

RIVERSIDE SCHOOL



Hydrotherapy Normal Operating Procedure (NOP)

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

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Introduction

This document is designed to meet the needs of the hydrotherapy pools at Riverside School. It identifies what needs to be done and by whom to establish a safe working routine and environment. It is a handbook for the safe use of the pool, and outlines procedures that also apply to those hiring the facility.

The document will be reviewed and amended every two years or in the event of a serious incident, whichever is sooner. The document will be agreed by the Governing Board before being adopted as part of the school's swimming policy.

1. Responsibility for the Swimming Pool

The following people have a responsibility for the pool as detailed:

| Responsibility | Person |
|------------------------|---|
| Overall responsibility | Headteacher |
| Overall charge of pool | Facilities Manager, Site Manager, Assistant Site Manager, designated trained PE staff, Moving & Handling Coordinator |
| Supervision | Phase Leaders, Assistant Headteachers, Moving & Handling Coordinator, Session Leader |
| Safety | School Business Manager, Facilities Manager, Assistant Site Manager, PE Coordinator, Moving & Handling Coordinator, Teachers, Support Staff |
| Sessions | Teachers, Moving & Handling Coordinator, Physiotherapist, Session Leader |
| Maintenance | Facilities Manager, Site Manager, Assistant Site Manager` |

Record of Approved Amendments

Referral should be made to Governor's Resources Committee minutes.

2. Objectives and Scope of Normal Operating Procedure

This document will identify the processes designed to control hydrotherapy pool safety in terms of:

- safety;
- supervision;
- teaching;
- hiring to external users; and
- recreational use.

3. Reference Documents

This document details the Normal Operating Procedures of the hydrotherapy pool at

Riverside School which forms part of the school's swimming policy.

Documents are readily available for all pool users. These are:

- The Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP);
- HSG 179 Managing Health and Safety in Swimming Pools;
- LBB Code S2.31 Safety in School Swimming Pools
- Conditions of Swimming Pool Hire
- Staff Training Register for School Staff

4. Details of Pool

Large Pool

| | |
|--------------------------------------|---|
| Type of Pool | Hydrotherapy/ Leisure/ Teaching |
| Length | 9.5m |
| Width | 4.9m |
| Maximum Depth | 2m |
| Minimum Depth | 0.9m |
| Usual Pool Temperature Range | 33°C – 36°C |
| Maximum Bather Load (Normal Session) | 20 |
| Maximum Capacity (Teaching Session) | 20 (14 pupils, 6 staff) |
| Maximum Daily Bather Load | 120 |
| Specialist Equipment | Fixed hoist with chair & bed attachment; ceiling track hoist for sling entry/ exit of pool; lighting; sound system; sensory equipment |

Small Pool

| | |
|--------------------------------------|--|
| Type of Pool | Hydrotherapy/ Leisure/ Teaching |
| Length | 8.5m |
| Width | 2.5m |
| Maximum Depth | 1.7m |
| Minimum Depth | 1.7m |
| Usual Pool Temperature Range | 33°C – 36°C |
| Maximum Bather Load (Normal Session) | 10 |
| Maximum Capacity (Teaching Session) | 2000 (6 pupils, 4 staff) |
| Maximum Daily Bather Load | 60 |
| Specialist Equipment | Ceiling track hoist for sling entry/ exit of pool; lighting; sound system; sensory equipment |

N.B. Under no circumstances should the loads detailed above be exceeded. This includes when the pool is used by external organisations. The school has the right

to carry out random checks to ensure this policy is adhered to.

The pools are under the control of Riverside School at all times. The pools are used in the following ways:

- Hydrotherapy sessions/ water confidence sessions for pupils during curriculum time;
- Hydrotherapy sessions/ water confidence sessions for attendees on Saturday and holiday clubs;
- Lunchtime and after school clubs for pupils;
- Recreational use by staff and friends during weekly friends and family sessions held on Wednesday evenings from 16:00 – 18:00 (not currently in place);
- Hired by outside organisations; and
- Occasional hire for exclusive use by private paying clients and visitors.

5. Building Plans and Layout

A plan of the school building and the pool area showing emergency exits and evacuation routes can be found in Appendix 1. This includes the location of alarms and safety equipment, as well as entry and exit points to the pool.

6. Potential Areas of Risk

Inherent in every pool environment are potential areas of risk. In recognising the risks, strategies can be put in place to minimise their impact.

Hazards

There are a number of hazards that make swimming pools potential danger places to use. This section identifies:

- a) people hazards;
- b) activity hazards; and
- c) physical hazards.

The lists are pertinent to all potential users of the pool.

People Hazards

Potential people hazards include, but are not limited to:

- Persons under the influence of alcohol or drugs, including for medical use;
- Persons who have consumed food prior to swimming;
- Persons with poor health and/ or with medical conditions;
- Weak or non-swimmers, or those that swim but get out of their depth;
- Young or inexperienced swimmers;

- Persons who are boisterous;
- Persons exhibiting unruly behaviour;
- Swimmers using swimming aids;
- Persons wearing incontinence swimwear or similar;
- Persons with communication difficulties;
- Persons gaining unauthorised access, for example:
 - Persons gaining access to the pool when it is not in use or not supervised;
 - Pupils wandering back into the pool from the changing rooms at the end of a swimming lesson when the pool is unguarded; or
 - suspicious or unknown persons.
- Persons wearing jewellery;
- Persons entering the pool inappropriately, for example, by diving or jumping into the pool; and
- Absence of, or inadequate response of staff in an emergency.

Activity Hazards

Potential activity hazards include, but are not limited to:

- Diving or Jumping into the pool;
- Running, pushing or fighting (in play or otherwise) on the poolside;
- Tag games or 'horseplay' in the pool or on the poolside;
- Misuse of facilities or equipment;
- Bombing, acrobatics and throwing games;
- Bullying, smoking and the consumption of food or drink;
- Swimming underwater;
- Using flippers, snorkels and face masks; and
- Using floats, inflatable equipment and toys.

Physical Hazards

Potential physical hazards include, but are not limited to:

- Clarity of the water;
- Slippery surfaces, for example tiles and/ or steps;
- Main water outlets;
- Main water inlets;
- Skimmer outlets;
- Railings around the pool;
- Depth of the water;
- Glare and light reflections;
- Lighting system;
- Sound system;
- Sensory equipment;
- Storage of equipment;
- Emergency rescue aids;

- Slings, ceiling track hoists, hoist chairs and hoist beds;
- Benches;
- Showers;
- Pool covers;
- Poor tile condition both on poolside and in the pool;
- Changing room areas;
- Changing beds;
- Water temperature;
- Pool surrounding temperature; and
- Use of electrical appliances.

Physical Hazards – Temperature

It is important for swimming teams to take frequent breaks out of the water during sessions as working in water with temperatures of 33°C and above (and atmospheric temperatures of 2°C lower) can lead to a raised blood pressure and a raised heart rate.

Taking frequent breaks allows for the body temperature to return back to normal and a normal heart rhythm to be maintained. The maximum temperature of the pool water should not exceed 36°C with a maximum of 60% humidity. The external temperature out of the pool should be between 30 and 32°C. It should not be necessary to operate a hydrotherapy pool at temperature and humidity levels beyond these stated values.

Hydro-therapists should not spend more than 3 hours per day in the pool (unless otherwise advised in the external policies and procedures they work to).

It is important for the swimming team to drink plenty of water to replace fluids that are lost. If a member of the swimming team feels unwell, they must inform the swimming teacher immediately and not enter the water.

7. Procedures for School Hydrotherapy/ Water Confidence Sessions

The following procedures help to maximise user safety.

Qualifications of Teaching & Supervisory Personnel

Teaching Staff/ Session Leads

It is essential that during school swimming lessons a teacher holding Qualified Teacher Status (QTS) or other responsible session lead (other trained staff i.e., manual handling trained) or a physiotherapist is present at all times. The lead teacher(s) or responsible session lead will assume overall responsibility for the safety and well-being of the pupils under their duty of care, in 'loco parentis'. The lead will also be known as the 'responsible adult'. The responsible adult should undertake a headcount of pupils and adults in the pool area at the commencement of each session to check against any headcount required

in an emergency situation.

The Session Leader has a responsibility to:

- Ensure all support staff, volunteers and observers are competent, appropriately trained and briefed on their responsibilities within the session;
- Ensure written parental consent has been received from the parent of any child taking part in the session;
- Ensure appropriate staffing ratios relevant to individual pupil assessments (e.g., medical profiles, care plans, manual handling and behaviour plans). The adult/pupil ratio for pool-based sessions can only be determined by careful examination of individual pupil risk assessments, which should include reference to medical profiles, healthcare plans and behaviour management plans;
- For structured sessions such as taught swimming lessons there must be a trained Teacher of School Swimming Instructor present at all times. A recognised Teacher of School Swimming Instructor is not required for unstructured sessions such as physiotherapy or water-confidence based activities;
- Lead the session according to the session plan;
- Brief support staff on session plan and their role in delivered it;
- Ensure that one trained person is in attendance on poolside (as required);
- Complete the appropriate paperwork and advise the appropriate administrator if a session does not take place;
- Consider staffing ratios when planning a sensory based session. Increased staffing may be needed when attending a darkened environment with sensory lights and music are used;
- Be responsible for deciding whether the session takes place and whether an individual child or staff member takes part (seeking relevant advice as necessary);
- Use a clock to record entry and exit times;
- Monitor the safety and security of the environment;
- Ensure relevant updated care plans, medical plans and healthcare plans are available for staff as required (Physio/ Class Teacher);
- The session leader should ensure that the Emergency Box (by the fire exit) has enough dry towels, a whistle, Inco pads, space blankets and rain ponchos for each pupil/ staff member (except for whistle). The session leader is the person who has been allocated this role or the most senior member of staff active during the specified session;
- Will make themselves fully aware of the pool and surrounding areas and the relevant normal operating procedure; and
- Will be familiar with the emergency evacuation route in the event of an alarm activation take a headcount of pupils and staff and the beginning and end of each session and ensure they have this information in the event of an emergency evacuation to ensure all persons are accounted for.

Supervisory Personnel

Swimming lessons will be supported by a number of supervising staff. The large majority

of these staff will be teaching assistants. They will be deployed or directed by the responsible session lead as required in order to maximise the safety of the pool environment. They may be required to support the lesson from either the poolside or in the pool itself. It is an expectation of all persons employed as a teaching assistant that they are willing to support lessons from in the water unless they have agreed with the Headteacher that they will be exempt from this responsibility.

Support Staff/ Volunteers (water based)

Support staff or volunteers working in the water should:

- Be competent in handling pupils/ students in the water;
- Preferably have received accredited training in CPR/ resuscitation;
- Have knowledge of individual pupils they are supporting (i.e. medical condition);
- Be confident in the water;
- Be medically fit to be in the water;
- Be appropriately dressed i.e., t-shirt, full swimming suit/ swim shorts;
- Be responsible for the care and safety of the child whilst in the water.

Support Staff/ Volunteers (Poolside)

Support staff or volunteers working poolside should:

- Wear appropriate footwear and clothing (shorts and t-shirt/ clean indoor shoes – not flip flops);
- Comply with the school's Manual Handling Policy and Evacuation Procedures;
- Preferably have received accredited training in CPR/ resuscitation;
- Be responsible for the care and safety of the child prior to and upon leaving the water.

Observers/ Spotters

A minimum of 1 observer/ spotter should be present per session. The observer/ spotter should:

- Have accessed relevant training and updates as required, which should include first aid, rescue and CPR/ resuscitation training;
- Observe the pool session from the side of the pool;
- Be vigilant from the moment the first pool user enters the water and s/he should remain poolside until the last pool user has left the water;
- Draw the attention of the session leader to any issues or concerns that s/he has;
- Be free to move around the poolside as appropriate to view the whole session and remain alert throughout the session;
- Draw attention to any emergency that develops, use the emergency (drowning) button as needed and then return to observing the pool whilst other pupils are still in the water;

- Remain on poolside and have no other responsibilities; and
- Carry the walkie-talkie at all times on the poolside to communicate any emergency situations directly to the office staff.

Life Saving

In order for sessions to take place 4 adults must be in the vicinity and able to affect an evacuation in the event of an emergency. At least one member of staff present will have completed pool evacuation training and Basic Life Support (CPR) training. Their qualification must be valid at the time of their duty and must be updated every 2 years. The life saver may also be the lead teacher, and it is acceptable for them to be in the water during the lesson. For an up-to-date list of trained staff please see the school's Personnel Officer.

Supervision

The following supervision related points should be observed when using the hydrotherapy pools:

- At least two members of staff should be present on the poolside before pupils are admitted to the pool area. At least one of these members of staff should be a qualified life saver (Pool Evacuation Rescue Board trained/ 3 hour CPR Course trained);
- The lead teacher/ responsible session lead(s) must hold QTS or designated responsibilities as specified in the session lead responsibilities above, and they must be fully aware of their responsibilities;
- The maximum teacher/ pupil ration must not be exceeded unless authorised by the Headteacher. This must be supported with a full and robust risk assessment;
- Staff members will supervise pupils in the water during swimming lessons. The number of staff members in the water will be determined by the specific needs of the pupils present in the lesson and the changing circumstances of the session e.g., staggered pupil changing;
- There must be at least one member of staff present on the poolside when the pool is occupied to act as 'spotter' (see Appendix 2). They must be able to see all pupils and the pool bottom throughout the session. They should be able to scan the pool in approximately 10 seconds;
- The swimming group must be counted before, during and after the lesson;
- The last member of staff, preferably the lead teacher(s) or life saver, must complete a final inspection of the pool to ensure that all pupils have left the pool area;
- Swimmers must not be allowed to go back into the pool area unattended;
- The last member of staff to leave the pool area is responsible for locking the pool area doors; and
- Changing rooms must be adequately supervised at all times.

Pool Environment

Compared to other teaching environments, air quality in pools can be poor. It is therefore essential that the time spent in the pool area is adequately controlled. Staff should not spend more than 90 minutes in the pool area without a break.

Pool User Behaviour

The following points relating to user behaviour should be observed:

- No pupil must enter the water unless specifically directed to do so.
- Where appropriate, given the specific needs of the class, pupils should be aware of the emergency procedures to clear the pool. This should be practiced regularly.
- Pupils should be encouraged to use the toilet if appropriate before they enter the water.
- Jewellery can be a hazard and must not be worn during swimming activities.
- Long and shoulder length hair must be tied back.
- Users must wear appropriate dress, such as one-piece swimming costumes/trunks or swim shorts when using the swimming pool.
- All users of incontinence products must use an appropriate swim nappy or incontinence swimwear and not standard nappies.
- Costumes that are modified or when additional clothing is worn to cover arms and legs for cultural or religious reasons are acceptable as long as they are close fitting and cannot become water logged.
- Flippers and snorkels should not be used unless when supervised appropriately.
- Shouting should be discouraged unless in an emergency.
- No acrobatics.
- Users must not be allowed to run on the poolside.
- Users must not be allowed to push or pull others into the water.
- 'Bombing' is not allowed.
- Eating and drinking in the pool area is not permitted. Glass containers must not be used anywhere within the pool complex. Drinking water is available from a cooler outside the pool for before/ after sessions.

Security

The pool area should be adequately secured to prevent unauthorised access and use. The pool should be kept locked when not in use. Locking up is the responsibility of the last adult to leave the poolside when no pupils are present and the pool has been thoroughly checked to ensure nobody is left in the area.

Swimmer/ Supervisor Ratios

The maximum bather capacities are listed in section 4 above. These must not be exceeded. The following swimmer/ supervisor ratios are designed with safety

considerations rather than teaching requirements in mind. A qualified supervisor may be a teacher or a qualified life saver with an up-to-date qualification.

Pupils Under 7 Years

A ratio of one qualified supervisor for every twelve pupils (1:12) under 7 years old must not be exceeded irrespective of swimming ability.

Beginner/ Non-Swimmers

A ratio of one qualified supervisor for every twelve swimmers (1:12) who are unable to swim 10 metres unaided on their front and on their back, should not be exceeded.

Special Needs Persons/ Pupils

A ratio of one qualified supervisor for every one to eight persons/ pupils (1:1-8) depending on disability should not be exceeded. An assessment of need should be undertaken by the responsible adult and take place before swimming begins, considering each situation individually.

Adult/ Baby Groups

A ratio of one qualified supervisor for every ten adult and baby pairs (1:10) should not be exceeded.

Improving Swimmers

A ratio of one qualified supervisor for every fourteen swimmers (1:14) of a similar ability to each other who can swim at least 10 metres competently, unaided on their front and on their back should not be exceeded. It is recommended that pupils are not out of their depth.

Mixed Ability Groups

A ratio of one qualified supervisor for every fourteen swimmers (1:14) with a range of abilities (from improving to competent) should not be exceeded, where the least able and least competent are working within their depth. Swimmers techniques, stamina and deep-water experience should be considered.

Competent Swimmers

A ratio of one qualified supervisor for every fourteen swimmers (1:14) who can swim at least 25 metres competently and unaided on their front and on their back, and who can tread water for 2 minutes, should not be exceeded.

Recreational Swimming/ Water Confidence

Recreational swimming that is supervised by school staff, whenever it takes place, should be treated in the same way as a school lesson.

The maximum water capacity must not be exceeded (see section 4 – Pool Details).

8. Hire of the Pool

The swimming pool can be hired for exclusive use by either:

- a) external organisations (e.g., local schools); or
- b) private clients subject to suitability of provision and availability.

The following steps must be taken to ensure that pool hire is safe and effective:

- The school shall ensure that organisations are aware of the requirements and rules when confirming a booking;
- A formal application and agreement must be issued to confirm the arrangements (see appendix 4);
- The organisation must be issued with a copy of this agreement, a copy of the Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP);
- The school shall ensure that all qualified supervisors provided by private organisations are inducted in the NOP and EAP of the pool. This 'training' must be signed off on the hire agreement form;
- The school must retain a photocopy of any relevant lifesaving qualifications and DBS certificates where appropriate. When a private organisation is a school and the group is accompanied by a teacher from the same school a copy of a CRB check is not necessary;
- The school will monitor private hire use to ensure the requirements and rules are being adhered to.

9. Recreational Swimming

Controlling Access to the Pool:

- The pool area should be kept locked except when swimming is taking place;
- Access to the pool area is controlled by staff; and
- The fire exit must not be propped open during recreational swimming sessions.

Medical and Hygiene Issues/ Regulation:

- All pool users should be encouraged to use the toilet and shower facilities before entering the pool;
- No outdoor shoes should be worn into the pool area, blue overshoes are provided or shoes must be removed before entering the pool area;

- Jewellery should not be worn in the pool.
- Long hair should be tied back or a swimming cap worn;
- Costumes that are modified, or when additional clothing is worn for cultural reasons are acceptable as long as they are close fitting and cannot become waterlogged;
- Flipper, snorkels and masks must not be used unless direct poolside supervision is present;
- No acrobatics;
- No running anywhere in the pool complex;
- No pushing or pulling of other users;
- No diving, jumping in or bombing;
- Food and drink are not permitted in the pool area;
- No glass is allowed anywhere in the pool complex;
- To prevent any water contamination, pupils with infections will not be allowed to enter the water. This includes infections like sickness and diarrhoea; cold sores; impetigo; conjunctivitis and open, infected wounds.

All pupils and staff must be medically fit for the activities in which they will be involved. The following list of contra indications will preclude any child or staff member from taking part in the session. The precautions stated should be taken into account by an appropriate Senior Leader/ HR Support in determining whether someone is able to take part.

| | |
|--|---|
| <ul style="list-style-type: none"> • Unstable cardiac conditions • Circulatory problems • Hypertension/ hypotension • Recent pulmonary embolus • Pacemaker • Faecal incontinence (more than 2 hourly) • Gastrointestinal problems/ viruses • Recent ear infection • Skin or wound infections • Open wounds • Systemic illness/ pyrexia • Advanced renal failure • Ongoing radiotherapy treatment • Respiratory problems • Low vital capacity • Renal disease | <ul style="list-style-type: none"> • Diabetes • Infections of bladder, skin or eyes • Immunocompromised system • Impaired temperature regulation • Contagious viral conditions • Contagious fungal conditions • Contact lenses etc. • Impaired hearing, grommets etc. • Tracheotomy • Acute fear of water • Poor integrity of skin • Chlorine sensitivity • Other infections • Epilepsy • Thyroid problems • Cystic Fibrosis- Burkholdria Cepacia |
|--|---|

Risk Assessments

Each pupil is individually assessed and a risk assessment is written to accommodate their needs. Also, equipment has been assessed and written down on the risk assessment form. The risk assessments are kept by class teachers. With the sizes of our classes at Riverside School the lead teacher does a risk assessment at the beginning of every lesson of the amount of people who will be in the pool at any one time.

Hydrotherapy Risk Assessment

Pupils cannot swim unless a Hydrotherapy Pool Permission Form has been completed (see appendix 5).

Swimmer Supervision Ratios

The maximum bather capacity is listed in section 4 and must not be exceeded. A minimum of one poolside supervisor is required at all times.

Emergency Arrangements

- In the event of an alarm sounding, all users should vacate the pool and leave by the nearest safe exit.
- If an emergency occurs in the pool hall or changing areas, the school office must be notified immediately using extension 505.
- Whenever the pool is in use a minimum of four adults should be in the vicinity able to respond immediately to any alarm and deal with any emergency. At least one adult should have completed the pool evacuation training, as well as CPR/ resuscitation and first aid training.

10. Equipment

Pool areas make use of a lot of equipment that has specific functions. It is essential that all equipment is checked regularly to ensure that it is fit for purpose. Defects should be reported to the moving and handling coordinator.

Safety Equipment

Safety equipment should be checked regularly for defects so that it can be used in emergencies. Similarly, it should be present in its allocated position so it is available when required. Once used it should be put back in its allocated position as soon as possible after use.

Teaching Equipment

An audit of teaching equipment should be maintained and updated as necessary (see appendix 2). This should be completed on a termly basis.

Safe Use of Floats

Usually, it is not recommended that large floats are used by competent swimmers. However, due to level of supervision the use of large floats may be an appropriate teaching aid to promote and develop water confidence. The following rules should be fostered in order to maximise safety:

- Pupils should not be allowed to stand on the floats;
- Pupils should not swim underneath the floats;
- The floats should not be tipped over;
- Floats should not be stacked together;
- Pupils should not jump onto the floats;
- Pupils should not use the floats near the walls of the pool; and
- No more than 2 pupils should be allowed to use a large float at any one time.

Staff should constantly monitor the use of large floats. If the use of these floats puts the user(s) or other pool users in danger, the use of the floats should cease immediately.

Safe Use of Hoists

Staff should be trained in moving and handling and the use of the hoists according to the manufacturer's guidelines. The school will keep a record of this training. Staff must ensure they use the correct sling for a pupil to ensure it has been checked and found to be the appropriate size.

Safety Signs Within the Pool Environment

The following safety signs are situated around the pool accordingly and can be clearly seen:

| | |
|-------------|--|
| No Diving | this notice is displayed in the pool area in pictorial and written form. They are positioned at a height of 1.8m and are displayed on the walls in the pool area |
| No Running | this notice is displayed on both walls on either side of the pool |
| Deep End | clearly marked on both walls next to the pool |
| Shallow End | clearly marked on the wall positioned at the shallow end of the pool |
| Water Depth | clearly marked on both walls |

Other signage includes:

- Signs requesting all swimmers to shower prior to entering and when leaving the pool will be clearly marked in the changing area near the showers.
- All emergency signs: Fire Exit; Emergency Action Plan; Assembly Points and First Aid Box are clearly marked.
- The emergency evacuation plan will be in both changing areas and on the poolside.
- Signs requesting appropriate footwear to be worn whilst in the pool environment both within the changing areas and poolside.
- These signs can be clearly seen on the doors of both male and female changing areas. A copy of the NOP and EAP can be found in the PE/ Swimming Office and on the school intranet.

11. Cleaning

All floors in the pool hall area, changing rooms, toilet and shower areas should be thoroughly cleaned at least once a day, depending on the number of users. Pool surrounds should be cleaned before and after each operational period with pool water only.

Mechanical cleaning may be undertaken monthly or weekly in heavily used areas. If any chemical cleaning is required, the chemical materials must be formulated for pool use. Cleaners containing phosphate or detergents must be avoided. It is important to keep the products of pool surround cleaning out of the pool; any contamination must be monitored and recorded in the incident book.

The underside of the pool cover should be checked monthly and cleaned as necessary. The bottom of the pool cover should be kept clear of debris by sweeping and suction cleaning as necessary.

Daily/ Regular Duties and Responsibilities for Pool Care

| Daily/ Regular Duty | Responsibilities |
|---|--|
| Uncover and re-cover pools | Site Team |
| Monitor chemicals | Site Manager |
| Monitor water temperature and clarity | |
| Monitor the cleaning of pools | Facilities Manager & Site Manager |
| Monitor the changing areas | |
| Monitor pool surround, cleanliness and tidiness | |
| Check hoist/ chair bed | Manual Handling Coordinator |
| Check pool hoists | |
| Monitor changing room hoists | |
| Check fire exits | |
| Check first aid box | |
| Check equipment e.g., noodles | Facilities Manager, Site Manager & Manual Handling Coordinator |

Core Trained Staff

| Type of Training | Staff Trained |
|--|---|
| STA Level 3 Pool Plant Operator – <i>Completed 05/02/2024</i> | Paul Khan, Site Manager |
| Moving and Handling Train the Trainer – <i>Completed 20/06/2024</i> | Sandra Algar, Manual Handling Coordinator |
| Resuscitation/ 3-hour CPR Training | Various staff (see HR for full list) |
| Pool Evacuation (Rescue Board Training) | Various staff (see H for full list) |

12. Pool Water Testing and Treatment

The pool systems include an automatic monitoring and dosing system. As a result the testing of water temperatures, pH level, free chlorine levels and combined chlorine residual levels must be undertaken at least three times a day at the start, middle and end of each day. Should the automatic monitoring and/ or dosing system fail, pool water testing must be conducted before the pool opens, every two hours during opening hours and after it closes.

Additional tests for total alkalinity, calcium hardness and total dissolved solids must be tested weekly. Treatment of pool water will be dependant upon the various test results. All adjustments to the automatic dosing system and treatment of the pool water are undertaken only by the Site Manager.

Water temperature for both pools should not exceed 36°C or be lower than 32°C. Free chlorine should be between 1.3 and 4.0, and the pH should be between 7.2 and 7.6. Ideally it should be held at 7.4. Should these levels not be met then the pool will be closed until the situation has been rectified. The readings are checked at least three times a day and recorded in the plant room by the Assistant Site Manager. The pool temperature shall be displayed at all times on the temperature board which is situated in the plant room and is recorded on the sheets.

Chemicals Used

Flocculent

Flocculant, or pool floc as it is sometimes called, is a chemical that you add to your pool when other methods of clearing it up aren't working. The flocculants clump together floating particles in the water that are too small and light to sink to the bottom to be vacuumed up.

It is recommended that you do not swim in the pool whilst using flocculant. The water needs to be still and not moving for the floc to work.

Once the clarifier has been added to your pool, turn on the pool filter and run it 24/7 until the cloudiness is gone. This can take two to three days, but swimming in the pool at this time is safe after about 20 minutes.

Pool Test Tablets

These tablets test Total Chlorine levels over a range of 0.1 – 5.0 mg/l

Free Chlorine

Levels should be maintained at 1.5 – 2.0 mg/l. Chlorination should be stopped at levels above 4mg/l and bathing must be halted at levels of 6mg/l and above.

Combined Chlorine Residuals

Levels should ideally be half the level of free chlorine and should not normally rise above 1mg/l.

pH Levels

Levels should be maintained between 7.2 and 7.4. Levels up to 7.8 can be tolerated for short periods.

Total Alkalinity

To ensure effective coagulation and a stable pH, levels should be maintained between 120mg/l and 200mg/l.

Calcium Hardness

To protect the pool plant from corrosion and the loss of tiling grout, levels between 100 and 150mg/l should be maintained.

Total Dissolved Solids

Levels should not rise above 1000mg/l.

Microbiological Testing

An independent provider undertakes testing for microbiological contamination.

13. Reporting Accidents and Incidents

Accident and incident reporting must be in accordance with school policies and relevant legislation.

14. First Aid Supplies and Training

A first aid kit is located by the main door of the larger hydrotherapy pool.

15. Alarm Systems and Emergency Equipment

Alarm call points and emergency equipment is sited in various signed locations in the pool area and are indicated on the pool plan in Appendix 1.

All alarms and emergency equipment is tested regularly in accordance with the relevant policy documents.

Appendix 1 - Hydrotherapy Pool Layout



Appendix 2 – Roles and Responsibilities of Supervising Staff (Including Spotters)

Given that the qualified staff and/ or responsible session lead may be in the pool for the duration of the lesson, the school adopts an 'eyes on the side' approach to pool safety using spotters, plus in pool supervisors. It is the responsibility of all individuals employed by the school, whatever their status, to act as 'eyes' during a swimming session. There must be a spotter at all times when the pool is in use.

Support Staff/ Volunteers (water based):

Support staff or volunteers working in the water should:

- Be competent in handling pupils/ students in the water;
- Preferably have received accredited training in CPR/ resuscitation;
- Have knowledge and practice of evacuation procedures;
- Have knowledge of individual pupils they are supporting (i.e., medical conditions);
- Be confident in the water;
- Be medically fit;
- Be appropriately dressed i.e., t-shirt, full swim costume, swim shorts; and
- Be responsible for the care and safety of the child whilst in the water.

Support Staff/ Volunteers (poolside):

Support staff or volunteers working on poolside should:

- Wear appropriate footwear and clothing (shorts and t-shirt/ clean indoor shoes not flip flops);
- Comply with the school's Manual Handling Policy and Evacuation Procedures;
- Preferably have received accredited training in resuscitation; and
- Be responsible for the care and safety of the child prior to entering and after leaving the water.

Observers/ Spotters:

Observers/ spotters should ensure that:

- There is a minimum of one observer/ spotter per session;
- They must have accessed relevant training and updates, as required, which should include first aid, rescue and resuscitation training;
- They observe the pool session from the side of the pool;
- Their duty begins as soon as the first pool user enters the water and s/he should remain poolside until the last pool user has left the water;
- They must draw attention of the pool lead to any issues or concerns that s/he has;
- They should be free to move around the poolside as appropriate to view the whole session and remain alert throughout the session;
- They should draw attention to any emergency that develops, use the emergency (drowning) button as needed and then return to observing the pool whilst other pupils are still in the water;
- They remain poolside and have no other responsibilities; and
- They carry the walkie talkie at all times on the poolside to communicate any emergency situations directly to the school office staff.



Hydrotherapy – Normal Operating Procedure

The staff members named on this sheet shall be approved to take the role of responsible session lead. They are fully aware of their responsibilities for arrangements and will be given the following notice, which they will read and sign. A copy of this document will be placed on file.

The Session Leader has a responsibility to:

- Ensure all support staff, volunteers and observers are competent, appropriately trained and briefed on their responsibilities within the session;
- Ensure written parental consent has been received from the parent of any child taking part in the session;
- Ensure appropriate staffing ratios relevant to individual pupil assessments (e.g., medical profiles, care plans, manual handling and behaviour plans). The adult: pupil ratio for pool-based sessions can only be determined by careful examination of individual pupil risk assessments, which should include reference to medical profiles, healthcare plans and behaviour management plans.
- For structured sessions such as taught swimming lessons there must be a trained Teacher of School Swimming Instructor present at all times. A recognised Teacher of School Swimming Instructor is not required for un-structured session such as physiotherapy or water confidence based activities;
- Lead the session according to the session plan – hydrotherapy or water-based learning session;
- Brief support staff on session plans and their role in delivering it;
- Ensure that one trained person is in attendance on poolside (as required);
- Complete the appropriate paperwork and advise the appropriate administrator if a session does not take place;
- Consider staffing ratios when planning a sensory based session. Increased staffing may be needed when attending a darkened environment where sensory lights and music are used;
- Be responsible for deciding whether the session takes place and whether an individual child or member of staff takes part (seeking advice as necessary);
- Use the clock to record entry and exit times;
- Monitor the safety and security of the environment;
- Ensure relevant updated care plans and healthcare plans are available for staff as required (Physio/ Class Teacher);
- The session leader should ensure that the Emergency Box (by the Fire Exit) has enough dry towels for each pupil and staff member, a whistle, Inco pads, space blankets and rain ponchos. The session leader is the person who has been allocated this role of the most senior member of staff active during the specified session;
- Will make themselves fully aware of the pool and surrounding areas and the relevant normal operating procedure and the emergency action plan;
- Will be familiar with the emergency evacuation route in the event of an alarm activation. The must take a headcount f pupils and staff and the beginning and end of each session, and ensure they have this information in the event of an emergency evacuation to ensure all persons are accounted for.

| Signatures | |
|--------------------------|--|
| Responsible Session Lead | |
| Phase Leader/ AHT/ DHT | |

Appendix 3 – Audit of Teaching Equipment

Please tick once equipment has been checked. If equipment needs replacing please enter an 'R' in the appropriate box and inform as appropriate.

| Description of teaching equipment | How & where equipment is stored | Procedures for safe use of equipment | Date checked | Date checked | Date checked |
|-----------------------------------|---------------------------------|--------------------------------------|--------------|--------------|--------------|
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Appendix 4 –Hydrotherapy Pool Hire Form

| | |
|--|--|
| Name of Organisation | |
| Name of Group Leader | |
| Responsible adult with ability to affect a poolside rescue | |
| Telephone number | |

| | | |
|----------------------|----------------------------|----------------|
| Period of Hire: | Date/ Regular day of hire: | |
| Start time: | Finish Time: | |
| Site Manager advised | | |
| Hot Water | Showers | Changing Rooms |

The hydrotherapy pool will be maintained in accordance with Riverside School's own policies. Any defect should be reported at the school office prior to use or at the earliest possible opportunity.

It is the visiting group leader that is responsible for the health, safety and well-being of their pupil/s whilst using the facilities or equipment. Pupils must be supervised at all times.

The use of the hydrotherapy pool requires a member of staff with a valid lifesaving qualification to be present at all times. Please provide a photocopy or appropriate documents with this agreement.

Any damage to facilities and/ or specialist equipment caused by staff or pupils under the leaders responsibility may be recharged to the user.

The leader will be issued with a copy of the Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP) for the hydrotherapy pool, and must be familiar with the contents.

In signing this agreement, the leader accepts and agrees fully with the statement above, and acknowledges receipt of the NOP and EAP, which they undertake to familiarise themselves with.

Signed: _____ Print Name: _____

Position of Lead Person/ Responsible Adult: _____ Date: _____

The School approves the arrangements for the above activity

Signed: _____ (Headteacher/ School Business Manager)

Date issued with NOP and EAP: _____

Client inducted in operating procedures and emergency actions: _____

Appendix 5 – Pupil Hydrotherapy Permission Form

In order for your child to access the pool, please ensure you send in appropriate swimming kit including appropriate swim pants for example <https://www.splashabout.com/splash-shorts-navy-child.html> or <https://www.splashabout.com/catalog/product/view/id/3389/s/splash-shorts-adult-black/category/491/>

The swim pants must be snug when worn

| | | | |
|--|--|---------------|----------------|
| Pupil Name | | Date of Birth | |
| I agree to my child participating in school led sessions in the hydrotherapy pool | | | Yes/ No |
| Comments if any: | | | |
| Medical Conditions | | | |
| Does your child have any medical conditions which may be aggravated by use of the pool e.g., eczema and, if so, what additional precautions would you like us to take? | | | |
| Problem: | | | |
| Suitable Precautions: | | | |
| Water Confidence | | | |
| My child can swim unaided: | | Yes/ No | |
| My child needs buoyancy aids: | | Yes/ No | |
| My child is confident in water: | | Yes/ No | |
| My child is scared/ wary of water: | | Yes/ No | |
| Additional Comments (if any) | | | |
| | | | |

I certify that the above information is correct and I agree to promptly communicate any future changes to the above.

I give my consent for my son/ daughter to participate in pool/ hydrotherapy sessions. This consent will be valid for the duration of my child's placement at Riverside School. To withdraw consent at any time in the future, please email admin@riverside.bromley.sch.uk

Name: _____ Relationship to Pupil: _____

Signature: _____ Date: _____

Office Use Only: SIMS