



# The Orchards Federation

## Hydrotherapy Pool Policy & Guidance

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## **1.0 Introduction**

Hydrotherapy at The Orchards is considered to be an intrinsic part of the Curriculum. This activity enables pupils to experience movement in a different element that can enhance their learning experiences and has many therapeutic benefits.

- 1.1 The hydrotherapy pool contains warm water (at 32 - 36°C), and provides an effective medium for safe exercise and therapy. However, warm water also provides the ideal medium for the growth of undesirable organisms that can have an adverse effect on water quality and place the health of users at risk.
- 1.2 This document describes the procedure for the safe use of the Hydrotherapy Pool at The Orchards. The pool will be used principally by Green Fold School and Bolton Primary Care Trust (PCT). All staff involved in the use of the pool must be familiar with and adhere to, the requirements specified in this document.

## **2.0 Responsibilities**

- 2.1 Caretakers/Site supervisors are designated with responsibility to operate the pool and ensure that it is suitable for use with respect to cleanliness, provision of safety equipment, chemical control of water and temperature of the pool and shower water.
- 2.2 They will complete the pool testing log sheet x2 daily. The pool readings will be on open display on the board in the pool lobby area. The testing times are: before the morning session, and prior to the afternoon session.  
*Frequency of testing to be reviewed termly by The Hydrotherapy Pool Committee.*
- 2.3 The Executive Head Teacher of The Orchards will address overall timetabling and monitoring issues for the pool. This responsibility in particular in relation to timetabling and staff training will be shared with Head of SEN/ Green Fold as the pools primary user. Responsibility for third party use of the pool rests with the Executive Head/Premises H&S Manager
- 2.4 It will be necessary for all adults using the pool to sign the acknowledgement sheet stating that they have read and understood the requirements stated in this document.

## **3.0 Monitoring and Review**

- 3.1 A pool Committee will be established to monitor the effectiveness of the pool arrangements and to recommend changes as appropriate.
- 3.2 This Committee will consist of a minimum representation of at least two designated members of Orchards staff and at least one non-staff representative from the Governing body. Other staff such as site supervisors and PCT staff are also invited to attend.
- 3.3 The Committee will meet at least three times per year and the nominated Chair will report back to the full Governing Body

## **4.0 Care of Persons**

- 4.1 All pupils must have an up to date individual hydrotherapy risk assessment in place

- 4.2 All persons should be screened prior to entering the pool using the checklist provided in Section 8 - this applies to staff as well as pupils
- 4.3 Written consent is required for all hydrotherapy Pool sessions from parents/carers and, if necessary advice should be sought from the School Nursing Team
- 4.4 All pupils must be handled and supervised at all times in accordance with Manual Handling/ Behaviour policy and procedures.
- 4.5 A minimum of 2 suitably trained staff must always be present in the immediate pool area (this does not include the staff or group change areas) and must not leave the immediate poolside area for any reason whilst pupils are using the pool.
- 4.6 Once staff training has been completed, untrained adults may be used to provide support under the guidance of trained staff. The following minimum ratios must be adhered to

<b>THIS GUIDANCE IS BASED ON MINIMUM STAFFING LEVELS - ALL USERS</b>		
<b>ACTUAL STAFFING LEVELS MUST ALWAYS BE DETERMINED BY GROUP &amp; INDIVIDUAL RISK ASSESSMENTS</b>		
	Minimum Number of staff poolside	Minimum Staff: pupil ratio in the water
1 pupil in the pool	1	1:1
2 pupils in the pool	1	1:1 non-swimmers without floatation aids 2:1 with flotation aids
3 or more pupils in the pool	2	1:1 non-swimmers without floatation aids 2:1 with flotation aids

- 4.7 A written register must be kept showing the names of all individuals involved in each pool session (staff and pupils). **See Appendix C** This register will be kept readily accessible in the lobby area.
- 4.8 All doors and windows must be kept closed and locked at all times that the pool is unoccupied. It is the responsibility of the last adult in the area to check that all areas are vacated, that all persons are accounted for, and that all doors and windows are locked.

## **5.0 Qualifications and Training of Staff**

- 5.1 Staff nominated to supervise pool users in the pool area must be trained and competent. The following requirements apply to school/school based PCT users only. Additional requirements may be needed for any external pool user groups
- 5.2 **Mandatory for a Team of School Staff -**
- A qualified Emergency First Aider
  - At least 1 person Trained in the use of the Body Board (annual reaccreditation)
  - All staff should be aware of the Hydrotherapy Pool Policies & Guidance in particular: Emergency procedures (fire etc)
- Optional for School Staff**
- Halliwick, ASA qualifications
- 5.3 **Mandatory for Physiotherapists**
- relevant PCT qualification e.g. State Registered Physiotherapist
  - Must be at least one person present with a current Emergency First Aid Qualification
  - Must be at least one person present Body Board Trained
  - All staff should be aware of the Hydrotherapy Pool Policies & Guidance in particular: Emergency procedures (fire etc)
- 5.4 **All Staff** should also be familiar with the content of the following document;
- School Health & Safety Policy (including COSHH and Manual Handling)
  - Individual pupil risk assessments
- 5.5 When children are under instruction, the Management of Health and Safety in Swimming Pools 1999 document state, that a lifeguard may not be required for the teaching and coaching of swimming. In these situations the School must provide a risk assessment that limits the nature of the activity and states the degree of control exercised. In this situation the teacher or coach may provide the safety cover, however they should have the appropriate teaching, lifeguard, lifesaving competences which include rescue skills, CPR, and an understanding of all the relevant aspects of this procedure.
- 5.6 The schools and PCT must keep evidence of qualification and competence training for the pool committee in accordance with the guidelines described in 5.2 & 5.3 above.
- 5.7 Only appropriately trained members of the Physiotherapy Team are permitted to undertake formal hydrotherapy sessions. School staff shall undertake activities such as water confidence and splash play. The Physiotherapist may advise school staff on appropriate activities for specific children.

## 6.0 Pool Area Environment

- 6.1 The Site Team will maintain the hydrotherapy pool to a safe standard and are responsible for testing and recording test results as outlined below
- 6.2 The water will be tested prior to each pool session (morning, afternoon). The results will be recorded and adjustments made as necessary. Further testing will be undertaken as appropriate following any adjustment to the environment.
- 6.3 The testing log sheet will be completed immediately following testing and the results will be displayed in the pool lobby area. Test logs will be stored with the testing kit.
- 6.4 In the event of any adverse incident, the Executive Head/Premises Health & Safety Manger will decide on the circumstances, and may order the closure of the pool. All adverse incidents will be recorded in accordance with health & Safety procedures
- 6.5 In the event of a bowel evacuation in the water, all users must be removed from the pool. If the stool is formed, the pool must be closed while the stool is removed, the pool will be re opened only when normal disinfectant levels have been re-established (ref. Public Health Laboratory Service guide book - Hygiene for Hydrotherapy Pools).
- 6.6 Advice must be sought from Environmental Health in cases where the stool is unformed.
- 6.7 Signs stating "pool closed" must be posted at the main pool door in all cases when the pool closure is in force.
- 6.8 The following parameters for the pool environment are;
  - All equipment for use in and around the pool must be maintained in a satisfactory condition and be subject to regular inspection. Defects must be reported and recorded as soon as practicable and be reported to the equipment provider
  - It is the responsibility of all staff to keep the surrounding areas of the hydrotherapy pool free of excess water, equipment, clothing and other obstacles.
  - No personnel entering the pool area must wear out-door footwear. Where required, over-shoe protectors (or other footwear as supplied must be worn when using or entering the pool side environment)
  - The hydrotherapy pool must be managed in a manner that it meets the Public Health Laboratory Standards - Hygiene for Hydrotherapy Pools.
  - Any dirty laundry shall be removed from the changing rooms as soon as practicable following each pool session.
  - All clinical waste (i.e. nappies, body fluids etc.) must be placed in the appropriate waste bin. The waste disposal contractor will empty this bin on a regular basis.
  - The pool will be emptied annually during a school holiday period to allow for a deep clean, visual inspection and ongoing maintenance checks to take place. The pool may be emptied sooner, on the advice of the pool maintenance contractor.
  - The temperature of the showers is preset to between 39°C - 42°C and must not be adjusted outside these parameters

## 7.0 Protocol for use of the Hydrotherapy Pool

- 7.1 The Site Team will prepare the pool area at the start of each day, and will undertake duties at the end of each day as given at **Appendix E** (Preparation of the Pool). They will test the pool water in accordance with their procedures (and in line with Buckingham Pools Guidelines and Pools Maintenance Instructions.) prior to people entering the water. The results shall be noted in the pool file and the pool shall be closed and appropriate action taken in cases where the measurements fall outside the given parameters.
- 7.2 All pupils must have written consent from parents/carers **APPENDIX A** and an individual hydrotherapy pool risk assessment. Where appropriate, medical advice will be sought which will be stored in the pupil's health and welfare files along with their individual risk assessment.
- 7.3 All staff and pupils must undertake a health self assessment screening **APPENDIX D** prior to each pool use and should notify senior staff if they believe they or a specific pupil should not enter the pool
- 7.3 The following items are prohibited from the pool hall;
- Portable electrical equipment that requires a mains electrical connection (only battery powered equipment is allowed)
  - Food and drink, though drinks of water in plastic bottles are permitted
  - Outdoor footwear unless suitably covered with overshoes
  - Any valved toys that may hold water
- 7.4 Pupils will be supervised at all times to ensure maximum safety, with the use of equipment and floatation aids being assessed on an individual basis.
- 7.5 All Pool users must shower before and after every session in the pool.
- 7.6 Pupils must not enter the poolside area unless a member of staff is in the pool and a further member of staff is present at the poolside. The minimum ratios given at paragraph 4.3 must be adhered to at all times.
- 7.7 In cases where school staff are involved in joint hydrotherapy treatment sessions with PCT staff, then the Physiotherapist will guide the school staff.
- 7.8 No person will spend more than 2 continuous hours in the pool area at anyone time, with an upper limit of 3 hours in the water on any given day
- 7.9 All persons who have been in the water/poolside should rest at the end of the session and re-hydrate with a drink.
- 7.10 Volunteers, students and parents will only be permitted in the pool if all safeguarding requirements have been met and are accompanied by trained staff, with staff numbers being dictated at paragraph 4.6.
- 7.11 All staff involved in the changing of children shall handle and dress them in line with the school intimate care policy, and in adherence with the child protection guidelines.

- 7.12 All doors and windows must be locked after the exit of the last user. The last staff member to leave the area must ensure that nobody is in the pool and that the pool area, toilets and changing rooms all are vacated before closing and checking the entrance door.
- 7.13 All staff must report accidents and incidents in accordance with the schools established accident reporting guidelines. PCT staff will also follow the incident reporting system operated by the NHS trust.
- 7.14 Any defective equipment must be immediately taken out of service and reported to the appropriate person. It must not be put back in service until a suitable repair has been undertaken.
- 7.15 All staff should dress in an appropriate manner whether poolside or in the water. Staff who are poolside must be aware that they may need to enter the water in the event of an emergency and should also remove jewellery e.g. watches and all items from their pockets (poolside lockers are available)
- 7.16 Although food and drink is generally banned from the pool area the exception to this is plain drinking water in plastic bottles which staff and pupils are encouraged to take in with them.

## **8.0 Manual Handling**

- 8.1 Staff and pupil handling needs will be assessed prior to inclusion of hydrotherapy into

their therapy programme by risk assessment and individual needs assessment.

- 8.2 Manual handling equipment is made available where reasonably practicable, as appropriate to the needs of staff and pupils. Staff will be trained to use equipment provided
- 8.3 All pupils will dress for the pool according to their individual needs.
- 8.4 Ambulant pupils will be given positive physical prompts and guidance when using-the pool environment to ensure optimum safe practice. They will be supervised when ascending/ descending the pool steps or entering the poolside by a designated assistant.
- 8.5 Non ambulant pupils will be transferred from the changing beds into the pool in accordance with their manual handling needs and risk assessment.
- 8.6 Semi - ambulant pupils should be hoisted into the pool if they are at risk from tripping /slipping or may have difficulty negotiating the stairs A chair has been provided to facilitate this
- 8.7 The safe working load (SWL) for the poolside hoist must never be exceeded, and it must be used in accordance with manufacturer's instructions. The hoist is subject to statutory inspection on a 12 monthly basis and must not be used if the test date has expired.
- 8.8 Pupils may, be manually, handled in certain circumstances following an individual risk assessment. The need for manual handling will be reviewed prior to each session.
- 8.9 ***Pupils may be manually handled in exceptional circumstances as follows:***
- Individual risk assessment - assessment held in pupil's notes and on the attendance sheet prior to entering the pool as this will indicate to the staff pupils who may have handling problems.
  - Death or Cardiac arrest - evacuation by rescue boards
  - Emergency evacuation - evacuation by rescue boards
  - Loss of consciousness -evacuation by rescue boards with head held out of water until assistance can be called to help
- 8.10 If a user falls or collapses outside the pool, one member of staff should remain with the user and one member of staff remain with the other users in the pool. Usual emergency procedures should then be followed whereby someone raises the alarm by pushing one of the emergency buttons situated on the walls of the pool area.
- 8.11 Storage of items, and transportation of heavy or large items should comply with current recommendations and risk assessments as per the Health& Safety Policy.

## **9.0 Emergency Procedures**

- 9.1 The pool side is fitted with wall mounted alarms. The alarm is a means of summoning assistance and should be operated prior to attempting any rescue.
- 9.2 In the event of an emergency in the pool, the physiotherapist /Group Leader or most senior member of staff, with appropriate training, will take charge.
- 9.3 The emergency alarm is activated by pressing one of the red buttons located on the pool side walls.
- 9.4 All pupils not involved in the emergency should be removed from the pool and remain under close supervision poolside unless it is deemed safer to leave them in the pool under close supervision
- 9.4 The wet team (team in the water) will remove the casualty from the pool, with assistance using poolside staff and or body board as necessary.
- 9.5 The evacuated pool user should be placed onto a mat / poolside trolley.
- 9.6 Should the emergency services be required, a member staff will be instructed to contact the emergency services (dialling 99999 and stating "emergency in the hydrotherapy pool at The Orchards - Highfield Road, Farnworth).
- 9.7 The Airway Breathing Circulation check procedure is followed and, if appropriate, basic resuscitation commenced and continued with until the emergency services arrive.
- 9.8 One staff member will be instructed to wait at the school entrance to lead the emergency team to the pool area. This is likely to be a member of the Admin Team.
- 9.9 The Executive Head teacher must be informed of the situation immediately, she/he will arrange for parents/carers and others to be informed of the situation as appropriate
- 9.10 If the person attends hospital then a staff member shall accompany the person to hospital and will remain there until the parent/carer arrives.
- 9.11 The incident will be fully reported using Bolton's accident reporting system. The HSE will be informed where appropriate

## **10 In the Event of a Fire or Fire Alarm**

**10.1** Should a fire be detected in the pool area, staff shall activate the fire alarm then follow the evacuation procedures. Staff should endeavour to minimise body heat loss and reassure pupils during the alarm situation.

**10.2 *Evacuation from changing room area***

- Partially clothed pool users should be wrapped in towels and survival blankets
- Staff should escort pool users to the nearest fire exit
- Staff should guide pupils to the designated assembly point (playground to rear of the building)
- Lead member of staff shall take roll call and report to the Fire Marshal

**10.3 *Evacuation from Pool***

- Wrap partially clothed pool users in towels and survival blankets
- Both changing beds have wheels and, with the brakes off, can be pushed to the nearest exit
- Escort pool users to nearest fire exit
- Guide pupils to the designated assembly point (playground to the rear of the building)
- Take roll call and report results to Fire Marshal

**10.4 *Fire Drills***

- Pool staff will be notified in advance of any planned fire drills.
- Wrap partially clothed pool users in towels and survival blankets
- Escort pool users to nearest fire exit but do not evacuate the building
- Take roll call and report results to Fire Marshal
- A Fire Marshal will discuss the remainder of the evacuation procedures with staff and pupils to ensure familiarity

**Appendix A**

**Guidance for Planning & Running A Hydrotherapy Pool Session**

## **The Planning Stage**

- Individual Hydrotherapy Pool Risk Assessments in place for all pupils -particular reference to:
  - Any medical contra-indications/conditions
  - Mobility in the pool area - semi ambulant/ambulant pupils may need to use the hoist in this environment
  - Water confidence / swimmer -non swimmer
- Groupings/staffing levels to be determined using the table in 4.6 and takes into account the findings of the risk assessments e.g. challenging or vulnerable pupils
- Assign a Group Leader to each session
- Does the staff team meet all the requirements in respect of qualifications - see Section 5
- What will the rest of the class be doing if only part of a class is swimming and how will it be staffed overall?
- What is the purpose of the session for each child - what targets are being delivered and recorded?
- Written permission received from parents/carers **Appendix B**

## **On The Day**

- Check planning and make any last minute adjustments - remember if there needs to be changes to staffing then the minimum qualification requirements/staffing levels must still be met and a group leader must still be named
- Group Leader to ensure that the laminated 'Pool In Use' sheet is taken down to the office so that they respond immediately should the pool alarm sound. Copy posted on Pool entrance door
- Group leader also ensures that at least one other class group is aware that they will be using the pool and will be listening out for the alarm should it sound
- Group Leader to sign all staff and pupils into the pool area using the register (**Appendix C**) and is responsible for the overall headcount before, during and after the session. Leader to check the notice board in the pool area for chemical level readings and any messages prior to changing
- Staff changing should be organised in such a manner that the minimum staffing ratios in the immediate pool area are never compromised
- All pupils and staff must shower before and after entering the pool
- At the end of the session ensure all pupils have left the pool area and that any problems /issues/defects have been logged in the H&S book (kept in pool lobby)

## **Appendix B**

### **Pupil Hydrotherapy Pool Permission Form**

Pupil Name		Date of Birth	
<b>I agree to my child participating in school led sessions in the hydrotherapy pool</b>			<b>YES / NO</b>
Comments if any:			
<b>Medical Conditions</b>			
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:			
<b>Water Confidence</b>			
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 of /wary of water Yes / No			
<b>Additional Comments (if any)</b>			

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/Halliwick sessions.

Name \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix C**

**HYDROTHERAPY POOL - SESSION REGISTER**

<b>Date:</b>	<b>Time in:</b>	<b>Time out:</b>
<b>Group Leader:</b>		
<b>Pupils</b>	<b>Staff in Water</b>	<b>Staff Poolside</b>
1		
2		
3		
4		
5		
6		
7		
8		
<b>Comments (if any)</b>		

<b>Date:</b>	<b>Time in:</b>	<b>Time out:</b>
<b>Group Leader:</b>		
<b>Pupils</b>	<b>Staff in Water</b>	<b>Staff Poolside</b>
1		
2		
3		
4		
5		
6		
7		
8		
<b>Comments (if any)</b>		

**Appendix D General Health Risk Assessment for Staff & Pupils**

**THE FOLLOWING MUST BE CONSIDERED PRIOR TO  
ANY PERSON ENTERING THE POOL**

- **Wounds** - wounds should not be gaping or infected. A nominated First Aider or school nurse should cover all other wounds with a waterproof dressing. Permission to apply such dressings should have been sought from the parents/carers during the initial screening procedures
- **Epilepsy** - staff must ensure that each user is assessed individually prior to their pool session.
- **Pregnancy** - all-female staff undertaking hydrotherapy duties must be aware that research indicates that hydrotherapy pool temperatures above 35°C will cause an increase in foetal temperature in the first 12 weeks of gestation. All pregnant employees must be formally risk assessed as soon as they believe they are pregnant - this is particularly important in the first 12 weeks of pregnancy.
- **Diabetes** - all staff should be aware of diabetic users and staff members. Ensure a source of sugar is readily available and consult the school nurse for procedures on an individual basis.
- **Tracheotomy** - people with tracheotomies must not enter the pool unless advice has been sought from the medical consultant.
- **Continence** - all continent users should use the toilet prior to entering the pool - swim pads should be worn as appropriate
- **Incontinent users** must be toileted prior to pool entry
- **Skin problems** - these may be overcome with the use of barrier cream provided by the parent/carer. Permission to apply such creams should have been sought from the parents/carers during the initial screening procedures.
- **Grommets** - users should be identified during the screening process and medical advice sought prior to pool use. Parents, where required, should supply earplugs
- **Earrings, hearing aids, glasses, contact lenses and jewellery** - all these items must be removed prior to entering the pool.
- **Gastrostomy** - Specialist advice must be sought from the medical consultant and nursing staff
- **Head lice** - there is no requirement to exclude 'people with head lice from the pool.
- **Verrucas** - all verrucas must be suitably covered with a waterproof dressing.
- **Athletes foot** - seek advice from the nursing staff.
- **Any other conditions not mentioned above** - seek advice from senior staff/GP

1. Hydrotherapy treatment is not dry land exercise in water. High air and water temperatures may not be suitable for all groups and careful consideration of appropriate users-should be made.

Additional consideration must be given to the physical properties of water when assessing the pupils.

- Buoyancy - the anti-gravity effect of being in the water offering support, weight relief, and the opportunity to grade and progress exercise.
- Turbulence - the flow of water around a moving body or object used to resist or assist the effort being made. This can help strengthen muscles and for increasing exercise tolerance.
- Hydrostatic Pressure - the pressure of the water in relation to the object or body immersed." It affects circulation, respiratory rate, blood pressure, dehydration times and fatigue levels. As such, people in the pool must be carefully monitored.

2 The use of hydrotherapy as a-treatment medium will be determined by:

- Pupil's Stated needs
- Individual assessment by pupils physiotherapist in consultation with parents and carers
- The part that hydrotherapy will play in the overall management aims for that pupil
- Consideration of possible side effects
- Review of the treatment at regular intervals to ensure it remains effective

3. The therapeutic effects of exercise in water are:

- Relief of pain and muscle spasm
- Maintenance or increase in range of movement
- Strengthening of weak muscles
- The re-education of paralysed muscles
- Improvement of circulation
- Promotion of functional activities
- The maintenance and improvement of balance co-ordination and posture

4. Physical activity is a must for all children, therefore it is recommended that as many pupils as possible be offered access to the Hydrotherapy Pool as part of their weekly timetable.

## **1.0 Preparation of the Pool**

Maintenance of the pool is of paramount importance in order to prevent infection and to maintain a safe and healthy environment.

The Caretaker/ Site Supervisor will prepare the pool for use by school staff or third party hirers. The pool is fitted with two keypad locks to the main doors (codes available from the office on request)

## **2.0 The pool area opening procedure is:**

- Removal of the pool cover
- Testing the water & recording the results
- Sweeping the pool as required
- Cleaning the scum line as required
- Cleaning and tidying the poolside
- Removal of debris from the pool surround and poolside drains
- Checking the cleanliness of the changing areas
- Restocking changing areas with paper products etc

## **3.0 The following procedure will take place by the school and PCT staff when they vacate the water at the end of a hydrotherapy session:**

- Empty the pool of all users
- Check poolside toilet is empty
- Remove all toys/floatation aids from the water
- Check no one is in pool area except for those staff and pupils using the pool side change area (i.e. non ambulant pupils)
- Group leader to check the entire pool area, change areas and toilets before leaving at the end of the session
- Leave by the entrance doors and check they have closed securely
- Report any defects found during the session to the Site Team

## **4.0 At the end of the days use of the pool the Site Team will:**

- Carry out a visual check of the pool area, toilets and changing areas taking remedial action as necessary
- Put the pool cover on
- Check all doors and windows are secure
- Check the maintenance book

## **5.0 A noticeboard is situated in the pool lobby area showing details of:-**

- Date and time of cleaning testing with signature
- Details of emergency numbers and other Health & Safety information
- Timetable showing pool user groups, times of sessions and signing in book

Parameter	Testing Frequency	Range	Action if out of Range	Comments
Temperature	Start of each session	32 - 36 °C	<ul style="list-style-type: none"> <li>Close pool.</li> <li>Contact Site supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> </ul>
pH	Start of session	7.2 - 7.6	Repeat test - if still out of range: <ul style="list-style-type: none"> <li>Close pool</li> <li>Contact site supervisors</li> <li>Notify Health &amp; Safety Team</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> <li>If second test within range then repeat test after a minimum of 2 hours</li> </ul>
Chlorine	Residual free chlorine at beginning of each session and end of the day  Total Chlorine between sessions and end of each day	3 - 5 mg/l (ppm) Free chlorine  1/2 the Free Chlorine 1.5 - 2.5mg/l (ppm)	Repeat test - if still out of range: <ul style="list-style-type: none"> <li>Close pool</li> </ul>	<ul style="list-style-type: none"> <li>Site supervisors to take remedial action as appropriate</li> </ul> <p><i>If lower than should be, it can be corrected in under 15 mins. If higher may take several hours to correct</i></p>
Cloudy water	When observed	Present	<ul style="list-style-type: none"> <li>Close pool</li> <li>Contact site supervisors who will check chlorine and pH</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> </ul>
Slime on pool tiles	When observed	Present	<ul style="list-style-type: none"> <li>Close pool</li> <li>Contact site supervisors who will Check chlorine and pH</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> </ul>
Slime on pool surrounds	When observed	Present	<ul style="list-style-type: none"> <li>Inform site supervisors who will check levels and clean</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> </ul>
Faecal contamination of pool water	Formed stools observed	Present	<ul style="list-style-type: none"> <li>Close pool</li> <li>Remove stool</li> <li>Contact site supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Remove stools</li> <li>Run pool for 2 hours then recheck pH and chlorine</li> </ul>
Faecal contamination of pool water	Loose stools dispersed	Present	<ul style="list-style-type: none"> <li>Close pool</li> <li>Remove any visible stool</li> </ul>	<ul style="list-style-type: none"> <li>Remove stools</li> <li>Drain pool</li> <li>Clean with sodium bicarbonate/jetwash</li> </ul>
Staff occupational health problems	When recognised	Not appropriate	<ul style="list-style-type: none"> <li>Contact OHU</li> </ul>	<ul style="list-style-type: none"> <li>Remedial action as appropriate</li> </ul>

## Appendix G: Microbiological Guidelines and Standards for Hydrotherapy Pools continued

Parameter	Testing Frequency	Range	Action if out of Range	Comments
<p>Microbiological testing of the pool water is carried out by Environmental Health every 4 weeks. Results are phoned through to school immediately in the event of any irregularity/contamination and the pool is automatically closed pending further advice/contact tracing of users</p>				
<b>Microbiological contamination</b>	Twice weekly or following pool problem	<p><b>Normal</b> Pseudomonas aeruginosa 0/100ml Coliforms/E.Coli 0/100ml</p> <p><b>Abnormal</b> &gt; 10 &lt; 100cfu/100ml total count and Pseudomonas detected &gt; 100cfu/100ml total count and coliforms detected</p>	<ul style="list-style-type: none"> <li>• Close pool. Take remedial actions as advised</li> <li>• Pool to remain closed until a clear reading has been obtained by Environmental Health</li> <li>• Close pool</li> <li>• Notify Health &amp; Safety Team</li> <li>• Consult with environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>• Remedial action as appropriate e.g hyperchlorinate</li> <li>• No use of pool for approx 1 week</li> </ul>
<ul style="list-style-type: none"> <li>• Note: the presence of P. aeruginosa, in association with a colony count of 100m/ml or the presence of E.coli indicates poor pool management</li> </ul>				

Appendix H

GREEN FOLD SCHOOL - HYDROTHERAPY POOL DAILY CHECKS

W/C	DAILY CHECKS				WEEKLY CHECKS		
	Test time Signature	Temperature	Free Chlorine	P.H.	Calcium	Akalinity	Back Wash
<b>IDEAL READINGS</b>			<b>3 - 5</b>				
Mon	8am						
	12pm						
	4pm						
Tue	8am						
	12pm						
	4pm						
Wed	8am						
	12pm						
	4pm						
Thurs	8am						
	12pm						
	4pm						
Fri	8am						
	12pm						
	4pm						



<b>Task/Activity:</b> <b>HYDROTHERAPY POOL</b>	<b>Assessment Date:</b> 10 <sup>TH</sup> March 2009	<b>Review Date:</b> 30 <sup>th</sup> Nov 09
<b>Brief Details of Task/Activity</b> <b>USE OF HYDROTHERAPY POOL – UPPER ORCHARDS</b>	<b>Assessment By:</b> Jane Grecic	<b>Signature:</b>

Hazards identified i.e. manual handling	Risks Arising from Hazards  (i.e. consequence/ effect of the hazard)	Persons at Risk  (ie employees)	Risk Rating  (before controls)	Existing Controls, Procedures and Arrangements  (ie training, PPE, written procedure etc)	Risk Rating  (with controls)	What Additional Controls, Procedures, Arrangements are Required? (ie if risk rating still A-D after existing controls)	Target Date	Date Completed
<b>Unauthorised access</b>	Pupil entering pool area /water, unaccompanied/ unsupervised Drowning	Pupils	A	<ul style="list-style-type: none"> <li>Keypad on main entry door</li> <li>Keypad on Internal pool door</li> <li>2 different codes required to enter poolside area</li> <li>Door closures in place on both doors to prevent them remaining open</li> <li>Guidelines in place re: staff:pupil supervision and entry to pool area</li> <li>Pool cover put on every night and removed every morning</li> </ul>	E	Annual change of keypad codes required. More frequent change if felt necessary		Prior to pool opening Jan 2008
<b>Slips &amp; trips</b>	Injury from falling, tripping	Pupils & staff	B	<ul style="list-style-type: none"> <li>Slip resistant flooring used throughout</li> <li>additional non slip matting in heavy use areas</li> <li>Poolside kept clear of trip hazards – resources stored in poolside store</li> <li>Pool cover fitted at far side i.e. non pedestrian side of pool</li> <li>Staff wear appropriate non-slip Footwear if working poolside</li> <li>Running not allowed</li> <li>Hoist used for semi ambulant non ambulant pupils</li> <li>Ropes on pool cover cut to minimal length Required</li> <li>Regular cleaning of area to prevent algae mould build up</li> </ul>	E			Prior to pool opening Jan 2008
<b>Contamination of pool</b>	Pupils and staff at risk of contracting water warm air born viruses etc	Staff & Pupils	A	<ul style="list-style-type: none"> <li>Caretaker trained in pool / spa pool maintenance</li> <li>Chemical levels (to clean &amp; treat water) read &amp; recorded daily</li> <li>Regular cleaning of pool and pool area</li> </ul>	E	In the event of pool contamination , or abnormal chemical readings the pool is closed immediately pending remedial action		Prior to pool opening

<b>Contamination of Pool cont</b>	Pupils and staff at risk of contracting water warm air born viruses etc	Staff & Pupils	A	<ul style="list-style-type: none"> <li>• Staff encouraged to check pool readings before entering water to ensure that pool has been checked</li> <li>• Regular cleaning and disinfecting takes place</li> <li>• Register kept of all pool users</li> <li>• All users shower before entering pool</li> <li>• No outside shoes to be worn pool side</li> <li>• Regular water readings taken by environmental health</li> </ul> <p>Protocols in place re: actions required in the event of abnormal chemical readings and contamination</p> <p>Screening form in place for staff /pupils using the pool</p>	E	Incidents of bacterial contamination: Pool closed immediately pending remedial action and full investigation by school, LA and Environmental Health		Jan 2008
<b>Swimming / use of pool by pupils/staff</b>	Drowning	Pupils & Staff	A	<ul style="list-style-type: none"> <li>• Admin team aware pool in use</li> <li>• Staff trained in life saving</li> <li>• Staff Body Board trained</li> <li>• Individual risk assessment in place for each pupil using the pool</li> <li>• Floatation aids used as appropriate</li> <li>• Minimum staffing levels specified</li> <li>• Emergency alarm system in place + Poolside telephone &amp; body board</li> <li>• Protocols in place for pool use</li> <li>• Constant supervision of pool when in use</li> <li>• All users appropriately dressed</li> <li>• Pool depth 1metre – clearly signed</li> <li>• Rescue equipment readily available on poolside walls</li> <li>• All staff aware of policies &amp; procedures for pool use and appropriately trained</li> </ul>	C	Pool Committee in place to regularly review all policies / procedures Regularly		
<b>Risk of infection</b>	Staff and pupils at risk of spreading infections	Staff & Pupils	B	<ul style="list-style-type: none"> <li>• Pool area kept clean with areas disinfected as appropriate</li> <li>• Pool chemical levels kill waterborn bacteria</li> <li>• Health screening in place for all pool users to reduce risk of contamination</li> <li>• Cuts etc covered with waterproof dressings</li> <li>• Incontinent pupils wear pads in pool</li> <li>• Procedures in place for managing soiling or other contamination of ipool</li> <li>• Individual pupil risk assessments in place</li> <li>• Environmental Health checks carried out and appropriate action takes place as a result</li> <li>• Pool register in place to assist in contact tracing</li> </ul>	E			

<b>Pool Environment Humidity/temperature</b>	Users become dehydrated /faint due to high levels of temperature/humidity	Staff and pupils	D	<ul style="list-style-type: none"> <li>• Temperature readings taken and recorded daily</li> <li>• Regular maintenance checks of pool and pool plant takes place</li> <li>• Clock shows temp &amp; humidity</li> <li>• Staff pupils encouraged to take drinking water (plastic bottles) into pool area</li> <li>• All pool users to rest and rehydrate following pool sessions</li> <li>• Staff first aid trained</li> <li>• All pool users appropriately dressed</li> </ul>	E			
<b>Moving &amp; Handling</b>	Slips, falls, back injuries to both adults and children (see also slips & trips above)	Staff & pupils	B	<ul style="list-style-type: none"> <li>• Individual pupil risk assessments in place</li> <li>• Hoist in place – staff trained to use it</li> <li>• Hydraulic Changing beds available poolside</li> <li>• Chair available to facilitate hoisting of semi ambulant pupils</li> <li>• All equipment regularly serviced and repairs carried out as required</li> <li>• Health &amp; safety book kept in lobby area and checked daily</li> <li>• Staff trained in Moving &amp; Handling</li> <li>• Semi-ambulant pupils hoisted into pool</li> <li>• Handrails in place to facilitate use of steps into water</li> </ul>	E			

RISK RATING					CATEGORIES OF LIKELIHOOD	
	Likely	Possible	Unlikely	Very Unlikely	Likely	It could reasonably be expected to happen in the foreseeable future.
<b>Catastrophic</b>	<b>A</b>	<b>A</b>	<b>B</b>	E	<b>Possible</b>	There are reasons to suggest that it could happen.
<b>Major</b>	<b>A</b>	<b>B</b>	<b>C</b>	E	<b>Unlikely</b>	Could occur under exceptional circumstances.
<b>Significant</b>	<b>B</b>	<b>C</b>	<b>D</b>	E	<b>Very Unlikely</b>	There are no reasons to suggest that it will happen.
<b>Minor</b>	<b>C</b>	<b>D</b>	E	E		
<b>Negligible</b>	E	E	E	E		
RISK CLASSIFICATIONS					CATEGORIES OF CONSEQUENCE SEVERITY	
<b>A</b>	Intolerable risk. Immediate action(s) must be taken to eliminate the hazard or to eliminate its source, regardless of cost.				<b>Catastrophic</b>	Multiple deaths and/or life threatening injuries.
<b>B</b>	Should not be tolerated unless risk reduction is impractical or if it's grossly disproportionate to the improvement gained.				<b>Major</b>	A single death and/or life threatening injury or injuries to a number of people who require hospitalisation.
<b>C</b>	Should not be tolerated unless the cost of risk reduction exceeds the improvement gained.				<b>Significant</b>	A single injury, which requires hospitalisation or injuries to a number of people who require first aid treatment.
<b>D</b>	Broadly acceptable risk. But risk reduction should still be made if an inexpensive measure can be found.				<b>Minor</b>	A single injury, which may require some first aid treatment; visitors/staff feel anxious and are concerned about their safety.
<b>E</b>	Trivial risk. No further actions required.				<b>Negligible</b>	No real harm; no more than inconvenience, discomfort or frustration.



