Hob Moor Oaks

Pool Operating Policy

Approved by	Local Governing Body
Date	December 2019
Review Date	
Signed	

Pool Risk Assessment

	HEALTH & SAFETY RISK ASSESSMENT	
EBOR ACADEMY TRUST		Ref No: EBOR/HS/RA00
	Version: 1	Issue/review:
	Issued by: Health & Safety Team	Page: 1-5

Hob Moor Oaks

Pool risk assessment

Assessment conducted by: Emma Priest	Job title: Teacher (Phase Leader_	Covered by this assessment: Pupils/Staff
Date of assessment: November 2019	Review interval: Annually	Date of next review: November 2020

Related documents

Risk rating		**Likelihood of occurrence**		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major injury, disability or ill-health.	High (H)	H	Medium (M)
	Severe Causes injury requiring medical treatment.	H	M	Low (L)
	Minor Causes injury requiring first aid treatment.	M	L	L

Risk/issue	**Risk rating prior to action H/M/L**	**Recommended controls**	**Controls in place? Yes/No**	**Recommended further actions to be taken to reduce risks**	**By whom**	**Deadline**	**Risk rating following action H/M/L**
A	H	· Lock, high handle, one key	**Y**				**L**

Unauthorised access		· Signing out procedure · Windows shut when room empty · Lifeguard/Pool Emergency Responder, closing procedure, evacuation					
B Atmosphere, heat, staff	**L**	· Air temperature controlled Monitored 4 per day · Opening check · Staff have water · Provide water · Break in corridor as required (Lifeguard/Pool Emergency Responder)	**Y**				**L**
C Pool surround grill	**L**	· Inform staff to report sharp edges · Sewells to be informed of the need to make a repair	**Y**				**L**
D Pool surround floor	**H**	· Staff Awareness · Supervision levels · Acceptable behaviour code · Squeegee/bucket · Routine cleaning · No unauthorised toys · No breakables	**Y**				**L**
E Changing room moving and handling hoist collision with wall	**L**	· 2 staff moving and handling pupils · Moving and handling plan · Staff awareness · Experienced staff	**Y**				**L**
F Pool run off grate	**L**	Mats provided	**Y**				**L**
G Corners to the pool collision	**L**	· Staff awareness · Code of practice for behaviour	**Y**				**L**
H Steps to pool	**M**	· Handrails · Staff awareness · Normal operating procedures · Supervision · Alternative entries taught i.e. Halliwick	**Y**				**L**
I1 Water ± drowning	**H**	· Supervision · Lifeguard/Pool Emergency Responder · Training · High staff ratio · Policy (normal operating procedure)	**Y**				**L**

		· Alarms · Depth signage · Sign alarms · Lifeguard/Pool Emergency Responder equipment					
I2 Water ± Water quality	**M**	· Normal operating procedure · Daily water sampling test by Sewells and their procedures · Opening checklist · Visual inspection · Provide communication through Sewells to know daily testing has been done or if pool cleaning required	**Y**				**L**
I3 Pool fittings ± Lights, handrails, pool cover, jacuzzi, swim jet	**L**	· Normal operating procedure · Visual check · Code of behaviour · Defects log procedure · Sewells check/ communication	**Y**				**L**
I4 Pool bottom. Sharp equipment	**M**	· Normal procedure · Jewellery policy · No equipment on bottom · Supervision · Sign from Sewells checking pool bottom/outlet grills · Lifeguard/Pool Emergency Responder · Visual check	**Y**				**L**
I5 Pool cover ± staff using unauthorised	**L**	· Staff awareness that Facilities Management only use this	**Y**				**L**
J Ceiling hoist unauthorised/ untrained use	**M**	· Visual inspection · Experienced staff · Security · Moving and handling trained staff · Keep strings out of the way · Serviced by provider	**Y**				**L**
K Electrical Items	**M**	· Normal operating procedure · PAT test · Sewells testing · Water tight covers to switches	**Y**				**L**
L Lighting	**M**	· Normal operating procedure	**Y**				**L**

Poor		· Safe use of the pool · Controls covered · Planned maintenance · Visual check					
Failure of alarms	**H**	Telephone in pool ±contact: Nurse 5003 Admin 5000 who will radio for nurses · Alarm lights marked up · Checks by Sewells	**Y**				**M**
Incorrect storage ± trip hazard	**L**	· Daily ±ensure handyman tidies pool. Closing check · Lifeguard/Pool Emergency Responder to maintain poolside equipment	**Y**				**L**
Pool Vac	**L**	· Staff awareness that Facilities Management only use this	**Y**				**L**

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POOLSIDE **A** Entering area ±fall, slip if run	H	Pupils enter calmly Pool rules Behaviour guidelines within group Staffing ratios	**Y**				**L**
B Dive or jump into	**H**	Pupils Supervised Staff aware of pool rules	**Y**				**L**

pool		Behaviour guidelines Lifeguard					
C Dirty wheelchair wheels & shoes	**L**	Try to ensure wheels reasonably clean Remove/cover shoes	**Y**				**L**
D Fall, slip in showers/ changing room	**H**	Pool rules Supervision Staffing ratio	**Y**				**L**
E Pupil throws objects	**M**	No outside objects Appropriate pool objects	**Y**				**L**
F Pupil aggressive or challenging episode	**H**	Class Swimming Information Emergency alarm Behaviour plans Extra staff available	**Y**				**L**
G Spillage urine/ faeces/blood on poolside	**L**	PPE available Gloves, bags etc available	**Y**				**L**
POOL ENTRY **H** Pupil requires hoist and sling or manually handling	**M**	Training Moving and Handling Plans Appropriate pool sides shoes Maintenance of hoist and sling	**Y**				**L**
I Jumps into pool	**H**	Pool rules Staff supervision with high staff ratio Lifeguard	**Y**				**L**
J Enters when jacuzzi/ light equipments on ±falls	**L**	Pool rules re equipment Overhead lights on Staff supervision	**Y**				**L**
K Assisted entry from side	**H**	Staff supervision Lifeguard Mats on poolside Staff training	**Y**				**L**
IN POOL **L** Pupil unable to maintain	**M**	Appropriate support in water Assess abilities through staff training Lifeguard	**Y**				**L**

buoyancy							
M Staff Supporting Pupil	**H**	Class Swimming Information Individual pool information where necessary Lifeguard Staff training	**Y**				**L**
N Challenging episode in pool	**H**	Class Swimming Information Emergency alarm Behaviour plans Staffing ratios Staff training	**Y**				**L**
O Seizure in pool	**M**	Staff Training Emergency alarm Lifeguard First Aiders, School Nurse Class Swimming Information	**Y**				**L**
P Pupil moving in pool independently	**H**	Lifeguard Supervision Staff Training Class Swimming Information Assessment of pupils abilities and setting appropriate challenges	**Y**				**L**
Q Self stimulatory behaviour	**H**	Staffing ratio Lifeguard Class Swimming Information Staff training	**Y**				**M**
EXITING POOL **R** Pupil requires hoist/sling	**H**	Training Manual handling plans Staffing ratio Maintenance of slings/hoists	**Y**				**L**
S Exits when light equipment, jacuzzi etc in use ± impairing clear vision	**L**	Pool rules/guidance re equipment Overhead lights on Staff supervision Lifeguard	**Y**				**L**
T Walks out of pool using steps	**H**	Uses handrails Staff Support	**Y**				**L**
U Emergency lift from pool to side	**M**	Adequate supervision Emergency alarm Only will be completed in emergency situation Lifeguard Sides on changing bed Staff training	**Y**				**L**

APPENDIX D

MEDICAL CHECK LIST

This list may provide information regarding the suitability/unsuitability of some activities for individual pupils.
The checklist must be completed by parents before their child can participate in a range of activities including: - use of the school pool, swimming, rebound therapy, use of suspended equipment and massage.
Your child may be included in some or all of these activities at some point in their school life; depending on their need and ability. You will be informed if/ when they are included in these activities by the class teacher.

NAME:	**DOB:**	**Date Completed:**
Weight of child:	**Build of Child:**	
Diagnosis:		
Medication:		
Relevant Medical History:		

PRECAUTIONS	**YES**	**NO**	**COMMENTS**
Cardiac condition			
Atlantoaxial instability Please note this condition is often D V V R F L D W H G Z L W K F K L O G Syndrome. In these cases parents should ensure their child has been tested for the condition before completing this section.			
Detaching retina			
Implant surgery e.g. pacemaker			
Epilepsy (if yes, what kind of seizures)			
Heart or circulatory problems			
Respiratory problems			
Vertigo, blackouts or nausea			
Neck problems			
Back problems			
Open wounds			
Brittle bones/osteoporosis			
Skin problems			
Unstable/hyper mobile/painful joints			
Hernia			
Prolapse			
Gastrostomy/colostomy			

Gastric reflux			
Stress incontinence			
Joint problems			
Hypertension/hypotension			
Arthritis			
Behavioural considerations			

If the answer to any of the above questions is yes please seek further clarification from GP/paediatrician and make note of his recommendations below

« « « «

NAME	RELEVANT MEDICAL DETAILS
HELPERS REQUIRED	
TRANSFER TO CHANGING BED	**TRANSFER TO WHEELCHAIR**
METHOD OF ENTRY	**METHOD OF EXIT**
SUPPORT IN WATER	**COMMENTS**

DATE	AIMS / OBJECTIVES

DATE	PROGRESS AND LESSON NOTES

APPENDIX F

TRAINING FOR THE USE OF POOL

Purpose of Training
To provide staff; working with pupils with PMLD and physical disabilities with basic information and practical skills for the safe and effective use of the pool.

Length of training: - 1 twilight session. Each session will be approximately 1½ hour long.

Training as a minimum should take place every 2 years

The training will include some aspects of the Halliwick method. It must be stressed that this training will not give the staff a Halliwick qualification and is only providing basic skills and information.

- Safe use of the pool
- Contraindications
- Pupil medical information
- Pool entry and exit using a hoist
- Pool entry for pupils sitting on pool side
- Breath control
- Support in water
- Upright activities
- Backfloat activities
- Vertical rotation
- Emergency evacuations

APPENDIX G

WATER QUALITY CHECKLIST

SWIMMING POOL LOG SHEET - MONDAY / / TO SUNDAY / /																					
Water Pumps		MON		TUE		WED		THUR		FRI		SAT		SUN							
Pump Started Time																					
Pump Stopped Time																					
Hours Running																					
Pump In Use No.1, 2 or 3																					
Strainers Changed																					
Filters		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT						
Inlet And Outlet Pressures	No. 1																				
	No. 2																				
	No. 3																				
	No. 4																				
Backwash (Mins)	No. 1																				
	No. 2																				
	No. 3																				
	No. 4																				
Circulation Flow M^3/h or l/h																					
Test Results		Fr	Co	pH	Fr	Co	pH	Fr	Co	pH	Fr	Co	pH	Fr	Co	pH	Fr	Co	pH	Fr	Co	pH
FREE, COMBINED CHLORINE & pH	Test 1																				
	Test 2																				
	Test 3																				
	Test 4																				
	Test 5																				
	Test 6																				
	Test 7																				
	Test 8																				
Analysis of Monochloramine Dichloramine		M	Di	M	Di	M	Di	M	Di	M	Di	M	Di	M	Di						
	Test																				
	Test																				
Total Alkalinity																					
Calcium Hardness																					
Total Dissolved Solids																					
Temperature																					
Langelier Index																					
CHEMICAL ADDITIONS	Alum/ Coagulant																				
	Hypochlorite																				
	CO_2/Acid																				
	Others																				
	Others																				
Clarity 10=Perfect 0=V.Poor																					
Number of Bathers																					
Fresh Water Dilution (Litres)																					

APPENDIX H

OPENING AND CLOSING CHECK SHEET
Completed by Sewells Facilities Management

Date	Time	Checked By	Fit for Purpose	Comments

APPENDIX I

City Of York Council, Hob Moor Children's Centre

HOB MOOR OAKS SCHOOL

POOL EMERGENCY ALARM PROCEDURE

If the Pool emergency alarm is sounded, **an intermittent siren sound**, the school nurse and the Head of School, if they are in their rooms, and therefore hear the alarm should immediately go to the Pool to ascertain the nature of the emergency. A member of the office staff will also immediately contact the school nurse via the walkie-talkie system to check that she has heard the alarm and is aware of the emergency.

The member of the office staff will then go to the Pool and contact:

- A member of the leadership team, if not already present
- A further member of staff familiar with the child

If an ambulance is required this will be called through 9 (for outside line) then 999 from the Pool on the instruction of the Emergency Pool Responder/Session Leader.

The member of the leadership team will be responsible for contact with the F K L O G · V S D U H Q W V F D U H U V

At all times, it is intended to have at least 2 persons in the schools office. If a member of staff is going to be alone then the Business Manager or a member of the Hob Moor Oaks staff will be contacted to ensure 2 people are always present.

Distribution:
Health Staff working with HMO pupils
Schools office staff
Hob Moor Oaks Leadership Team

Chair of Governors

Equipment Inventory

APPENDIX J

When equipment has been cleaned please date and sign below.

Equipment	Summer Term		Autumn Term		Spring Term	
	1st half	2nd half	1st half	2nd half	1st half	2nd half
Top Shelf						
Speakers and projectors						
Whistles x 11						
Shelf 1						
Long floats x 12						
Frog Floats x 2						
Mats x 6						
Hand Floats x 20						
Shelf 2						
Life Jacket x 2						
Lane Markers x 1						
Boxes containing arm bands toys, boats, ducks etc x 7						
Shelf 3						
Big Floats x 3						
Hoisting Sling x 1						
Towels x 5						
Gowns x 8						
Thermal Blankets x 10						

Appendix K

Pool Evacuation

All users of this pool should read and understand the following procedures.

1. The pool area should be supervised by trained staff at all times and locked when not in use.

2. Emergency procedure.

a. In case of an emergency summon help by activating the pool alarm button. On hearing the alarm the School Nurse and Head of School immediately go to the pool

b. A member of the office staff will also alert other individuals.

c. If an ambulance is required this will be called through 9.999 from the pool on the instruction of the Emergency Pool Responder/session leader.

d. Immediate first aid to be provided by the Emergency Pool Responder. The nearest first aider to also be called.

e. The session leader will determine whether pool users stay on site or vacate the area.

f. Use gowns and space blankets to keep swimmers warm. These are kept in the pool area.

g. In the case of fire/emergency evacuation please leave by the nearest fire exit and follow signs to assembly point (see Fire Evacuation Procedure).

h. The fire alarm tone is a continuous siren.

i. In the case of power failure evacuate the pool and immediately let the Administration Manager know.

j. Always ensure City of York accident/incident form is completed for any emergency event in the pool or surrounding area.

k. Please refer to Pool Policy for more detailed information.