivered direct to the Plant Room and stored in the Plant Room.

Backwashing is carried out weekly for five minutes per tank (two tanks), usually on Thursday, by one of the Site Managers.

Strainers are cleaned weekly.

Pumps run continuously to maintain water pressure and are alternated.

The pool is vacuumed weekly and tidemarks removed at least half-termly using sodium bicarbonate, or as and when necessary.

## 17. Cleaning Procedures

The pool area is cleaned daily (Monday to Friday) am during term time, and as required during school holidays, depending on usage. The pool surround, shower trays, shower trolleys toilet floors and changing room floors are wet-mopped. Tiled walls in the pool area are cleaned during school holidays.

All changing beds to be cleaned thoroughly after use

All changing room floors to be cleaned and mopped thoroughly after each session

### 17.1 Chemicals Used for Cleaning Pool Surrounds and Changing Rooms

<i>Name of Chemical</i>	<i>Area where used</i>	<i>COSHH assessment held at:</i>
Selgine Ultra	Changing room, shower and toilet floors, pool surround, shower trolleys Changing room, shower and toilet floors, pool surround	Held by Clearview Cleaning contractors In main cleaning cupboard

### 17.2 Cleaning Staff

Staff using cleaning materials should be trained in their safe use and their training recorded, e.g.:

<i>Role</i>	<i>Area for which responsible</i>	<i>Date Trained</i>	<i>Refresher due:</i>
Site Manager	Pool strainers, overflows, pool walls	29-03-2015	Ongoing
Cleaner	Pool surround floor and tiling, changing room, shower and toilet floors, shower trolleys	29-03-2015	Ongoing
	Toilet bowls		

We employ a cleaning company (Clearview); they are responsible for their own training.

**18. Personal Protective Equipment (PPE)**

<b><i>Equipment (minimum number)</i></b>	<b><i>Storage location</i></b>	<b><i>Date of purchase</i></b>	<b><i>Date for replacement (or sooner if necessary)</i></b>
Safety goggles (2) to BSEN 166.34 – B	Plant room	01-11-2018	Monitored regularly
Respirator (2)	Plant room	01-11-2018	Monitored regularly
Full face mask (2)	Plant room	01-11-2018	Monitored regularly
Rubber gloves – heavy duty (2 pairs)	Plant room	01-11-2018	Monitored regularly
Chemical spill suit	Plant room	01-11-2018	Monitored regularly
Safety shoes	Always worn	01-11-2018	Monitored regularly