Health and Safety Policy

Castlebrae

Pool Safe Operating Procedures

Appendix A

Part 1.   Normal Operating Procedures (NOP)

Part 2.   Emergency Action Plans (EAP)

Normal Operating procedures and Emergency Action Plan.

Normal Operating Procedures

1.   Details of Pool and changing rooms
2.   Potential risk
3.   Communication with pool users
4.   First Aid
5.   Details of Alarm system and emergency equipment
6.   Fire safety
7.   Pool emergency Equipment
8.   Pool cleaning
9.   Pool water testing
10. Plant rooms
11. Steam Room
12. Sauna

Emergency Action plan

1.   Overcrowding
2.   Lack of water clarity
3.   Fire or fire alarm activation
4.   Bomb threat
5.   Structural failure
6.   Emissions of Toxic gas
7.   Serious injury to bather
8.   Discovery of casualty
9.   Removal of casualty with suspected spinal injury from leisure pool
10. Dealing with Blood, vomit and Faeces.

Part 1: Normal Operating Procedures

1   Detail of Pools

All bathers must normally be at least 16 years of age. Where significant and unique circumstances apply special dispensation MAY be given by the CEO or Deputy CEO e.g. in the case of a respite attendance where it may be in the interests of a child attending with the parent attendees to swim as part of that child's therapy or remedial treatment. In such cases the child must always be accompanied by a competent adult who is able to swim

If the swimming pool and the other leisure facilities are to be used for the teaching of swimming by an external hirer, it is still the responsibility of the owner of the pool to make sure that the hirer is aware of all the Health and Safety procedures, risk assessments, method statements and other recommendations, for the safeguard of users of the pool and supervision including first aid, and fire and emergency procedures.

The owner of the pool and the other leisure facilities has to be satisfied that the hirers' relevant insurance policies are current and up to date.

The hirer has the same responsibilities for the health and safety of their users and supervision as the owner of the pool, and which should include the provision of their own NOP and EAP.

The Training Pool is located through the Changing Rooms at the end of the Gym near the Physiotherapy Department and is a deck level pool (water is drawn from the surface and main drain through the filters and returned to the pool) The dimensions of the pool are 15 metres long by 7.5 metres wide; it is 1.2 metre deep at the shallow end increasing to 1.5 metres deep at the opposite end. The total volume of water is approximately 168 cubic metres with a safe maximum bather load of 30 persons. Entry to the pool is via slip resistance steps at the shallow end with safety rails provided and there is an additional pool ladder entry and exit at the deep end. The pool floor surround is covered by slip resistance altro flooring.

Also located in the Training Pool area are steam room; sauna and a main plant room. There is a chair hoist to assist with lifting disabled bathers in and out of the pool.

The Hydro pool is located through a door off the Training Pool. The dimensions of the pool are 6 metres long by 4 metres wide; it is 1.4 metres deep. The total volume of water is approximately 33 cubic metres with a safe maximum bather load of 6 persons. Entry to the pool is via slip resistance steps with safety rails provided. The pool floor surround is covered by slip resistance altro flooring.

Detail of changing rooms

- Female Changing Room - The floor covering is slip resistance altro flooring. The area is approx. 18 metres by 4 metres with benches along the walls and hanging hooks above. There is a dry and wet area with 3 walk-in toilet cubicles and 3 wash hand basins. The dry area has 1 walk-in shower and the wet area has 2 showers. All showers have doors, separate benches and hooks above. There are 6 small lockers for patient's valuables and benches with hooks above in each dry and wet areas.

- Male Changing Room - The floor covering is slip resistance altro flooring. The area is approx. 18 metres by 4 metres. There are 3 urinals and 3 wash hand basins and 2 walk-in toilet cubicles. There is a dry and wet area. The dry area has 1 walk-in shower and the wet area has 2 showers. All showers have doors, separate benches and hooks above. There are 6 small lockers for patient's valuables and benches with hooks above in each dry and wet areas.

- Accessible Changing Room - The floor covering is slip resistance altro flooring. The area is approx. 2 metres by 2 metres. There is a toilet, wash hand basin and shower area with a pull down seat and rails.

2   Potential Risk

The user group of these facilities are likely to be of a higher risk than the general population due to the nature of their injuries, conditions etc. For the main risks associated with these areas see the relevant risk assessments.

3   Communication with Pool Users

Safety messages are affixed to the walls around both pools alerting bathers to the various hazards including:
- No attendant on duty(with the exception of the hirers of the pool.)
- Depth markings
- Wet surface and the potential for slips and trips
- Fire exits
- No diving
- Safe use of the sauna and, steam room,
- Alarms

4   First Aid

There is a First Aid Room located off the Training Pool. First aid is provided by the nurse on duty or by another appropriate appointed person. The number of appointed persons is determined by the Risk Assessment. These employees are responsible for checking the first aid equipment on a regular basis;
- First aid equipment is located in the First Aid Room.

- Barrier masks are provided in the pool areas and blood and sharps can be disposed of in the physio department.
- A blood spillage kit is kept in the First Aid Room.
- The Accident Book is located in the Nurses' room and must be completed in the event of any accident giving as much detail as possible.

5   Details of Alarm Systems and Emergency Equipment

- There is emergency lighting in the Changing Rooms and Pool Areas.
- There are eleven (11) press button alarms fitted to the walls above the hand rails around the Training and Hydro Pool
- There are push button alarms outside the steam room and inside the sauna.
- When an alarm is sounded its location appears on panels in the physio department, surgery and the main reception
- All alarms are checked and tested weekly

6   Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005, the Treatment Centre has to satisfy certain criteria in order to comply with the regulations. Therefore the Treatment Centre provides the following:
- A way of warning people on the premises, i.e. fire alarm
- Safe means of escape via fire exit doors and exit signage
- Emergency lighting
- All employees are instructed on correct procedures during their staff induction followed by a fire safety training session.
- Employee refresher training on fire safety and the procedures to be followed in the event of a fire
- Fire Warden training
- Appropriate firefighting equipment
- The fire alarms are tested weekly and regular fire drills held.
- There are two fire exits located in the pool areas, First Aid Room and Plant Room
- There are also exits via the Sports Hall and Fitness Reception (all shown on the floor plan).
- The break glass call points are situated in both Pool areas, First Aid Room, Sports Hall,Gym, Fitness Reception and in both plant rooms.

Employee responsibility

- Know how to activate the fire alarm system
- Keep all the fire escape routes clear at all times
- Report any potential fire hazards immediately
- Watch out for and report any faulty wiring, frayed cables etc.
- Ensure fire extinguishers are kept on fixed wall brackets and access to them is clear

- Know how to use the various types of extinguishers and which type of fire each is used for

7. Pool Emergency Equipment

CCTV covers the Leisure Pool area.
- The Leisure Pool has 2 throwing rings either side of the pool.
- There is 1x 1.5 metre reach pole affixed to the walls around the pool.
- There are 2 throw bags and 1 reach pole and 2 buoy rings around the pool.
- Training has been provided in the correct use of the rescue equipment with updates at regular intervals.
- Fire extinguishers are located around the Gym/Pool areas.
- 1 x Spinal Board.

8 Pool Cleaning

- Pool cleaning is carried out in-house on a daily basis and a cleaning schedule is in place.
- Vacuuming of the pools is carried out as required by pool staff using the Safe Method of Work detailed in the pool management file.

9 Pool Water Testing

- The pool water is normally tested three (3) times daily, the first prior to use in the morning, the second before lunch, and the third at the end of normal use hours.
- The results are recorded on a daily sheet kept in the First Aid Room.
- The tests are for Free and Combined Chlorine levels and pH (once a week for CH and TA)
- Tests for Total Alkalinity and Calcium Hardness are carried out as required.
- The pool staff actions are dependent on the results of each test. Automatic chemical dosing is in operation, manual testing is used for verification.
- Water temperature is also checked on a daily basis.
- Pool water microbiological test are carried out to the pools every month.

10 Plant Rooms

- Employees who have not received training in pool chemicals and/or basic pool plant operations are not permitted in the plant rooms.
- The plant rooms are to be kept tidy at all times and should be kept free of any combustible materials or chemicals. Doors locked unless routine testing and maintenance being carried out.
- COSHH sheets are available for all chemicals used in these areas and appropriate warning signs displayed adjacent to each substance.

- PPE is stored in the Plant room and must be worn when handling chemicals. The equipment is checked regularly for damage and replaced when necessary.
- Eye wash facilities are situated in each plant room.
- A kit for dealing with body fluid spillages is located in the First Aid Room.
- Pool staff will complete plant room daily checklists which are kept in the Pool plant room.
- Safe Methods of Work and Safe Operating Procedures are provided in the plant room.
- Chlorine Gas evacuation procedures are in place. All employees are instructed on correct procedures during their staff induction.
- Chlorine Gas Evacuation Drills are carried out regularly
- An emergency shower is located in the Main Plant Room

11   Steam Room

- The steam room is situated in the Training Pool area and should not be used by the hirers of the facilities.
- It is heated to around 45-47 degrees and uses Eucalyptus essence
- The floor is tiled
- Safety rules and contraindications are clearly displayed on the notice outside the Steam Room.
- An emergency push button is located outside the steam room area alerting the physio department, surgery and main reception area and activating a visual beacon.

12   Sauna

- The sauna is located in the Training Pool area and should not be used by the hirers of the facilities.
- It is heated to around 85-90 degrees
- The flooring is tiled.
- Safety rules and contraindications are clearly displayed on the wall outside the Sauna
- An emergency push-button is located inside the sauna activating a visual beacon outside the sauna and also alerting the physio department, surgery and main reception.

Part 2: Emergency Action Plan

1 Overcrowding

The safe maximum bathing number for the pool is 30 persons. If it looks like these numbers are being approached employees should inform patients and advise them to return at a later time. Aqua classes in the Training pool should be limited to 30 due to the available area for exercise.

2 Lack of Water Clarity

- If the water starts to become cloudy or to lose clarity a pool trained staff member must be alerted
- Relevant tests will be carried out and appropriate action taken
- If the appropriate remedial action is not possible or will not be effective quickly enough the pool must be closed and signs displayed to warn patients it is no longer safe to use the pool
- Pool trained staff will decide when the pool is ready for use

3 Fire or Fire Alarm Activation

- On hearing the fire alarm the pool must be evacuated via the nearest and safest fire exit
- Bathers will be provided with space blankets by staff (kept in the gym store)
- All patients must be directed to the front of the building where names will be checked at the fire assembly point
- No one will be permitted to re-enter the building until told to do so by the Fire Brigade.

4. Bomb Threat

Follow the procedure for fire unless instructed otherwise by a HOD, supervisor or senior employee.

Lighting and Electrical Failure

a. Should the lights fail in any area, the emergency lights will come on automatically
b. Emergency lighting is tested annually by an approved contractor.
c. The pool must be cleared and patients asked to wait away from the pool areas until further information available
d. Dressing gowns and space blankets can be provided if required

For electrical failure contact the Maintenance Supervisor who will contact Stephen Cooper Electrical (Tel: 01764 664525/ 07539273191).

5.   Structural Failure

In the event of structural failure, or suspected buildings failure, the building should be evacuated using whichever exit doors are unobstructed by the result of the structural failure.

6.   Emission of Toxic Gas

This would most likely come from the accidental mixing of sodium hypochlorite with another chemical containing an acid, during a cleaning operation or as a result of the pool disinfecting system;

a.   The immediate area must be quickly and safely evacuated closing doors to prevent or slow down the gas emission to other areas. Chlorine Gas Evacuation Procedures should be followed.
b.   Evacuation - exits must be used that lead patients away from the danger and not into it
c.   The emergency services and fire wardens must be notified immediately
d.   Any person who has been in contact with the gas must be treated with appropriate first aid and removed to hospital since serious symptoms may develop at a later stage
e.   Report to the Operations Manager (Safety Officer) who will take any necessary action.
f.   CMM can be contacted for further advice.

7   Serious Injury To Bather

Call for assistance by operating the nearest pool alarm button and clear the pool with regard to the injured bather:

a.   On hearing the alarm all qualified employees to attend.
b.   Talk to the casualty, calming and reassuring them while assessing the situation.
c.   Do not put yourself at risk
d.   Carry out first aid as required
e.   Contact emergency services
f.   Fill out an incident report as soon as possible and report to the Operations Manager (Safety Officer) who will take any necessary action

8   Discovery of a Casualty in the Water

Call for assistance by operating the nearest pool alarm button and clear the pool with regard to the injured bather:

a.   On hearing the alarm all qualified employees to attend
b.   Do not put yourself at risk
c.   If possible use poolside rescue techniques, e.g. reach pole or throw bag whilst talking to and reassuring the casualty

d. If poolside rescue is not possible enter the water in a safe manner, recover the casualty and land them at the most suitable point

e. The emergency services should be called if necessary and/or appropriate aftercare given

f. Fill out an incident report as soon as possible and report to the Operations Manager (Safety Officer) who will take any necessary action.

g. It may be necessary to clean the pool area using methods described in section 12 of the EAP

9. Removal of a Casualty with a Suspected Spinal Injury from Leisure Pool.

Call for assistance using the nearest pool alarm button and clear the pool with particular regard to the casualty:

a. On hearing the alarm all qualified employees to attend

b. Do not put yourself at risk

c. Use the spinal board and specific rescue techniques as per training

d. The Initial rescuer is in charge until the Head Physio, Nurse, Fitness Team or senior employee arrives.

e. Once the casualty is removed from the pool the nurse will take charge of the situation

f. The emergency services should be called as soon as possible

g. Fill out an incident report as soon as possible and report to the Operations Manager (Safety Officer) who will take any necessary action.

10 Dealing with Blood, Vomit, and Faeces

Blood
- small amounts will be dealt with by the pool disinfection system with no further action
- Large amounts may require the pool to be temporarily cleared of bathers until blood is dispersed
- Spillage on poolside should be dealt with using the Bodily Fluid Disposal Kit provided in the First Aid Room (full instructions are provided with the kit).

Vomit
- Clear the pool of bathers and advise them to shower thoroughly, any contaminated clothing must be put into RED laundry bags
- Remove any solid particles using the net attached to the pole and wearing disposable gloves
- Dispose of down the toilet at pool side
- Disinfect the net and pole after use, dispose of gloves in the YELLOW clinical waste bags and wash hands thoroughly
- Increase disinfectant levels to the top of the range

- May need to vacuum the pool
- Allow six (6) turnover cycles and backwash before returning disinfectant levels to normal
- May need to close the pool for 24 hours
- If Gastroenteritis is suspected notify the duty nurse.

Faeces - solid
- Clear the pool of bathers and advise them to shower thoroughly
- Retrieve with the net and pole, wearing disposable gloves
- Dispose of matter down the toilet at poolside
- Disinfect net and pole after use
- Dispose of gloves and wash hands thoroughly
- If chemicals in pool are at correct levels no further action is required

Faeces - diarrhoea
- Clear the pool of bathers and advise them to shower thoroughly
- Increase the disinfectant levels to the top of the range
- May need to vacuum the pool
- Allow six (6) turnover cycles and backwash before returning disinfectant levels to normal
- May require pool to be closed for 24 hours
- If Gastro enteritis is suspected notify the duty nurse

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