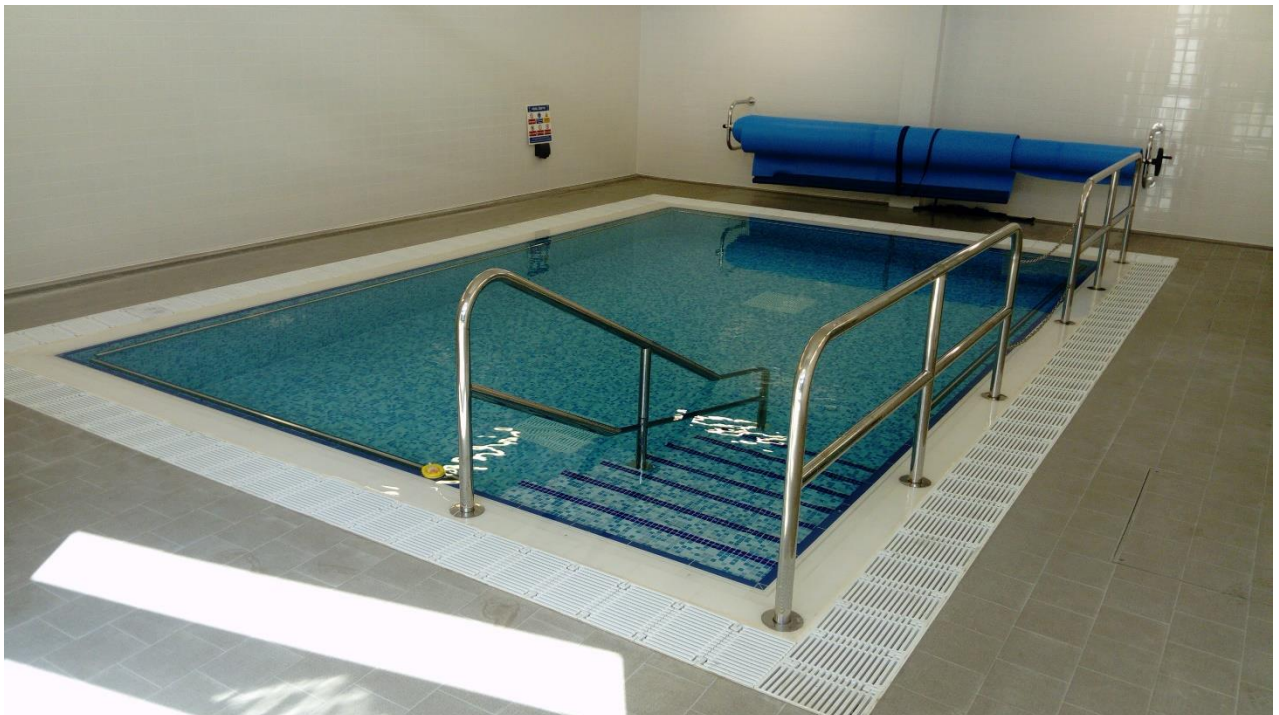




**HIGHFIELD LITTLEPORT ACADEMY**

*An Active Learning Trust School*

# **POOL SAFETY OPERATING PROCEDURE (PSOP) V6.0**



# November 2023

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## 1. INTRODUCTION

This document is the Pool Safety Operating Procedure (PSOP) which consists of the Health and Safety Policy (HSP), the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. It is written to meet the needs of the hydrotherapy pool at Highfield Littleport Academy. 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.

## 2. AMENDMENTS

A change record of amendments to this policy is detailed in Appendix 1.

## 3. HEALTH & SAFETY

Highfield Littleport Academy (HLA) is aware of its obligations under the Health and Safety at Work Act 1974 and recognises that accidents, incidents and ill health are preventable in many cases. It is our intention to foster the necessary organisational arrangements and culture to control the risks to the best of our ability. This policy applies to all staff, contractors, group Leaders, swimmers, external users of the pool (i.e.: NHS) and visitors. The general policy is:

- To provide adequate control of the health and safety risks arising from the use and maintenance of the Our Pool complex
- To consult with Group Leaders and staff on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To provide information and instruction for our Group Leaders on health and safety issues
- To ensure that all staff are competent to do the tasks they have been asked to do and ensure training is given where necessary
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals but least bi-annually between the Site Manager, Business Manager and HLA Head of school.

Overall responsibility for Health and Safety lies with the Business Manager but Group Leaders take responsibility for themselves and their group whilst in the pool complex. This document details the Normal Operating Procedures of the hydrotherapy pool at Highfield Littleport Academy, which forms part of the school's Hydrotherapy Policy.

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

- Normal operating procedure / policy (NOP) – This document
- Emergency Action Plan (EAP) contained herein – see appendix 3
- Health & Safety Executive (HSE) HSG 179 Managing Health and Safety in Swimming Pools – copies kept in the pool room and pool plant room.
- Pool Water Treatment Advisory Group (PWTAG) 'Swimming Pool Water Treatment & Quality Standards' 1999 copies kept in the pool room and pool plant room.
- Staff Training Register for School Staff (contained within SIMS)

## 4. SCOPE

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

- Safety
- Supervision
- Teaching
- Hiring to external users

The pool is under the control of Highfield Littleport Academy at all times. The pool is used in the following ways:

- Hydrotherapy sessions/ water confidence sessions for pupils during curriculum time
- Hydrotherapy sessions/ water confidence sessions for attendees of Saturday, after school and holiday clubs
- Hired by outside organizations
- Occasional hire for exclusive use by private paying clients and visitors

## 5. RESPONSIBILITIES

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

- **Overall Responsibility:** Executive Headteacher
- **Overall Charge of Pool:** Site Manager, Designated Trained PE Staff, Moving and Handling Coordinator
- **Supervision:** Department Leaders, Moving and Handling Coordinator
- **Safety within daily sessions:** PE Coordinator, Moving and Handling Coordinator, Teachers, Support Staff
- **Sessions:** Teachers; Teaching Assistants; Moving and Handling Coordinator
- **Maintenance:** Site Manager

## 6. POOL LAYOUT & DETAILS

- Type – Hydrotherapy & teaching of water confidence
- Length - 6.53 metres.
- Width - 4 metres.
- Depth throughout - 1.2 metres.
- Surface Area - 26 m<sup>2</sup>
- Volume Capacity – 31,344 litres.
- Design flow rate = 36 m<sup>3</sup> / hr
- Actual flow rate = 27 m<sup>3</sup> / hr
- Design turnover rate = 1.15 hours.
- Pool water temperature between 30-34 °c, Baseline kept around 32°c
- Pool air temperature kept around 33°c
- Maximum Bather Load (Normal Session) 8
- Maximum Capacity: Teaching Session 3 (3 pupils & 5 staff)
- Specialist Equipment – Ceiling track hoist with slings for entry/exit of pool; lighting, floatation equipment, sensory equipment

A plan of 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.

### Chemical used.

- Sodium Hypochlorite (Disinfectant)
- Poly Aluminium Chloride (PAC) (Flocculent)
- Sulphuric Acid & Hydrochloric Acid (pH stabilizer)

## 7. LIFESAVING EQUIPMENT

Lifesaving equipment is mounted on the wall of the hydrotherapy pool. Weekly checks are carried out on the equipment to check that it is in good working order. The following equipment is available:-

- A non-conductive reaching assist with shepherd's hook at least 3.5 m in length.
- A throwing ring, securely attached to a line of at least 6mm in diameter and having a length of at least (half the width of the pool) + 3 m that is not wrapped around the throwing ring

In order for a session to take place at least 2 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 annually. The life saver may also be the lead teacher / TA and it is acceptable for them to be in the water during the lesson.

## 8. POTENTIAL RISKS

Inherent in every pool environment are potential areas of risk. The lists are pertinent to all potential users of the pool.

Unauthorised access from public	The pool is part of the school. The school is locked and has access only through a manned entry door. The site is covered by CCTV.
Drowning	<ul style="list-style-type: none"> <li>• Correct ratios of pupil to teacher (at least 1:1 within the pool and 1 spotter on poolside)</li> <li>• Extra adults as spotters on poolside</li> <li>• High quality water</li> <li>• Pupils fully supervised</li> <li>• Lifesaving equipment in place</li> </ul>
Injuries such as broken bones, sprains, strains, contusions	<p>Staff trained in first aid.</p> <ul style="list-style-type: none"> <li>• Pupils supervised at all times</li> <li>• No running on pool side or the changing rooms.</li> </ul>
Pool chemical reactions – skin / eye irritations	<p>No chemicals are stored on pool side and chemicals are only added in times of lock down.</p> <ul style="list-style-type: none"> <li>• COSHH procedures followed</li> </ul>
Toxic fumes	<p>Pool area separate from plant room – no chemicals stored in the pool area – refer to Appendix 3 concerning emergency procedure for gas escape. Evacuate the pool and changing areas immediately.</p>
Slip over in changing rooms	<p>Staff present at all times. Pupils must walk at all times and are supervised</p>
Hygiene factors:- Changing room, floors	<p>Cleaning schedule in place.</p> <ul style="list-style-type: none"> <li>• Pupils shower before entering</li> <li>• No food or drink</li> <li>• Fecal and vomit procedures in place</li> </ul>
Safeguarding	<p>Staff trained in safeguarding</p>
Persons entering the pool inappropriately or exhibiting boisterous or unruly behaviour. i.e.: diving, jumping, 'bombing', poolside running, tag games, general 'horseplay', throwing items, water acrobatics	<p>School staff in attendance at all times, staff to ensure this is prevented</p>
Persons gaining access to the pool when it is not in use or not supervised	<p>Staff to ensure no access to the pool unless supervised</p>
Students wandering back into the pool from the changing rooms at the end of a swimming lesson when the pool is unguarded.	<p>Staff to ensure no access to the pool unless supervised. Locked doors when not in use.</p>
Absence of, or inadequate response of Group Leader in an emergency	<p>Staff teams to ensure a minimum of one person present at all times</p>

Sweets, chewing gum etc. Jewelry, watches	To be disposed of into a refuse bin before entering the pool To be removed and staff to maintain for safe keeping
Persons under the influence of alcohol or drugs, including for medical use	Must not be allowed to use the pool
Persons who have consumed food prior to swimming	No use within 30 minutes of eating
Persons with open wounds <b>not</b> able to be sealed with spray plasters or waterproof swim safe dressings	Must not be allowed to use the pool until wound is closed or suitable cover is sourced
Persons who have had diarrhoea and / or vomiting	Individuals should not use the pool for at least 48 hours after last symptom
Parasitic infections	Individuals should not use the pool for at least 2 weeks after the infection has been treated
Persons who are taking antibiotics	Safe to use the pool unless they have a temperature
Weak or non-swimmers, or those that swim but get out of their depth	1:1 support and buoyancy aids in place
Young or inexperienced swimmers Swimmers using swimming aids	1:1 support and buoyancy aids in place
Persons wearing incontinence swimwear or similar	Incontinence swimwear is worn in addition to standard swimwear
Pupils wandering back into the pool from the changing rooms at the end of a swimming lesson when the pool is unguarded.	Ensure main pool door is locked
Absence of, or inadequate response of staff in an emergency	Robust emergency operating procedures in place
Water clarity	If the pool floor cannot be seen do not use the pool
Activity Hazards Misuse of facilities or equipment Bullying, smoking and the consumption of food or drink Using floats, inflatable equipment and toys	Staff to ensure all students are fully supervised at all times
Physical Hazards Slippery surfaces, for example tiles and/or steps Main water outlets Main water inlets Glare and light reflections Lighting system Sensory equipment Storage of equipment	Staff to ensure all students are fully supervised at all times
Emergency rescue aids Slings; ceiling track hoist Benches Showers Changing room areas Changing beds Water temperature	School to ensure regular cleaning and maintenance procedures are in place Pool cover to be closed at the end of daily sessions to help maintain pool temperature. Water temperature will fluctuate depending on environmental temperatures and actions

Pool surrounding temperature Use of electrical appliances	
Wet and/or dirty floors in the Changing Rooms	All outdoor shoes should be taken off before entering the changing rooms Care should be taken in areas with wet floors Warning notices should be displayed School to ensure regular cleaning procedures are in place
Poolside Hazards- e.g. steps, safety/training equipment, benches and chairs, pool cover, hooks.	The people in charge (i.e. staff) should properly supervise pool users There should be no running on the poolside Equipment should always be replaced in the correct place after use The pool cover to be put on/taken off by members of staff only All people in charge of pool activities should be familiar with the design of the pool and have read the Pool Operating Procedure and Emergency Operating Procedures
Lighting causing glare on the water. Under-water lighting causing blind spots	Staff should be extremely vigilant and keep changing their position There are signs on the poolside walls and on the poolside itself with the depths marked
Swimmers who have the following medical conditions are advised to seek medical approval prior to swimming: Heart problems Epilepsy Diabetes Asthma Proneness to frequent blackouts or fainting Being under any medication which may affect their performance	Parents or guardians to authorize use of the pool during admission to school
Chemical spillage	No chemicals are kept or used in the pool area but are used in the plant room. If there is sufficient spillage it is possible that liquids could ingress below the plant room door and onto the pool side walks. Refer to Emergency Action Plans

## 9. USE OF THE POOL & CHANGING AREAS

1. The only persons permitted access to the pool area and changing areas are persons receiving instruction and who are closely supervised by an instructor.
2. The pool area is locked at all times when a qualified person is not available.
3. Users must take a radio, which can be collected from the main reception, to each session. The radio must be returned to reception at the end of the session ready for the next users.
4. A timetable is available from the office detailing all users and times for each of the class sessions.



5. Any breach of the pool area rules will result in a reprimand by the person in charge; further breaches will result in removal from the pool area.
6. If a person's behaviour endangers them or others they will be removed from the pool area and the matter passed to the Head of School to take appropriate action.
7. Changing rooms must be well supervised.
8. Users must remove sweets, chewing gum etc from their mouths before going onto the poolside.
9. Users also remove jewellery; watches etc. and arrangements should be made for their safekeeping.
10. Everyone using the pool, without exception, must shower and use the toilet **BEFORE** entering the pool.
11. Wear clean and appropriate bathing attire.
12. No sharing towels
13. Everyone using the pool with long hair is required to tie it back.
14. Supporting staff are to wear a t-shirt over their bathing attire to preserve dignity.
15. Everyone using the pool area who wear a nappy must use a swim nappy in the pool
16. Everyone using the pool must wear appropriate swim wear. No earrings dangly earrings allowed and must be removed before using the pool.
17. No diving, ducking, splashing or pushing is allowed into the pool at any time. No running on the poolside is permitted
18. Entering the pool while ill (e.g. diarrhoea or vomiting) – this includes: open sores not able to be sealed by an appropriate waterproof dressing or spray plaster, infections requiring antibiotics. Persons who have had an episode of diarrhoea or vomiting should not enter the pool until two weeks after cessation of these symptoms.
19. Running, fighting or engaging in other conduct likely to cause an injury.
20. Contaminating or fouling the pool.
21. Bringing glass into the pool area.

## **10. PROCEDURES FOR SCHOOL HYDROTHERAPY / WATER CONFIDENCE SESSIONS**

The following procedures help to maximize user safety.

Qualifications of Teaching & Supervisory Personnel

### **Teaching Staff**

The lead teacher(s) / TA will assume overall responsibility for the safety and well-being of the pupils under the duty of care, in 'loco parentis'. The lead teacher / TA 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.

### **Supervisory Personnel**

Sessions 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 / TA as required in order to maximize 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.

### **Supervision**

1. 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 qualified in resuscitation and rescue.
2. The maximum teacher/pupils ratio must not be exceeded.
3. Staff members will supervise pupils in the water. 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.

4. There must be at least one member of staff present on the poolside when the pool is occupied to act as 'spotter'. 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.
5. The swimming group must be counted before, during and after the lesson.
6. The last member of staff must complete a final scan of the pool to ensure that all pupils have left the pool area.
7. Swimmers must not be allowed to go back into the pool area unattended.
8. The last member of staff to leave the pool area is responsible for locking the pool doors.
9. 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 60 minutes in the pool area without a break.

### **Users Behaviour**

1. No pupil must enter the water unless specifically directed to do so.
2. 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.
3. Pupils should be encouraged to use the toilet if appropriate before they enter the water.
4. Jewelry can be a hazard and must not be worn during swimming activities.
5. Long and shoulder length hair must be tied back.
6. Users must wear appropriate dress, such as swimming costumes, trunks or swimming shorts when using the swimming pool. Adults must wear a t-shirt over the top of their bathing attire to preserve dignity.
7. All users of incontinence products must use an appropriate swim nappy or incontinence swimwear and not standard nappies.
8. 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.
9. Flippers and snorkels should not be used unless when supervised appropriately.
10. Shouting should be discouraged unless in an emergency.
11. No acrobatics.
12. Users must not be allowed to run on the poolside.
13. Users must not be allowed to push or pull others into the water.
14. 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 the water fountains close to the pool for before/after sessions.

### **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. This should be completed on a term 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. However, the following rules should be fostered in order to maximize

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.

### **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. CLEANING, MAINTENANCE & TESTING**

### **Changing Rooms and Toilets - overview**

The changing rooms and toilet floors are cleaned daily by mopping with disinfectant (solution of 1% Sodium bicarbonate) cleaner. Walls are wiped down and toilet / showers are cleaned / disinfected solution of 1% Sodium bicarbonate) Toilets are bleached weekly. The wash basins are cleaned / disinfected daily.

### **The pool – overview**

The pool deck level transfer channels must be cleaned once a week with Sodium Bicarbonate solution.

The pool floor and sides must be brush swept cleaned and once a week.

The pool sidewalk must be cleaned / disinfected with 1% Sodium Bicarbonate solution.

The pool water treatment systems must be monitored three times daily and the results recorded.

These include pH level, free chlorine, combined chlorine, total chlorine, dissolved solids and temperature.

### **Testing the pool (when in use)**

The Instruction Manual from the pool installation/servicing provider concerning testing and cleaning procedures is kept in the Plant Room. No-one will have access to the plant room without the authorisation of the Site Manager/Business Manager.

### **Daily 08:00 (Minimum 1 hour before use of the pool)**

- Ensure no one is allowed to enter the pool area by signage/barrier
- Clean/disinfect the pool walkways
- Check the clarity of the water to ensure it is clear and record observation
- Water pH and chlorine testing using the test kit and record results – re-calibrate the automatic dosing controller with the results obtained
- Check the water and atmosphere temperatures and record findings
- Adjust the automatic dosing control readings in accordance with the test figures
- Check and record the dosing agent tank levels and advise the Caretaker if change is soon needed
- Check and record filter pressure readings advising the caretaker if the readings are 0.5 bar different
- Check the first aid kit

### **Daily 13:00 (mid-day)**

- Check the clarity of the water to ensure it is clear and record observation
- Water pH and chlorine testing using the test kit and record results
- Check the water and atmosphere temperatures and record findings
- Check and record the automatic dosing control readings
- Check and record the dosing agent tank levels and advise the Caretaker if change is soon needed

- Check and record filter pressure readings advising the caretaker if the readings are 0.5 bar different

#### **Daily 15:00 (at the end of the day)**

- Check the clarity of the water to ensure it is clear and record observation
- Water pH and chlorine testing using the test kit and record results
- Check the water and atmosphere temperatures and record findings
- Check and record the automatic dosing control readings
- Check and record the dosing agent tank levels and advise the Caretaker if change is soon needed
- Check and record filter pressure readings advising the caretaker if the readings are 0.5 bar different

#### **Testing the Pool (when pool not in use i.e holidays)**

##### **Daily weekdays between 0800 to 10:00 when not in use during the holidays**

- Check the clarity of the water to ensure it is clear and record observation
- Water pH and chlorine testing using the test kit and record results – re-calibrate the automatic dosing controller with the results obtained
- Adjust the automatic dosing control readings in accordance with the test figures
- Check and record the dosing agent tank levels and advise the Caretaker if change is soon needed
- Check and record filter pressure readings advising the caretaker if the readings are 0.5 bar different

##### **Weekly (Friday pm during holidays)**

- Same checks as daily
- Clean the deck level channels with sodium bicarbonate
- Vacuum / sweep the pool tank floor and sides
- Strainer change over and pump swap over
- Backwash each filter
- Allow system to run for 8 hours before re-use
- Check lifesaving equipment
- Auto dosing sensors wash under clean cold water

#### **Testing the pool (at weekends if hired, hirer responsible for pool testing)**

- Check the clarity of the water to ensure it is clear and record observation
- Water pH and chlorine testing using the test kit and record results – re-calibrate the automatic dosing controller with the results obtained

## Schedule

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
08:30	Water Test by hirer if in use	Water Test	Water Test	Water Test	Water Test	Water Test	Water Test by hirer if in use
12.30	Water Test by hirer if in use	Water Test	Water Test	Water Test	Water Test	Water Test	Water Test by hirer if in use
16:00	Water Test by hirer if in use	Water Test Clean	Water Test Clean	Water Test Clean	Water Test Clean	Water Test Clean Weekly Maint	Water Test by hirer if in use

### Monthly (Last Friday of month)

- Same checks as weekly
- Test the mains water for calcium levels

### Yearly (during summer recess)

- Plant system and balance tank shutdown - annual service / maintenance / clean / re-sand / balance tank cleanout

## 12. FIRST AID

A fully-equipped First Aid Kit is located on the wall in the Reception Area where treatment is required; the Reception Area can be used as a First Aid Point in which to treat someone. Minor incidents such as cuts and knocks may be dealt with on poolside as long as care is taken to comprehensively disinfect any spillages of blood. The named first aider will check the First Aid Kit every Monday morning and replace any used or faulty items. The staff member in charge is responsible for the health and safety of those in the group and will have access to a walkie talkie in case the emergency services are needed. The staff member in charge is responsible for ensuring that all rubbish, including used first aid materials and sharps, is removed from the pool complex at the end of the session.

Emergency blankets are available for users of the pool in an emergency evacuation.

## 13. ALARM SYSTEMS & EMERGENCY EQUIPMENT

The location of Fire/Emergency Alarms are located next to the emergency doors. Actions to be taken can be found in the Emergency Action Plan. In the event of a power failure the emergency lighting will be activated. Each of the toilets is fitted with an alarm. In most circumstances, the staff in charge will be able to rectify the situation but if the situation requires the toilet door to be opened from the outside, call the Caretaker.

The following rescue equipment is available by the poolside:

- Life Buoy
- Ring Pole
- Reach Pole

## 14. SECURITY

The pool area should be adequately secured to prevent unauthorized 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.

## **APPENDIX 1 – AMENDMENTS TO THIS POLICY**

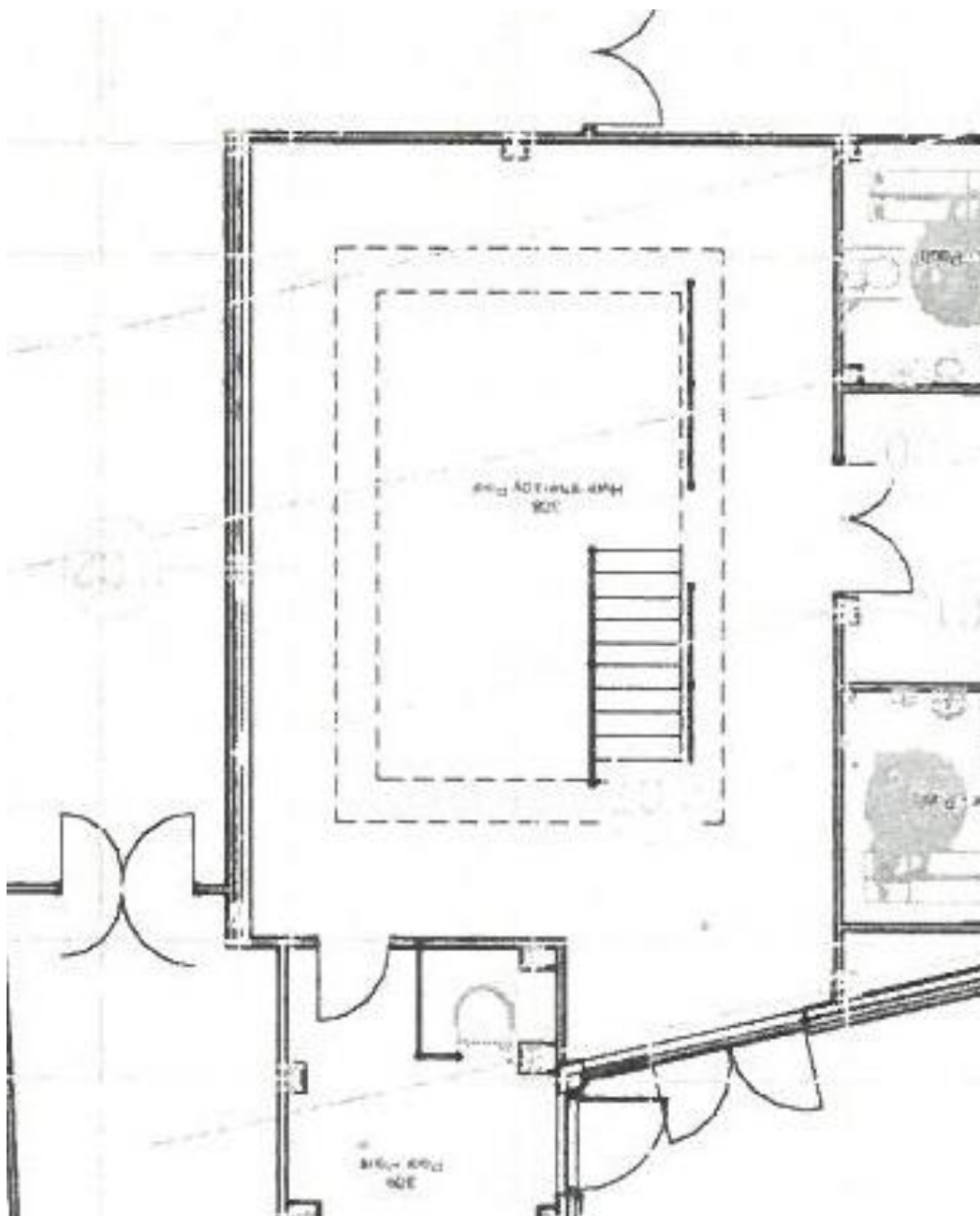
This policy will be reviewed and revised if necessary whenever there is

1. an installation of new equipment or changes/advise from the pool equipment manufacturer/service engineers
2. After a major incident (e.g. accident requiring hospitalisation, near drowning, gas leak, injury to person(s))
3. Following the identification of a trend of minor accidents
4. Structural change
5. At least once per calendar year.

Any revisions to the PSOP will be communicated to all staff and Group Leaders.

Version	Date	Description
1.0	1 <sup>st</sup> March 2018	First draft for comment
2.0	31 <sup>st</sup> January 2019	Clarification of infection control and changes to chemical use
3.0	January 2022	Amendment to detail on D&V bugs, antibiotics and wounds
4.0	October 2022	Amendment to site staff titles, review due to pool not being in operation.
5.0	October 2023	Amendments to use of pool and changing areas, potential risks and useful phone numbers
6.0	November 2023	Water temperature updated and use of foil blankets added to emergency action plan

**APPENDIX 2 – POOL LAYOUT**



### **APPENDIX 3 – EMERGENCY ACTION PLANS**

#### **Lack of water clarity (Unable to see the bottom of the pool)**

1. If the clarity of the water deteriorates during a session or is poor upon entry, clear everyone from the pool IMMEDIATELY and call a pool carer. These nominated personnel are identified on a poster in the pool area.
2. The pool carer will:-
  - a. Sweep the pool floor and sides
  - b. Conduct a water test
  - c. Check that the plant room equipment is operating correctly
  - d. The site manager will be requested to perform a weekly backwash
  - e. Close the pool until normal conditions are restored
  - f. Document analytical results of the water test prior to use of the pool
  - g. Reopen the pool when all contaminants have been removed and the pool normal conditions have been restored.

#### **Solid formed faeces/stools contamination of the water**

1. Clear the pool immediately
2. Ensure all swimmers shower thoroughly
3. Close the pool and ensure no one re-enters the water until normal conditions are restored
1. Call the nominated pool carer.
2. The nominated pool carer will:
  - a. Wear PPE gloves / boots / gloves for cleaning
  - b. Remove faecal material from the pool using a scoop and dispose of stools and flushed down the toilet.
  - c. Clean and disinfect all equipment used for removing the faecal material, with a chlorine solution
  - d. Conduct a water test and continue to do so until chlorine and pH meet the requirements for the pool.
  - e. Document analytical results of the water test prior to the use of the pool.
  - f. Reopen the pool when all contaminants have been removed and the pool normal conditions have been restored.

#### **Diarrhoea / vomiting / blood contamination of the water**

1. Clear the pool immediately
2. Ensure all swimmers shower thoroughly
3. Close the pool and ensure no one re-enters the water until normal conditions are restored
4. Call the nominated pool carer.
5. The nominated pool carer will:-
  - a. Wear PPE gloves / boots / gloves for cleaning
  - b. Remove as much of the contaminant as possible with a scooping device and dispose of the material into a toilet or directly to waste.
  - c. Increase the chlorination of the pool water by raising the normal free chlorine level commensurate with the disinfectant being used
  - d. Filter for six turnover cycles – necessitating closure until clear.
  - e. Periodically water test and record results until normal
  - f. Sweep the pool to remove contamination off surfaces and into the main pool water circulation for eventual removal.
  - g. Clean and disinfect all equipment used for removing the contaminant material, with a sodium hypochlorite solution 1% allowing a contact time of 30 minutes
  - h. Ensure the pool treatment plant is operating as it should (filters, circulation, disinfection)



- i. After six turnovers, backwash both filters
- j. Circulate the pool for a further eight hours to remove any with-held oocysts.
- k. Re-test the pool and only if the results are satisfactory and the free chlorine and ph values are within levels open the pool.
- l. Advise the microbiology unit for samples to be taken for analysis
- m. Only reopen the pool when all contaminants have been removed and the pool normal conditions have been restored and microbiology has confirmed the pool is safe to use.

#### **Faecal / vomiting contamination on the pool deck, washrooms or other common areas**

1. Wear PPE gloves / boots / gloves for cleaning
2. Barrier the contaminated area
3. Remove and dispose of all focal material/vomit into a toilet.
4. Clean and sanitize the contaminated area with sodium hypochlorite solution 1% allowing a contact time of 30 minutes ensuring that all waste flows away from the pool.

#### **Outbreak of fire / sounding of the fire alarm to evacuate the building**

1. Activate the alarm
2. Clear the pool immediately
3. Distribute emergency foil blankets to those leaving the pool water
4. Instruct everyone to leave via the nearest exits and go to the fire assembly point
5. Call 999 and ask for the fire brigade
6. Do not re-enter the building (or allow anyone else in your group to do so) until given the all clear

#### **On hearing the fire alarm**

1. Clear the pool immediately
2. Distribute emergency foil blankets to those leaving the pool water
3. Leave via the nearest exit and go to the fire assembly point
4. Do not re-enter the building (or allow anyone else in your group to do so) until told to do so

#### **Lighting failure**

In the event of mains failure, the emergency lighting will automatically come on. There will be sufficient lighting to enable staff to clear the pool/changing rooms but the emergency lighting is not sufficient to continue using the complex safely.

1. Clear the pool immediately
2. Instruct people to change and clear the pool area, collecting all their belongings
3. Close all the doors
4. Call the Site Manager

#### **Structural failure**

If any signs of structural failure appear, clear the building IMMEDIATELY and contact the Site Manager.

#### **Emission of toxic gas (Chlorine)**

If there is a release of toxic gas

1. Clear the pool and surrounding areas immediately
2. Distribute emergency foil blankets to those leaving the pool water
3. On leaving the building, activate the fire alarm and move to the fire assembly point
4. Contact the Site Manager
5. Do not re-enter the building (or allow anyone else in your group to do so) until told to do so
6. The Site Manager will:-
  - a. Contact the emergency services by dialling 999
  - b. Vent the plant room and pool area

7. Do not re-enter the building (or allow anyone else in your group to do so) until told to do so

### **Spillage of dosing chemicals**

1. May occur in the plant room or whilst being transported from the chemical store
2. Wear PPE
3. Determine the source of leak and stop if possible
4. If minor then bund the leaked area and cover with absorbent material.
5. When absorbed remove material to a waste for incineration
6. Should the spillage be excessive and ingress below the plant room door into the pool area then evaluate the pool immediately.
7. Bund the spillage area as much as possible and apply absorbent material
8. When absorbed remove material to a waste for incineration and clean/disinfect areas.
9. If the spillage HAS NOT entered the pool then reopen the pool.
10. If spillage HAS entered the pool then close the pool and proceed with a weekly maintenance procedure.

### **Serious injury to a pool user**

1. Clear the pool immediately instructing the other swimmers to get changed and wait in the reception area
2. Assess the injury and administer first aid as necessary and / or call the emergency services (Ambulance) on 999 or 112
  - a. Explain the nature of the emergency
  - b. Explain best place to meet staff
  - c. Send someone outside to meet ambulance and direct them to the most practical entrance and lead them to the casualty
3. Keep the injured person safe and warm
4. Call the Caretaker who will make arrangements to close the pool pending investigations
5. Call the parent, guardian and/or next of kin of the injured swimmer, if appropriate. If the injured swimmer is suspected of having sustained a spinal injury, stabilise them in the water or poolside and do not attempt to move them prior to the arrival of the emergency services.
6. All serious injuries requiring hospital treatment MUST be reported in the Accident Book in the Reception Area. Provide the following information:
  - a. Name and address of the injured party Contact telephone number
  - b. Age
  - c. Cause of accident (A brief description of the events leading to the accident, any action taken and by whom) via a school incident form.

### **Discovery of a casualty in the pool**

1. Rescue the casualty and follow the instructions above for Serious Injury to a Pool User.

### **Pool user's hair caught in water intake (two intakes at the bottom of pool)**

1. Press the emergency pump system shut off
2. Clear the pool immediately instructing the other swimmers to get changed and wait in the reception area
3. Cut person's hair with scissors to extract
4. Assess the injury and administer first aid as necessary and / or call the emergency services (Ambulance) on 999 or 112.
  - a. Explain the nature of the emergency
  - b. Explain best place to meet staff
  - c. Send someone outside to meet ambulance and direct them to the most practical entrance and lead them to the casualty
2. Keep the injured person safe and warm

#### **APPENDIX 4 – USEFUL PHONE NUMBERS**

Head of Special Needs School	Yvonne Skillen	01353 223301	07843 413198
Business Manager	Emma Brooke	01353 223301	07880 816430
Site Manager/Caretaker	Lindsay Winters	01353 223301	07368 402620
Service Company	Sealion Pools	07747 804429	07928 434319
Microbiology unit	WCS Group	07789 654313	
Monthly system checking	WCS Group	07789 654313	

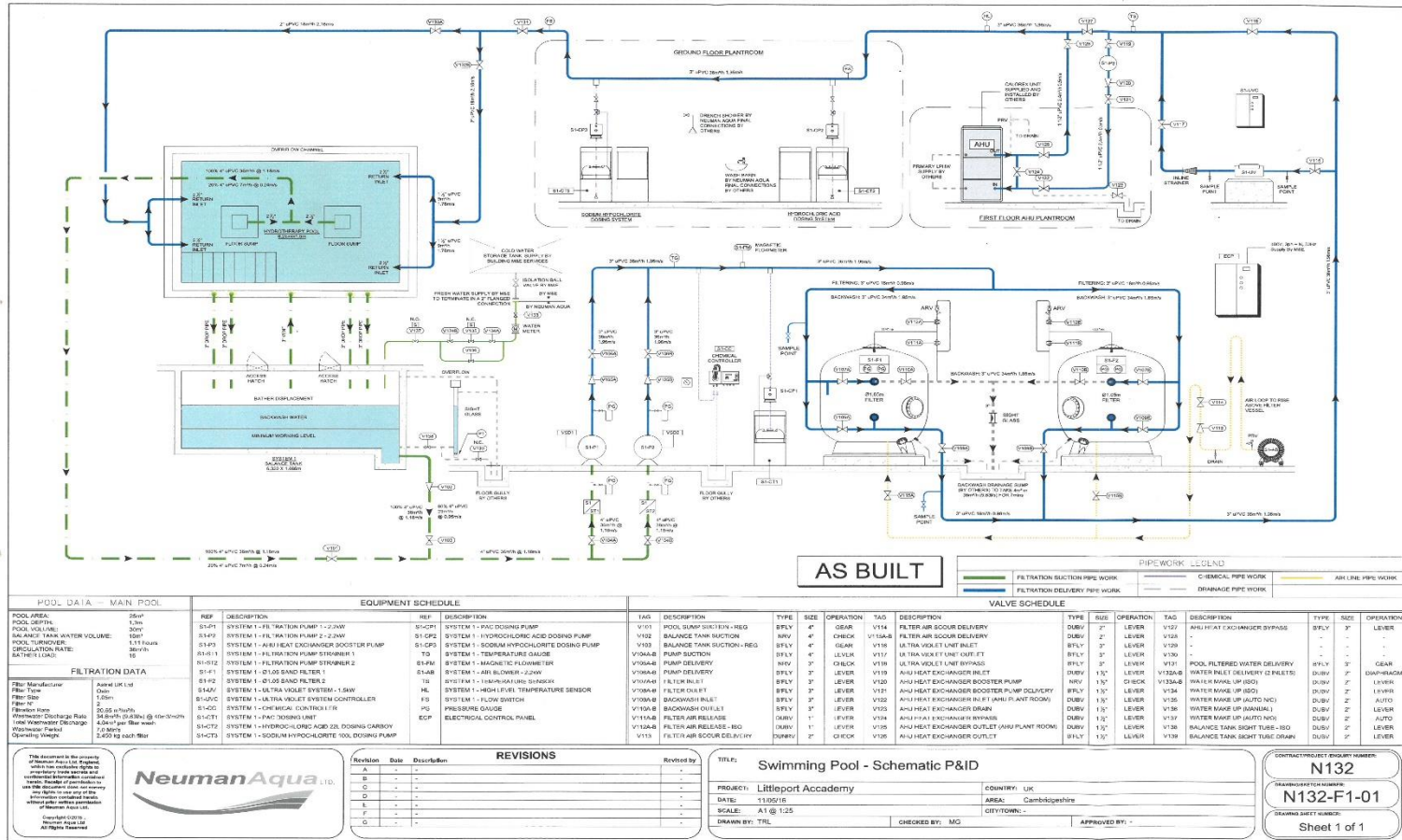
## APPENDIX 5 – EXPECTED NORMAL OPERATING TEST READINGS AND ‘TRAFFIC LIGHTS’

Water tests are to be carried out three times a day when the pool is in use and once a day (mid day) when not in use and at weekends and holidays. The following chart states the values required for each of the tests and the actions required for each result given.

Reading	Red Light	Amber Light	Green Light	Amber Light	Red Light
<b>pH</b>	< 6.8 Close the pool until back in range Add Sodium Carbonate	6.8– 7.0 Pool can open but check dosing apparatus and add Sodium Carbonate	7.0– 7.2 No action required Continue to monitor	7.2 – 7.4 Pool can open but check dosing apparatus and increase Hydrochloric Acid dosing	> 7.4 Close the pool until back in range Increase Hydrochloric Acid dosing
<b>Free Chlorine (Sodium Hypochlorite)</b>	< 1.0mg/l Close the pool until back in range Check dosing equipment and increase Sodium Hypochlorite dose	1.0mg/l – 1.5mg/l Pool can open but check dosing apparatus and increase Sodium Hypochlorite dose	1.5mg/l – 3.0mg/l No action required Continue to monitor	3.0mg/l – 5.0mg/l Pool can open but check dosing apparatus and slow Sodium Hypochlorite dose	> 5.0mg/l Close the pool until back in range
<b>Combined Chlorine</b>	- Pool can open	- Pool can open	Less than 50% Of free chlorine No action required Continue to monitor	60% Of free chlorine Pool can open	More than 1.0mg/l Close the pool until back in range
<b>Total Alkalinity (Sodium Hypochlorite)</b>	< 100mg/l Pool can open Add Sodium Bicarbonate	< 120mg/l Pool can open Add Sodium Bicarbonate	120mg/l – 150mg/l No action required Continue to monitor	> 150mg/l Pool can open Check source water level – backwash	> 180mg/l Pool can open

				more frequently	
<b>Calcium Hardness</b>	< 75mg/l  Pool can open Consider changing to a calcium based disinfectant – seek advice from pool manufacturer	75mg/l - 100mg/l  Pool can open seek advice from pool manufacturer	100mg/l - 200mg/l  No action required Continue to monitor	200mg/l - 300mg/l  Pool can open Check source water level – backwash more frequently	> 300mg/l  Pool can open seek advice from pool manufacturer or adding Sodium Chloride softener
<b>Total Dissolved Solids</b>	-  Pool can open	-  Pool can open	Maximum Source of Water + 1000mg/l  No action required Continue to monitor	Source of Water + 1000mg/l  Pool can open Check source water level – backwash more frequently	Maximum Source of Water + 1000mg/l  Pool can open

# APPENDIX 6 – POOL SYSTEM SCHEMATIC



## APPENDIX 7 – WEEKLY MAINTENANCE PROCEDURE

### Strainer & pump swap over

Turn off the Calorex Delta 8 heating unit at the mains switch.

1. For the pump that is currently **running**
  - a. Turn off the pump at the control panel (refer to indicator lights)
  - b. Close the pump inlet valve and pump delivery valve
  - c. Drain the strainer by opening the drain valve and slowly opening the air release valve on top of the strainer.
  - d. When drained – release the two strainer cover bolts from the top of the strainer.
  - e. Remove the basket - place to one side with its seal ring to dry
  - f. Insert a new **CLEANED** strainer basket – wet the seal ring and insert
  - g. Replace the strainer cover ensuring the seal remains in place – hand tighten down
  - h. Close the strainer drain valve and close the air release valve
  - i. Open the **OTHER** pump inlet valve and pump delivery valve
  - j. Turn on the **OTHER** pump at the control panel
  - k. Once the removed strainer has dried - empty any debris and brush clean – place to one side for next use at pump swap over.

Turn on the Calorex Delta 8 heating unit at the mains switch.

At the next weekly maintenance the above sequence is used to clean the strainer and swap over pumps to even out wear and tear of the pumps

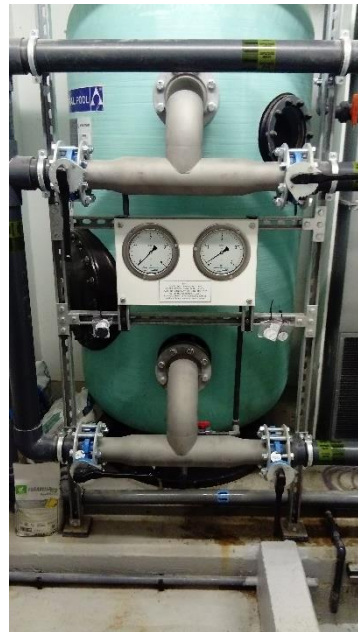
### Back wash (**Ear defenders MUST be worn**) (Valve numbers can be found on the wall schematic)

Turn off the Calorex Delta 8 heating unit at the mains switch.

1. Filter 1 (S1-F1)
  - a. Turn off the running pump at the control panel
  - b. Turn the dosing function to 'backwash' at the control panel
  - c. Close the pool suction valve (V101) **[this now uses balance tank water to backwash]**
  - d. Set the valves at filter 1 to the back wash position (V107A, V108A, V109A, V110A) refer to diagrams below showing valve handle positions



Normal



Backwash

- a. Open the air blower valve (V115A)
- b. Turn on the pump at the control panel
- c. Turn on the air blower (air scouring) at the control panel (Ear defenders MUST be worn)**
- d. Run the back wash until the sight glass is clear or for seven (7) minutes (normally the former)
- e. When clear or after 7 minutes – turn off the air blower at the control panel
- f. Turn off the pump at the control panel
- g. Close the air valve
- h. Return the valves (V107A, V108A, V109A, V110A) to the operating position – refer to diagrams above showing valve handle positions.
- i. Back wash of this filter is complete - move on to filter 2 (S1-F2)

2. Filter 2 (S1-F2)

- a. Set the valves at filter 2 to the back wash position (V107B, V108B, V109B, V110B) refer to diagrams below showing valve handle positions



**Normal**



**Backwash**

- j. Open the air blower valve (V115B)
  - k. Turn on the pump at the control panel
  - l. Turn on the air blower (air scouring) at the control panel (Ear defenders MUST be worn)**
  - m. Run the back wash until the sight glass is clear or for seven (7) minutes (normally the former)
  - n. When clear or after 7 minutes – turn off the air blower at the control panel
  - o. Turn off the pump at the control panel
  - p. Return the valves (V107B, V108B, V109B, V110B) to the operating position – refer to diagrams above showing valve handle positions.
  - q. Close the air valve
  - r. Open the pool suction valve (V101) - open to click on first (1<sup>st</sup>) notch
  - s. At the panel turn the dosing function to 'circulation'
  - t. Turn on the pump at the control panel
  - u. Run the pool system for at least 15mins to allow filter beds to 're-compact' or 'ripen' before using the pool again
  - v. Back wash complete
- Finally, on completion of the back wash, turn on the Calorex Delta 8 heating unit at the mains switch.



**APPENDIX 8 – WEEKLY WATER TESTS & SYSTEM CHECKS**

<b><u>WEEKLY WATER TESTS – POOL PROTECTION</u></b>	
<b>Date:</b>	
<b>Alkalinity (mg/l)</b>	
<b>Calcium Hardness</b>	
<b>T.D.S</b>	
<b>Backwash</b>	
<b>Comments</b>	
<b>Sign</b>	
<b><u>WEEKLY MAINS WATER TESTING</u></b>	
<b>Date:</b>	
<b>pH</b>	
<b>Alkalinity (mg/l)</b>	
<b>Calcium Hardness</b>	
<b>T.D.S</b>	
<b>Comments</b>	
<b>Sign</b>	
<b><u>CHECKS TO BE MADE BY SITE MANAGEMENT TEAM</u></b>	
<b>Date:</b>	
<b>Sodium Hypo Level</b>	
<b>Acid Level</b>	
<b>PAC Level</b>	
<b>Checks/Red lights</b>	
<b>Filters inlet/outlet press</b>	
<b>UV Systems Running</b>	
<b>Comments</b>	
<b>Sign</b>	

**APPENDIX 8a – DAILY x3 WATER TESTS – BATHER PROTECTION**

Date						
Time						
Initials						
<u>Type</u>	<u>Water Test</u>	<u>Controller</u>	<u>Water Test</u>	<u>Controller</u>	<u>Water Test</u>	<u>Controller</u>
Free Chlorine (mg/l)						
Total Chlorine (mg/l)						
Combined Chlorine (mg/l)						
pH						
Water Temp °C						

## **APPENDIX 9 - Highfield Littleport Academy Pool Use during COVID -19 Pandemic.**

### **Update 17<sup>th</sup> August 2020**

This section outlines additional information and procedures for Coronavirus risk management, and is based on:

- PWTAG Technical note 44 Disinfecting coronavirus
- ATACP Recommendations for safe aquatic physiotherapy practice in relation to the COVID-19 Pandemic
- Advice from Cambs and Peterborough PE Advisor

The lead person responsible for co-ordinating school procedures related to COVID 19 is Simon Bainbridge, Exec Head Highfield Academies  
[exehead@highfield.cambs.sch.uk](mailto:exehead@highfield.cambs.sch.uk)

Highfield Littleport is a school for learners with SEND aged 2 to 19 for whom social distancing is not always possible.

### **Highfield Littleport Hydrotherapy Pool Background Information.**

Type of use: Physio programmes, therapeutic support, and Structured Swimming Lessons subject to outside hire.

The Hydrotherapy Pool is a pool where an adult is able to stand and wade to retrieve a casualty from the bottom of the deepest part in the pool. Where possible, instruction of students will take place from the poolside, however the physiotherapy nature and to ensure the safety of learners in the pool there will need to be adults in the water with students. However, these adults will always be part of the student's 'bubble' group.

### **Pool Details**

<b>Length</b>	<b>6.53m</b>
<b>Width</b>	<b>4m</b>
<b>Depth</b>	<b>1.2m</b>
<b>Pool Capacity</b>	<b>31.3m<sup>3</sup> approx.</b>
	<b>31,000 Litres approx.</b>
	<b>6819 gallons approx.</b>

### **Details of Pool Circulation.**

- **Intended flow rate** 26m<sup>3</sup>/hr
- **Intended turnover period** 1 hr

### Details of Water Treatment.

- **Primary Disinfection: Sodium Hypochlorite-Alkali pH 12**
- **Secondary Disinfection: Ultraviolet Light Controller Unit**
- **pH Stabiliser Sodium Bisulphate-Dry Acid.**
- **Primary Disinfectant and Stabiliser are dosed via the automatic controller**
- **Liquid based Polyalumimium Chloride Flocculant dosed via controller. Dose rate 0.2ml per m<sup>3</sup>**
- **Sand Filters - 2 Medium rate Astral Oslo bobbin wound sand filters 1200mm diameter with nozzle plates.**
- **Pool circulation to be set to Max**
- **Pool Ventilation- Mechanical ventilation to be set to operate on 100%**
- **Microbiological Testing Weekly (PWATG 2017).**
- **Free Chlorine Minimum 1.5mg/l**
- **pH range 7.0 to 7.2**
- **In the event of loose, runny stools or diarrhoea entering the pool follow the Emergency Operating Procedures for contamination.**

If the pool cannot realistically achieve a pH below 7.4, the minimum free chlorine residual (from hypochlorite or chlorine gas) may have to be as high as 2.7mg/l as long as the pandemic continues.

The table below gives some details. (PWATG NT46).

pH value	Minimum free chlorine concentration
7.0	1.5mg/l
7.2	1.7mg/l
7.4	2.0mg/l
7.6	2.7mg/l

### Maximum Bather Load.

We will follow the guidance on bather numbers, which is one bather to every 3 square metres as the pool is being used for therapeutic, not recreational swimming.

The surface area of Highfield Littleport pool is 50 square metres therefore the max bather capacity for hydrotherapy use is 16. However, we will ordinarily have no more than 8 bathers in the pool at any one time due to maintain a degree of distancing

The pool is timetabled according to 'pods' to reduce the risk of cross-infection through the school

### **Swimming Aids/Equipment.**

Shared swimming aids/equipment must be cleaned and disinfected after each use. Swimming aids/equipment should be soaked for one hour in 100mg/l chlorine solution and rinsed before use.

### **Cleaning of the Pool Environment.**

1. At the end of the proceeding day the changing room are cleaned by school cleaning staff.
2. All door handles, fingerplates, light switches, handrails, benches to be wiped with 70% alcohol wipes before each session takes place. Time will need to be allocated in between each session for this to happen.
3. Poolside to be cleaned with chlorinated water at least twice daily with a bucket of pool water with 100mg/l chlorine solution.

### **Cleaning of the Pool Environment if a Symptomatic Person has used the Pool Facilities.**

1. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids and all potentially contaminated high contact areas such as bathrooms, door handles, telephones, grab rails and any pool equipment.
2. Use disposable cloth or paper towels and disposable mop heads, to clean all hard surfaces, floors, benches, door handles and sanitary fittings by washing the surfaces with a hot soapy water/ household detergent.
3. Thoroughly rinse of the detergent and allow to air dry.
4. Disinfect by applying a solution of chlorine bleach 1000mg/l (COVID-19 disinfection solution). Use appropriate PPE throughout preparing and application.

### **Screening**

Students identified as being okay to attend school is the same as being screened. If they display any Coronavirus symptoms then the flowchart must be followed.

### **Personal Care/Assisted Changing.**

1. Social distancing should be maintained, where possible within the pool as well as the pool reception area, changing rooms, showers, and poolside.

2. PPE must be worn during personal care and assisted changing. Gloves and aprons are available in the changing rooms. Hands must be washed when personal care is finished.
3. All pool users should have a full body wash with soap and shampoo before entering the pool.

### **During the Pool Session**

1. Social distancing should be maintained within the pool, where possible, the number of people in the pool will need to reflect this.
2. Where a hands-on approach is required in the pool it would not be possible for students and staff to wear a face mask in the pool due to becoming wet and therefor ineffective.
3. Social distancing must be maintained on poolside.

### **After the Pool Session**

All pool users should have a full body wash with soap and shampoo prior to putting on their clothes.

### **Borrowed Kit**

Whenever possible staff and students should use their own swimming kit and towels. As per usual any borrowed swimming kit and towels must be washed at 60deg and fully dried before it can be used again.

### **Risk Management Protocol.**

Executive Headteacher to ensure a comprehensive risk assessment is in place to mitigate the risk of potential transmission of COVID-19.