



# **The Bridge School**

## **Swimming Hydrotherapy Pool**

### **Normal Operating Plan**

#### **(NOP)**

<b>Date of Adoption:</b>	September 2024
<b>Review date:</b>	July 2025
<b>Review date:</b>	

Chair's name and signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 1.0 **Details of Pool.**

See attached plan for:-

1.1 Dimensions

1.2 Location of Fire Alarm

1.3 Location of Emergency Assistance Alarms

1.4 Location of First Aid Kit

1.5 Location of Hoist and Pool Slings

1.6 Location of Pool Plant Room

1.7 Location of Log Book

## 2.0 **Potential Risk Factors.**

### 2.1 Pupils.

- Pupils must be supervised at all times by staff members whose role is identified prior to each lesson.
- Pupils' entry and exit from the water must be in accordance with usual manual handling procedures, which in the pool area include hoisting and lowering pupils into the water onto a floatation aid or into a staff member's arms, entering the pool via the poolside or ramp and using a pool trolley.
- Pupils using wheelchairs/buggies must wear their lap belts/chest plates.
- Pupils using wheelchairs/buggies must have their brakes locked whilst stationary and if on the poolside must be positioned at a 90 degree angle to the pool in case of brake failure.
- Adults pushing pupils on the shower trolley must use brakes when stationary.
- The shower trolley must be pushed by two people at all times.
- The shower trolley must be pushed into the shower with child's feet first.

- Any floatation aids are put onto the pupil before entering the water.
- No diving, running on the poolside or horseplay will be permitted.
- Pupils with hearing difficulties must be identified prior to water entry so they can be supervised to react promptly during emergency procedures.
- In line with safe systems of work where several staff are managing a child using a swim net.
- The lead for the person assigned to the upper body position.

## 2.2 Activities.

- The pool is used for a variety of activities including discrete swimming lessons, multi-sensory sessions, hydrotherapy sessions and other water based activities.
- The activities for each lesson are set out in the planning and may be supported by individual hydrotherapy programmes.
- Diving is not allowed because of the shallow pool depth.

## 2.3 Physical Hazards

**Staff must be aware at all times that -**

- Wet surfaces will be slippery.
- All equipment must be returned to its storage area when not in use.
- Care must be taken that pupils' arms do not get trapped between the handrail and the poolside.
- Care must be taken when stepping down into the main body of the pool from the ramp ledge.
- Care must be taken when in the vicinity of the of the pool ramp ledge.
- Care must be taken when walking on the slippery floors in the pool room and changing rooms.
- Care must be taken when the hoist is in use.
- The shower temperature must be checked and regulated before use.
- Care must be taken around any mobility equipment stored in the lobby area outside the main changing room door.

### **3.0 The Roles of the Pool Users.**

#### **3.1 The Spotter:-**

- must stay on the poolside with an unobstructed view of the bottom of the pool.
- must maintain a high level of vigilance at all times.
- must immediately alert staff in the pool of any concerns relating to the safety and wellbeing of pool users.

#### **3.2 The Lifeguard:**

- All aspects of the pool are the responsibility of the named swimming instructor/lifeguard Dianne Brown
- All issues relating to the physical hazards outlined above.
- Rescue and resuscitation.
- Directing other staff through emergency procedure.
- Maintenance of flotation aids

#### **The Lifeguard Must:**

- Be in a position to act instantly in an emergency
- Not be responsible for a highly dependent child if he/she is in the pool.
- Ensure a spotter stays on the side with an unobstructed view of the bottom of the pool.
- Leave the pool in an organised state.

#### **3.2 The Class Teacher:-**

- Must identify the role of each member of staff in advance of the commencement of each lesson with regard to manual handling, pool equipment, changing and child supervision in the water, checking of care plans and safe systems of work.
- Must ensure that adequate staffing is in place before each session.
- Must ensure that a Spotter is in place for each session.

#### 4.0 Maximum Bather Loads.

- The **maximum** number of bathers in the water at any one time must be **no more than 8** (this number is to include the supervisory adults in the water).

#### **Training and qualifications for Lifeguard: The lifeguard must be trained with**

- ASA: Swimming teacher
- STA: Level 2 award in aquatic teaching - people with disabilities
- STA: Level 2 award for Safety for Teachers
- STA: Safeguarding Children, Young people and Vulnerable Adults
- Update in resuscitation should be given at least twice a year.

#### 5.0 Supervision and Procedure

- The pool loading is a maximum of 8 persons including staff.
- The Spotter should be able to see all the pupils and the bottom of the pool throughout the lesson.
- Staff working 1:1 with pupils are responsible solely for that child. Other pupils in the pool are the responsibility of the remainder of the team in the pool area.
- Members of staff should notify hearing impaired children that the pool is being evacuated.
- Any accident/incident must be reported to the Head Teacher and recorded in accordance with school Accident and Incident Reporting Procedures.
- Pupils in the changing areas must be adequately supervised at all times.
- Pupils should be made aware of safety procedures where appropriate. (See EAP for details).
- An emergency drill to clear the pool should be practised regularly.

## 6.0 Alarm Systems and Emergency Signals. □

Fire alarm - continuous loud ringing bell.

- The nearest fire extinguisher is situated in the corridor outside the main pool/changing room door.
- The signal to evacuate the pool is a loud verbal command (shout) issued by any adult
- Emergency Assistance Alarms can be activated by any adult in the pool area or changing room.

**PLEASE NOTE: - STAFF FROM NEARBY CLASSES CAN BE CALLED UPON TO ASSIST IN AN EMERGENCY E.G. AS A RUNNER TO REQUEST EMERGENCY SERVICES BE TELEPHONED.**

## 8.0 Pool Hygiene and Safety

- The building Site Manager should check the pool 3x a day. If there is any doubt about the water quality, poor clarity or high temperatures the pool must not be used until the issue is rectified and the building Site Manager has declared the pool safe for use.
- On very rare occasions it may not be possible for the pool to be checked e.g. staff absence. If this happens the pool will be closed for use and not reopen until checks have been completed.
- The pool should not be used if the air temperature exceeds 35 degrees Celsius.
- The main door to the pool and the door to the changing room should be locked at all times when the pool is not in use.
- Access is only available to those people who have had prior permission for swimming sessions from the Head Teacher of The Bridge School.
- Any worn or damaged floatation aids or toys must be thrown away and reported so that replacements can be organised.
- Any damage or signs of wear and tear to manual handling equipment e.g. pool slings, must be reported to the Manual Handling Trainer/Advisor. Damaged manual handling equipment must not be used.
- All slings must be rinsed with fresh water after each use.

- Any equipment/toys/aids should be stored so as not to allow water to stagnate. Such equipment/toys/aids should be allowed to drain on the poolside.
- All bathers must shower before entering and on leaving the pool.
- Cryptosporidium and vomit in the swimming pool must be prevented as far as possible. Any person who has been ill in this way shall only be allowed to use the pool in accordance with current medical guidance.
- No jewellery, apart from plain-banded rings, should be worn in the water as it could scratch another bather or clog the filtration plant if it falls to the bottom of the pool.
- No outside footwear to be worn in the pool room unless covered by overshoes (available for single use in the changing room).
- Staff should be aware of any medical dressings and waterproof plasters worn by pupils. Staff must seek advice as to whether pupils with medical dressings and waterproof plasters can use the pool and whether dressings or plasters can be removed before bathing.
- Any continence equipment will be disposed of in the nappy bins provided.
- Staff should be aware of the Emergency Action Procedures. (E.A.P)
- All bathers should clear the pool immediately if anyone soils in the water and this must be reported to the Site Manager who will decide upon and implement the course of action. This may result in the pool being closed so that it can be backwashed (6-9 hours).