

# **Hydrotherapy Pool Supporting Information**

# NORMAL OPERATING PROCEDURES

## **RECORDING DAMAGE AND DEFECTS**

The person in charge of the session (teacher for school sessions / named person on the lettings for non-school sessions) should:

- Record damage to pool facilities via the site issues form (if member of staff) or inform the school office (if private hire) as soon as possible.
- Record concerns on water quality on the white board outside the hydro pool and follow this up by informing the school office.
- Report any other issues relating to pool maintenance as soon as possible as per point 1 above.

## **CONDITIONS OF HIRE FOR OUTSIDE USERS**

When organisations sign a hire agreement or use the pool in school time they must:

- Undertake to adhere to the Normal Operation Procedure and Emergency Action Plan.
- Undertake full responsibility for everyone in or around the pool and must therefore ensure they have somebody on site with First Aid knowledge.

## **SYSTEMS OF WORK**

<b>Maintenance:</b>	Mark Byers, Site Manager	Tel: 01263-820520
	Nick Russell, Assistant Site Manager	Tel: 01263-820520
<b>Lettings:</b>	Matthew Smith, Business Manager	Tel: 01263-820520

# SHERINGHAM WOODFIELDS SCHOOL

## HYDROTHERAPY POOL

### NORMAL OPERATING PROCEDURES

#### **DETAILS OF POOL**

Width 3.00 metres. Length 5.5 metres. Depth 1.25 metres (universal).

#### **RISK AND AWARENESS**

Each group using the pool should consider and act upon the following potential risk factors:

- Numbers in the group - adult/pupil ratio will vary according to the needs of the group, but there will always be a minimum of 2 adults in the water for a class group. Where a user requires one-to-one supervision an additional adult will be required. The maximum capacity of bathers at any one time is 13.
- Health Factors: particular attention should be paid to pupils with epilepsy.
- Details in personal profiles to ensure correct support for pupils.
- Behaviour plans (personal profiles and support and intervention plans).
- Depth of pool (see above).
- Swim time - do not use the pool immediately after consuming food or drink.
- Contamination of pool - i.e. excreta or vomit by user. Evacuate the pool immediately. Notify Site Manager or Business Manager/Office team and the next pool user a.s.a.p. Incontinence -although small amounts of urine will not affect the water as it is normally sterile, organic matter will affect the water. Where there is a likelihood of a swimmer being doubly incontinent tight fitting garments must be worn. Swim nappies/protectors are available to purchase if required.

## POOL USERS CODE

1. Please keep sensory cupboard and staff changing room tidy at all time and free of slip/trip hazards.
2. Please keep pool area tidy - return armbands, toys, hang slings to dry (ready for the next session).
3. No food or drink to be consumed in this area, drinking water is provided from within the cupboard.
4. Remove all jewellery before entering the pool - this applies to staff and pupils.
5. Shoes are not allowed within the pool room. Please leave and store neatly outside the pool room underneath the green benches.
6. Always walk within the hydro-therapy facility. Never run.
7. Pupils must be assisted by authorised staff when entering the pool area.
8. Enter pool by hoist or steps unless advised otherwise by physiotherapist.
9. Pupils using the steps must be supervised by two adults - one on the outside of the pool, one at the base of the steps in the pool.
10. Obey instructions to empty the pool immediately in emergencies (i.e. fire alarm). There are thermal survival blankets in the cupboard.
11. Strictly no diving.
12. Swimmers showing any signs of illness or sickness should not swim.
13. Toileting should be encouraged before pupils enter the pool.
14. Long hair should be tied back when in the pool.

**THANK YOU**

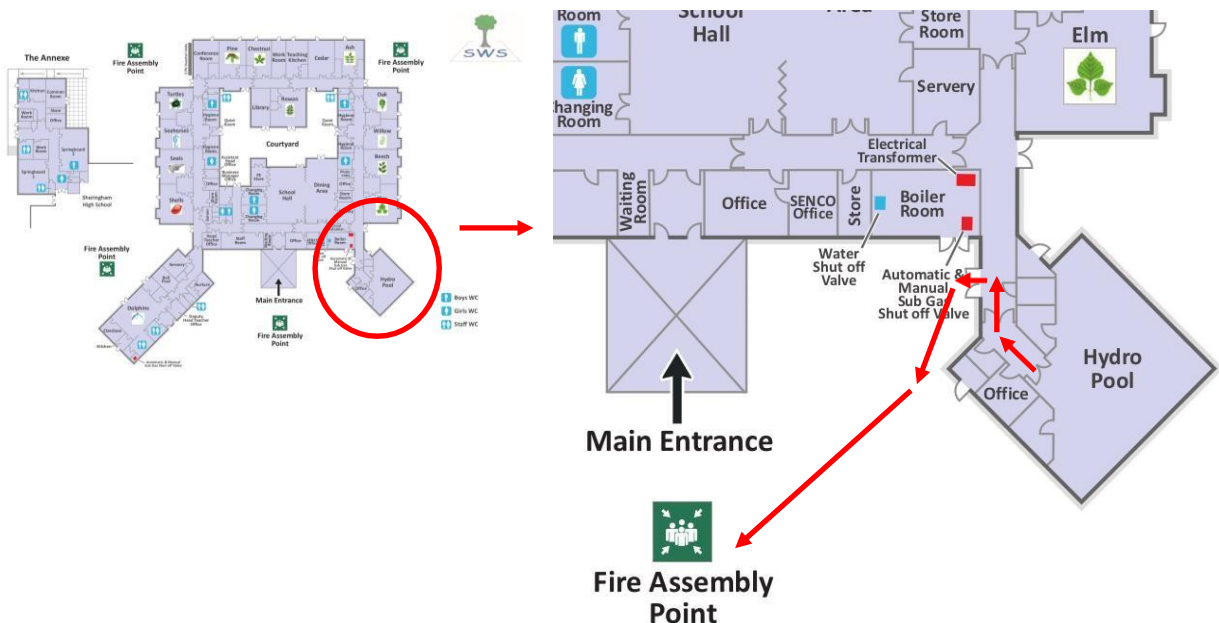
## **EMERGENCY OPERATION PROCEDURES**

### **FIRE**

NB: Also emission of toxic gases, major structural failure and any other incident requiring the building to be evacuated.

#### **Action to be taken:**

In the event of discovering a fire in pool area, clear, organise and evacuate all persons/pupils to a safe haven (outside front car park).



Check register and take head count.

Stay calm.

There are thermal survival blankets available for bathers.

Non-ambulant people should be in a wheelchair or buggy. No child should be carried other than in emergency situation.

On discovering a fire, sound the alarm situated in the pool corridor. Remain together as a class team. Upon the school alarm sounding a fire sweeper will first check the pool to ascertain what support is needed and to give further advice/guidance.

Clothing and belongings should only be collected with the permission of the fire officer in charge.

### **LIGHTING FAILURE**

Emergency lighting is installed throughout the pool complex and will automatically come on in the event of mains failure.

### **EMISSION OF TOXIC GASES**

Evacuate building as above. Ensure swimmers are upwind of gases. Inform management and maintenance immediately.

### **ILLNESS/INJURY TO TEACHER/PERSON IN CHARGE**

Responsibility passes to lifesaver/first aider who should carry out emergency procedures then discontinue the session. Head teacher should be informed.

### **EMERGENCY IN POOL OR POOL AREA**

- Clear the pool.
- Assess the situation.
- A reaching pole is at the pool side.
- In the event of a spinal injury, there is no spinal board and the casualty should be supported in the water until the emergency services arrive.
- In the event of an asthmatic attack, remove the casualty from the water and administer medication. (Medication can be collected by a member of staff while casualty is being removed from the pool).
- In the event of a seizure in the water move away from the wall and support the head only until the fit is over or medical assistance arrives and then hoist to remove casualty from the water. Follow care plan procedure.
- Emergency services can be contacted by dialling 9-999 from the pool telephone. They must be informed that there has been an aquatic accident. The teacher/person in charge will direct who calls for assistance.
- During the school day further assistance can be obtained by calling the school office extension: 101 or 102.
- Administer CPR if required and continue until medical assistance arrives. in pool area.
- All accidents should be recorded in the accident book in school office.
- The school defibrillator is located in the staff room on top of pigeon holes.

## **NORMAL OPERATING PROCEDURES**

- Temperature of the pool. Usually between 34 and 36 degrees Celsius. **Do not use if temperature is 38 degrees Celsius or above**  
The wall mounted thermometer gives a general guide to the temperature should you require it
- Floor may be slippery when wet - see swimmers code.
- Steps are potential hazard - see swimmers code.

### **CONTROLLED ACCESS**

School sessions (one to one or group) will be timetabled by Nic Stewart. Swipe card access will be in operation.

Pool user letting the facility will need to report and sign in at the reception and enter pool via internal corridor doors. See Site Manager/Business Manager for direction and advice. Swipe card or key will be available from reception.

### **FIRST AID EQUIPMENT**

First aid equipment is located in the pool area. There should always be a qualified first aid person on site during pool sessions.

### **EMERGENCY TELEPHONE**

Telephone is situated in the pool area clearly signed. Dial 9 for a direct line out. For emergencies dial 9-999.

### **EMERGENCY EQUIPMENT AND ALARM SYSTEMS**

Fire extinguisher is by the access swimming pool door in pool area. A break glass fire alarm is situated in pool corridor by main exit door.

On hearing the fire alarm evacuate immediately to a designated safe area outside of the building, i.e. school car park. Report in with head count. (Nominal role).

### **POOL SIDE AND POOL PRACTICE**

When assisting and entering the pool make sure there is someone already in the water to receive the person being assisted. Especially at the foot of the steps and entry via hoist. The assistance should be regulated by the nature of the needs of the client. All health factors must be considered.

### **NON-SCHOOL SESSIONS**

Lettings should provide their own cover (as described above) or to the needs of the organisation/company to which they belong to. Sheringham Woodfields School **cannot** take any responsibility for the staffing and supervision of non-school based groups.

The school places the following requirement on all non-school lettings:

There must be a minimum of 1 adult (someone aged 18 or over) plus at least one other person aged 13 or over in attendance at all lettings. Both persons are expected to be able to call for/request assistance should there be an issue within the pool.

Please be aware that we are unable to accept single swimmers.

Please be aware that this pool is unattended and you use it at your own risk.

The Business Manager/Site Manager have the right to refuse anyone access to the Hydrotherapy pool if they are concerned about the level of safety/supervision.

The named person in charge of a non-school session (i.e. the person named on the letting form) is responsible for ensuring the correct risk assessments are in place to support any service user identified as needing additional support.

Slings available in the pool can be used by non-school lettings but said person(s) need to ensure they have undertaken the relevant training within their organisation. The school has provided a chart on the wall to detail the max loads for each sling. Slings have a coloured disc attached to them to allow for easy identification to the corresponding weight information.