



Hydro Therapy Normal Operating Procedure (NOP)

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

1. INTRODUCTION

This document is designed to meet the needs of the hydro therapy 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 as appropriate (a) annually and (b) in the event of a serious incident. Following the first publication and any amendment the document will be agreed by the governing Board before being adopted as part of the school's swimming policy.

1.1 Responsibility for the Swimming Pool

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

- Overall Responsibility: Head Teacher
- Overall Charge of Pool: Site Manager, Designated Trained PE Staff, Moving and Handling Co-ordinator
- Supervision: Phase Leaders, Moving and Handling Co-ordinator
- Safety: School Business Manager, Site Manager, PE Co-ordinator, Moving and Handling Co-ordinator, Teachers, Support Staff
- Sessions: Teachers; Moving and Handling Co-ordinator; Physiotherapist
- Maintenance: Site Manager

1.3 Record of Approved Amendments

A record of any amendments made to this document is detailed in Appendix 1.

2.0 OBJECTIVES & SCOPE OF NORMAL OPERATING PROCEDURE

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

- Safety
- Supervision
- Teaching
- Hiring to External Users
- Recreational Use

3.0 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:

- Normal Operating Procedure (NOP)
- 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

4.0 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 32c – 36c
- 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 and ceiling track hoist with slings for 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 32c – 36c
- Maximum Bather Load (Normal Session) 10
- Maximum Capacity: Teaching Session 10 (6 pupils & 4 staff)
- Maximum Daily Bather Load 60
- Specialist Equipment – Ceiling track hoist with slings for entry/exit of pool; Lighting, Sound System, Sensory equipment

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

- Hydro therapy sessions/ water confidence sessions for pupils during curriculum time
- Hydro therapy sessions/ water confidence sessions for attendees of Saturday and holiday clubs
- Lunchtime and after school clubs for pupils
- Recreational use by staff and friends during weekly friends and family session held on Wednesday evenings from 4 pm – 6pm
- Hired by outside organisations
- Occasional hire for exclusive use by private paying clients and visitors

5.0 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 2. This includes the location of alarms and safety equipment, as well as entry and exit points to the pool.

6.0 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.

6.1 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.

6.1.1 People Hazards

- 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.
 - Suspicious or unknown persons
- Persons wearing jewellery
- Persons entering the pool inappropriately, for example, by diving or jumping into the pool
- Absence of, or inadequate response of staff in an emergency

6.1.2 Activity Hazards

- 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
- Using floats, inflatable equipment and toys

6.1.3 Physical Hazards

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

- Emergency rescue aids
- Slings; ceiling track hoist, hoist chair and hoist bed
- Benches
- Showers
- Pool cover
- Poor tile condition both on poolside and in the pool
- Changing room areas
- Changing beds
- Water temperature
- Pool surrounding temperature
- Use of electrical appliances

7.0 PROCEDURES FOR SCHOOL HYDRO THERAPY/WATER CONFIDENCE SESSIONS

The following procedures help to maximise user safety.

7.1 Qualifications of Teaching & Supervisory Personnel

7.1.1 Teaching Staff

It is essential that during school swimming lessons a teacher holding Qualified Teacher Status (QTS), the PE co-ordinator or the Moving and Handling Co-ordinator or a physiotherapist is present at all times. The lead teacher(s) will assume overall responsibility for the safety and well-being of the pupils under the duty of care, in 'loco parentis'. The lead teacher 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.

7.1.2 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 lead teacher 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 Head Teacher that they will be exempt from this responsibility.

7.1.3 Life Saving

In order for sessions to take place 4 adults must be in the vicinity and able to effect 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 (See Appendix 3). The life saver may also be the lead teacher and it is acceptable for them to be in the water during the lesson.

7.2 Supervision

- 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.

- The lead teacher(s) must hold QTS or designated responsibilities as specified in 7.1.1. above and they must be fully aware of their responsibilities.
- The maximum teacher/pupils ratio must not be exceeded unless authorised by the head teacher.
- 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 4). 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 scan 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 doors.
- Changing rooms must be adequately supervised at all times.

7.3 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.

7.4 Users Behaviour

- 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 swimming costumes, trunks or swimming 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 drink 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.

7.5 Security

- The pool area should be adequately secured to prevent unauthorised access and use.
- The pool should be locked when not in use. This should be done by the last adult to leave the poolside when no pupils are present and the pool has been checked.

7.6 Swimmer/Supervisor Ratios

The maximum bather capacities are listed in section 4.0. 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

7.6.1 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.

7.6.2 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.

7.6.3 Special Needs Persons/Pupils

A ratio of one qualified supervisor for every one – 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.

7.6.4 Adult/Baby Groups

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

7.6.5 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.

7.6.6 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.

7.6.7 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.

7.6.8 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 bather capacity must not be exceeded (see 4.0 Pool Details).

8.0 HIRE OF THE POOL

The swimming pool can be hired for exclusive use by either (a) external organisations (e.g. local schools) AND (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 6)
- The organisation must be issued with a copy of this agreement, a copy of the Normal Operating Procedure and a copy of the Emergency Action Plan (EAP).
- The school shall ensure that all qualified supervisors provided by private organisations are inducted in the Normal Operating Procedures (NOP) and Emergency Action Plan (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.

9.0 RECREATIONAL SWIMMING

9.1 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.
- The fire exit must not be propped open during recreational swimming sessions.

9.2 Users Behaviour

- 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.
- Flippers, 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 is not permitted in the pool area.
- No glass is allowed anywhere in the pool complex.

9.3 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.

9.4 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 office must be notified immediately using ext. 505.
- Whenever the pool is in use a minimum of 4 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, CPR techniques and first aid.

10.0 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.

10.1 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.

10.2 Teaching Equipment

An audit of teaching equipment should be maintained and updated as necessary (Appendix 5). This should be completed on a termly basis.

10.3 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. However, 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.
- 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.

10.4 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 to be the appropriate size.

11.0 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 should be kept clear of debris by sweeping and suction cleaning as necessary.

12.0 POOL WATER TESTING & TREATMENT

- The pool systems include an automatic monitoring and dosing system. As a result the testing the pool water's temperature, PH level, free chlorine levels and combined chlorine residual levels must be undertaken at least three times a day, at the start, midway and at the 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 conducted weekly. Treatment of pool water will be dependant up on the various test results. All adjustments to the automatic dosing system and treatment of the pool water are undertaken only by the Site Manager.

Free Chlorine

Levels should be maintained at 1.5mg/l - 2.0mg/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

Testing for microbiological contamination is undertaken under our service level agreement with LB Bromley.

13.0 REPORTING ACCIDENTS AND INCIDENTS

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

14.0 FIRST AID SUPPLIES AND TRAINING

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

15.0 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 2.

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

Hydro therapy –Normal operating Procedure



Amendment to Policy.

The staff members named on this sheet shall be approved to take the role of lead adult hydrotherapy sessions in the absence of the nominated teacher.

The lead adult will be made full aware of their responsibilities for arrangements and will be given the following notice.

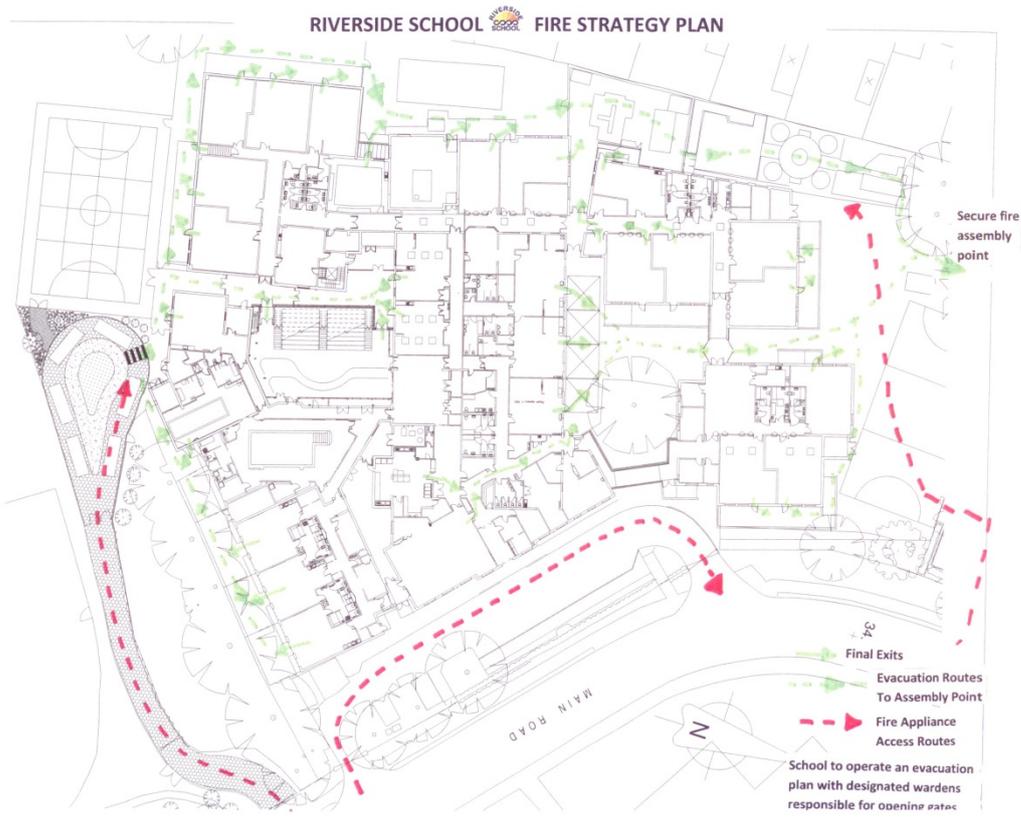
The Lead Adult

- 1) Will make themselves fully aware of the pool and surrounding areas and the relevant normal operating procedure and emergency operating procedure.
- 2) Will be familiar with the emergency evacuation route in the event of an alarm activation
- 3) Will 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
- 4) Will appoint spotters for each session and ensure spotters are fully aware of their responsibilities (attached)
- 5) Will ensure that at least one member of staff present has completed emergency pool evacuation training and basic life support (CPR) training.
- 6) Will ensure that appropriate pupil :adult ratios are in place
- 7) Will ensure changing rooms are adequately supervised
- 8) Will ensure the pool doors are locked on exit from the pool area

Staff name:

Authorised by:

APPENDIX 2



HYDRO THERAPY POOL LAYOUT



Roles and responsibilities of 'Spotters'

Given that the qualified staff and/or lead teacher 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. It is the responsibility of all individuals employed by the school, whatever their status, to act as 'eyes' when on poolside. There must be a spotter at all times that the pool is in use.

Their responsibilities are:

- To ensure they can see all pupils and the pool bottom throughout at all times
- To be in a position whereby they can scan the pool area in approximately 10 seconds
- To inform the lead teacher, qualified staff and/or staff supporting in the water immediately if they believe a pupil is in difficulty
- To count the number of pupils in the water regularly
- To ensure that by leaving the pool area they are not removing the 'eyes on the side'.



HIRE OF HYDROTHERAPY POOL

Name of Organisation	
Name of Group Leader	
Responsible adult with ability to effect a pool side rescue	
Telephone no	

Period of Hire	Date/Regular day of hire	
Start time	Finish time	
Site manager advised		
Hot water	Showers	Changing rooms

The hydro therapy 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 pupils/students 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 hydro therapy pool and must be familiar with the contents.

In signing this agreement, the leaders accepts and agrees fully with the statement above and acknowledge 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 / Business Manager)

Date client issued with NOP and EAP _____

Client inducted in operating procedures and emergency actions _____