



Pool Safety Operating Procedures

Normal Operating Procedures & Emergency Action Plans

	Reviewed & Updated:	Reviewed & Updated:	Reviewed & Updated:
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	Reviewed & Updated:	Reviewed & Updated:	Reviewed & Updated:
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Normal Operating Procedures

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Appendices

Appendix 1.0 – PxB Manual

Appendix 1.1 – PxB Evacuation with Freeboard Information Sheets

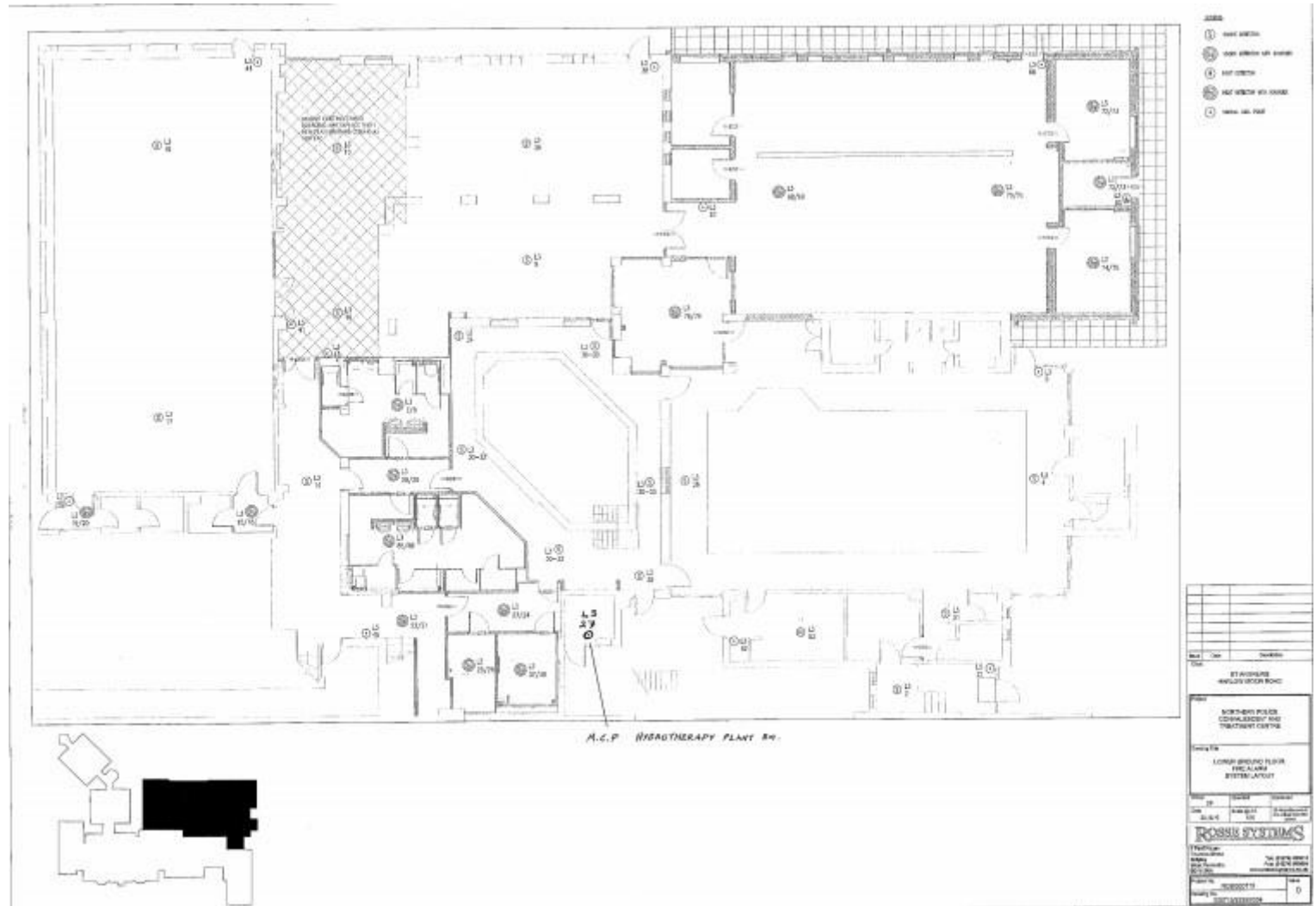
Appendix 2.0 – Aquaboard Manual

Appendix 3.0 – Pool Guidance Document (For patients/all users)

Normal Operating Procedures

1.0 Details of the Pool

1.0 Building Floor Plan



1.1 Dimensions and Depths

Leisure Pool:

Length	14.32 metres
Width	6.4 metres
Square Meters	91.648m ²
Water depth	1.0 metre

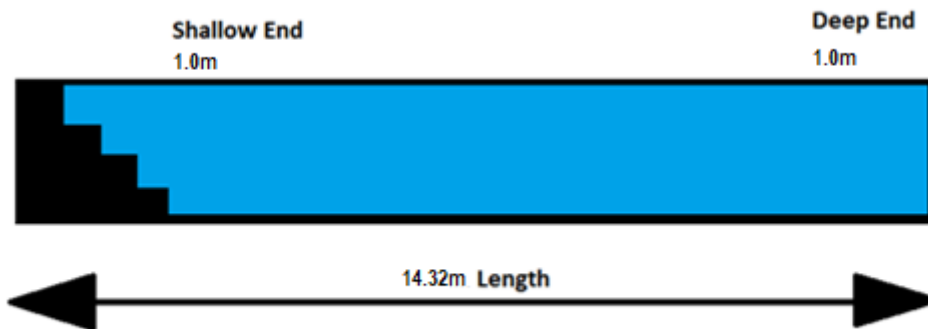
Hydrotherapy Pool:

Length	Irregular Shaped pool
Width	Irregular Shaped pool
Square Meters	27m ²
Shallow end water depth	1.12 metres
Deep end water depth	1.58 metres
Gradient	3.75°

Hydrotherapy Pool

Refer to picture above of the pool shape on the building plans 1.1 page 7

Leisure Pool



Steps are located to one side rather than at one end as demonstrated in this picture.

1.2 Features and Equipment

Leisure Pool

Entry to the pool is via 5 slip resistance steps at the shallow end and to one side with 3 safety rails provided.

In front of the entrance steps you will find a sitting area which consists of 4 chairs and a small table, a water cooler. Also located within the pool hall is:

- 3 showers
- Steam Room – See SSOW SS026
- Sauna – See SSOW SS027
- Aromatherapy Warm Room – See SSOW SS028
- Plant Room entrance points
- 2 Toilets with overflow changing area (located together)
- There are 3 pull cord pool alarms and 4 pool alarms within this zone

Hydrotherapy Pool

The Hydrotherapy pool is of irregular shape and the external wall of the pool stands 1m high from the poolside floor level. Entry to the pool is via Pool Hoist (See SSOW SS025) or pool steps. The steps are located at the shallowest point of the pool and have 5 external steps which take you up the 1m pool wall to a platform where you turn 180° to descend 5 steps into the water, the steps are non slip and have hand rails on both sides.

- There are 4 pool alarms within this zone (1 on side of pool – in water access and 3 on poolside walls)

Overview

Both pools are separated by a partition wall with access doors at either side. Both pool halls are fitted with non-slip tiles around its edging.

See pool diagram above for layout and EAP – for details for rescue equipment available.

2.0 Maximum Bather Loads

2.1 Bather Control and Numbers

It is the responsibility of the acting ER-Pool team member to manage the numbers of bathers per pool/activity in accordance to 2.2 & 2.3. It is also the ER-Pool team member's responsibility to control bather access to the pool hall(s) and their behaviour.

The Head of Physio, Physio team and ER-Pool team members responsible for ensuring that these bather-loading figures are adhered to.

2.2 Bather Loads for Each Pool

The bathing loads for each pool are:

Leisure Pool – 30

Hydrotherapy Pool – 9

The theoretical maximum bather load for both pools in use is 39 swimmers; The maximum number varies according to the activity and level of risk associated with it. All bathers are to be included in the bather loads. All bathing loads must be adhered to in section 2.2 below.

2.3 Bather Loads per Session

Leisure pool

<i>Session</i>	Maximum Bather Load
General Swim (including 1-2-1 Physio Sessions)	15
Group Exercise Class	12

Hydrotherapy Pool

<i>Session</i>	Maximum Bather Load
1-2-1 Physio Sessions	9
Group Exercise Class	9

2.4 Action to Control Maximum Bather Loads

ER – Pool Team Member Will:

- A) Inform Line Manager immediately should the bather load count be approaching the maximum bather load.

The Line Manager will:

- A) Stop admission to the pools if required
- B) Consider bathers in the changing rooms – not just bathers using the swimming pool(s)
- C) Implement the EAP for swimming pool overcrowding if the control of admission to the swimming pool(s) fail in any way and overcrowding occurs.

Potential Risk Factors

3.0 Main Hazards and Control Measures for Each Swimming Pool

3.1 Generic Hazards

The following are generic Hazards identified by Health & Safety Executive in Managing Health and Safety in Swimming Pools (MHSISP) para 77

- Inadequate or inappropriate or no supervision.
- absence of, or inadequate response by, lifeguards in an emergency;
- glare;
- failure to identify casualties because of unclear pool water, or obstructions in the line of vision;
- unauthorised access to pools intended to be out of use;
- prior health problems (for example heart trouble, impaired hearing or sight, epilepsy);
- consuming alcohol or food before swimming;
- youth and inexperience (half of those who drown are under the age of 15);
- weak or non-swimmers straying out of their depth;
- diving into an insufficient depth of water (leading to concussion, or injury to head or spine);
- Unruly behaviour and misuse of equipment.

3.2 Known Hazards

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and therefore should be considered as possibilities:

- Prior health problems e.g. heart trouble, asthma, epilepsy etc.
- Youth and inexperience (half of those who drown are U15)
- Alcohol, drugs or food before swimming
- Poor Behaviour – running on poolside
- Direct access from all changing rooms
- Possible breakage of large glass windows on either side of pool
- Reduced visibility due to reflection from windows/glare factor
- Weak or non-swimmers straying out of their depth
- Diving into insufficient depth of water

- Pool users returning to the pool from the changing rooms after supervised session has ended
- Missing children
- Unruly behaviour and misuse of equipment
- swimming aids and other objects in the water can obscure the supervisor's view
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by pool staff in an emergency
- Lane ropes can take pool users out of their depth

3.3 Users of Particular Risk

- Weak and non-swimmers
- Children under the age of 16 including spectators
- The boisterous and show-offs
- Those wearing arm-bands or other flotation aids
- Swimmers using inflatable's and other fun flotation aids
- The elderly
- Swimmers with disabilities/special needs
- Swimmers under the influence of alcohol and/or drugs
- Swimmers inadequately/inappropriately supervised
- Unauthorised swimmers

PTC Harrogate has a duty of care to all employees and users to maintain hazards and risks to a minimum. PTC Harrogate's risk assessments can be found in the Head Physio Office and with the Nursing Team and Centre Manager. These are accessible by reading the paper copies or alternatively looking on the PTC business files electronically.

Below is one section of a risk assessment for the Leisure Pool, this will give you an example of how the risk assessments are laid out and what information is detailed within our risk assessments.

Identify Hazard	Type – who might be harmed	Risk Rating			Identify Precautions already in place	Documentation Referencing
		L	C	R		
Drowning	Patients, Employees, Contractors	3	5	15	<p>Pool side staff attend a (STA ER Pool Responder) CIMSPA endorsed qualification (STA Emergency Response Pool (ER-Pool)) every two years, along with the qualification, a safe system of work is in place which works in partnership with: EAP, induction process and competency training.</p> <p>NOP details potential risk factors of both the pool and its users which is highlighted to the pool staff. The NOP details the locations and number of ER-Pool team members required per session/per pool in accordance with the activity and bather numbers.</p> <p>Each patient has a detailed profile on their medical history and rehab requirements if a patient which the clinical team will know and will provide correct exercises to the patient when in the water if a part of a programmed session. Advice available when asked if patient is part of a general swim.</p> <p>LZVT have being carried out to determine position of ER-Pool team members.</p> <p>No lone swimming is allowed in this area and all access points have internal lockable doors and can only be accessed/unlocked by poolside, nursing, housekeeping and maintenance employees.</p> <p>Signage in place for weak/non swimmers. EAP details procedure for rescue which is alongside the ER-Pool qualification. Trained nurses & clinical staff attend poolside on hearing of drowning alarm and will provide AED on arrival.</p>	<p>NOP, EAP, LZVT, ER-Pool training records HSG 179 paras 131 – 219 Accident analysis</p> <p>92 Fewer lifeguards may be required in non-swimming areas. BS EN 15288 defines areas with a water depth ≤ 1.35 m as non-swimmer areas, whereas areas with a water depth > 1.35 m are swimmer areas.</p> <p>Para 79 Poolside supervision,</p> <p>112 Precautions where constant poolside supervision is not provided</p>

Ref: HSE INDG163

3.4 Accident Analysis

Accident analysis is carried out in order to determine the cause or causes of an accident or series of accidents to prevent further incidents of a similar kind.

To see the full Accident Analysis discuss with the Centre Manager. Accident Investigation forms are completed after every event and are collated by the Centre Manager. Every 3 months this is collated and presented to the Charity Trustees for review.

PTC uses the data taken from each accident and reviews the current policies and procedures to ensure anyone who enters the facility are in the safest possible environment.

Dealing with Users

4 Arrangements for Communicating Safety Messages

Safety messages will initially be communicated to user during their individual appointment or area specific message when entering said area. It is the job of the appointed ER Pool attendant to point out the message(s) to anyone who may be affected.

For a major incident, the Head Physio (Or next senior team member in the HoD absence) will assess the situation and put in the following steps:

- Alert the ER-Pool & Clinical team to the situation and whether to empty the pool or not – in doing so inform all swimmers
- Inform rest of the employee members to communicate the message to all patients in their area.

4.1 Prevention Through Education and Supervision

Ref: HSG 179 para 74

To educate pool users, the users are informed of potential hazards and pool rules at a number of points before entry to poolside;

- Pool Rules are provided pre arrival to the centre and are available in the patient information files in each bedroom.
- Pool rules are on poolside in relevant areas and are highlighted as appropriate by the ER Pool Responder
- Pool rules are also provided to anyone in charge of an external organised group. A health and safety talk is given to all hirers and competency is checked.

ER- Pool Responders are in the front line of pool-user education and can help prevent accidents; therefore, good communication skills are essential. ER-Pool Responders should educate pool users about the hazards and risks associated with a particular pool or activity and about water safety generally. An effective method is to firmly draw attention to clearly designed and well-placed signs.

4.1.2 Rules of the Facility

Employees:

- On arrival and departure must sign in at reception
- Must have the correct uniform and equipment on arrival of shift

- Must place their belongings in the dedicated area
- No use of mobile phone during working hours on poolside unless on breaks / permission from their Line Manager
- Employees are required to conduct themselves in a professional manner both within the facility and out, including on social media sites i.e. keeping work related issues within work only.

User:

- see 4.1.4

Contractors:

- All external contractors coming on to site must sign in at reception on arrival.
- Must adhere to on site Health and Safety policies
- Provide any documentation – where applicable
- On leaving the site, contractors must sign out at reception.

4.1.3 User Care

“The PTC will provide timely and effective treatment and support for our Police Family patients, in order to improve their health, fitness and wellbeing.”

All Employees will:

- Smile and be approachable
- Ensure that all customers who appear to require assistance are identified
- Be courteous and fair
- Not use inappropriate language
- Not try to intimidate or show any anger
- Ensure that if you do not know the answer to a question, do not try and answer it, ask for assistance from someone who can assist you with the answer
- Ensure that if a reprimand is necessary, it is done diplomatically, offering a safe alternative or an explanation. Where back up is required a Line Manager should be called and employees should not get involved in an argument, taking your attention away from pool supervision.
- Encourage pool users to act responsibly and in a safe manner
- Educate pool users about water safety by drawing their attention to signage within the swimming pool environment

Patient Complaints Procedure

Do not assume that someone with a complaint is just being awkward; the vast majority people are not awkward for the sake of it. Until you have all the facts, presume that they may have just cause to complain.

When dealing with complaints, be open, sympathetic and follow the general points below.

- Listen carefully and get the details correct – not doing this can make things a lot worse.
- Ask questions to get more detailed information that might help you reach a solution.
- Be sympathetic but not patronizing.
- Do not say who is to blame – or accept the blame yourself – before you know all the facts.
- Always explain the action that you are going to take, how and when.

- Where appropriate check that the promised action has been carried out.
- Remember to always be polite, positive and professional.

All complaints are to be reported to their Line Manager.

Please Refer to Complaints Policy & Procedure on Business Files.

4.1.4 Poolside Rules for Patients and Pool Attendants

There are few rules applying to patient behaviour, as this in the main is left to the discretion of the pool attendant or physio. However, the following are rules that must be reinforced for the safety of all pool users:

- No running on poolside
- No diving of any kind or jumping in
- No chewing gum
- No food on poolside
- No smoking, alcohol or drugs
- No outdoor footwear poolside
- Please do not enter the water in either pool unless an ER pool attendant is present
- Please wear appropriate swimwear designed for water based activities
- Drinking bottles must be unbreakable (plastic, steel etc.) and contain only water for hydration
- Abide by the guidance for length of time using the sauna, steam and aromatherapy rooms

ER-Pool rules are as follows:

No prolonged talking on poolside to other team members or patients unless relaying important information

No mobile phone usage (Other than in an emergency)

ER – Pool attendants must follow zoning training

Must wear correct uniform

Must have a Torpedo within 10m walking distance when supervising

Plastic/Steel unbreakable drinks vessels only on poolside (Water Only)

No chewing gum or eating on poolside

PPE as required for rescues in boxes on poolside for use

4.1.5 Swimwear Policy

The Head Physio and pool side employees will enforce the following policy:

Accommodate patients with specific cultural, medical or other requirements. Our priority is patient safety at all times.

Ensure that bathers wear suitable swim wear:

- Swimming costume/shorts/trunks designed for water based activities
- Body suits or Burguini designed for water based activities
- Leggings made from lycra based material

- Lycra based, 'Comfortably fitting, top/vest

Ensure that bathers do not wear inappropriate swimwear:

- Denim, trousers or jogging bottoms
- Coats and jackets
- Jumpers and sweatshirts
- Loose fitting free flowing fabrics, not designed as swimwear
- Clothing made of inappropriate fabrics such as cotton/wool materials that absorb water

4.2 Controlling Access – Ref: HSG Para 66 - 71

Access is controlled at reception on entry to the building, but once registered and signed into the building, residential patients have unlimited access to the physiotherapy department, changing rooms, sports hall and gym during opening hours.

Access to poolside is through the changing rooms which has lockable internal doors (A-C) only accessible by pool trained employees through the main physio office or with a key.

The ER Pool attendant only opens the changing room access doors once he/she is happy the pool is set up for the next activity and all health and safety checks have been completed.

The doors will be closed and locked at the end of a session, which means there will be no ER Pool attendant supervision on poolside.

The Hydrotherapy Pool is controlled by the red barrier (Picture D) – This should be across at all times unless a qualified ER Pool attendant / Physio is poolside conducting a hydrotherapy session.

See pictures:

A - Accessible Changing Access Door

B – Changing Room Access Door

C – Gym to Pool Access Door (Emergency Use Only AED)

D – Access to Hydrotherapy Pool Barrier

A**B****C****D**

4.2.1 Controlling Admissions – HSG 179 Para 203

Clinical staff are responsible for admission to the physio department with each patients assigned to a specific physio and designated area. All users including psychological wellbeing program (PWP) patients must sign up for swimming sessions.

4.2.2 Preventing Unauthorised Access – HSG Para 71

Any unauthorised areas (e.g. plant rooms, pool testing etc) to patients are controlled by a coded lock mechanism which only employees know the code to and will give access to employees / contractors when required. Unauthorised access to poolside is stopped with locked doors from the changing rooms.

4.3 Child Under 8 Admission Policy and Controls Measures – REF: HSG Para 69 & CIMSPA GN014

This policy applies to children under the age of 8 and is specifically for all swimming that is not of a programmed nature.

1. No child under the age of 8 years will be permitted to use the pool(s)
2. The only exception will be for external hires who have to provide their own Health & Safety documentation which will include an under 8s policy & child protection.

Copy of Swim school H&S & Safeguarding documentation held by Fitness Supervisor.
Please refer to PTC Child Protection Policy (on business files)

4.4 Child Protection

PTC Harrogate have a no children on site policy therefore no requirement for child protection is required. However external hirers may use the facility for use with children. During these times the hirer must provide PTC with an up to date child protection policy and list of staff members on site with correct checks/qualifications required.

Copy of Swim school H&S & Safeguarding documentation held by Fitness Supervisor.
Please refer to PTC Child Protection Policy (on business files)

Pool Employee Duties and Responsibilities

5.0 Duties of an ER – Pool attendant– REF: HSG 179 para 128

The key functions of the pool attendant whilst supervising the pool are:

- Anticipate problems, intervene early to prevent accidents
- Intervene to prevent unsafe behaviour
- Keep a close watch over the pool to identify pool users in difficult and take appropriate action
- Communicate effectively with pool users, and colleagues
- Raise the alarm if further assistance is required
- Carry out a rescue
- Give immediate first aid to any casualty
- Perform cardiopulmonary resuscitation (CPR)
- Follow procedures and respond in the event of an emergency evacuation
- Keep a close watch over the pool and the pool users, exercising the appropriate level of control
- Be able to supervise the pool from the correct positions
- Remain on poolside at all times whilst the pool is in use
- Communicate effectively with pool users and other employees
- Be alert and be seen to be alert
- Anticipate problems and prevent accidents
- Intervene to prevent behaviour which is unsafe
- Identify emergencies quickly and take appropriate action

- Enforce the pool rules and admissions policy
- Be punctual
- Carry out swimmer head counts
- Conform to the uniform policy
- Be fully aware of the contents of the PSOP & act accordingly.

Whilst supervising the pool, pool attendants must not:

- Take part in prolonged social conversations with employees or patients:
 - If a conversation is going to be prolonged, direct the patient to a non pool attendant team member.
 - At no time should the pool attendants/Physios be stood together chatting, unless exchanging information during changeover, which should not be prolonged.
- Allow their attention to be drawn from the pool
- Leave poolside or their area of supervision unattended
- Bring food or drink (except plastic/unbreakable water bottles) on to poolside
- Don't take mobile phones on to poolside

5.1 Regular ER Pool Attendant Training & Competency Assessment – REF: HSG 179 para 145

External training will be provided 6 times per year and every ER Pool Attendant must attend a minimum of 4 sessions over that year period. To comply with the PTC Pool Risk Assessment and best practice. Requalification will be every 2 years.

As per HSG 179 paragraph 164 '*Regularly*' means as required to suit the circumstances of the pool and sufficient to maintain competency.

ER Pool attendants will go through an induction process before being allowed on poolside.

5.1.1 Records of Training

On arrival at training all members of staff must fill out the training register – if this is not completed your training hours will not have been logged. The PTC will keep a complete training record for each ER Pool Responder who attends training. This is accessible through the Fitness Supervisor.

5.2 ER Pool Responder Qualifications

PTC accepts the following poolside qualifications:

RLSS ER Pool Responder Qualification & STA Pool Responder Qualification

5.3 Pool Attendant Communications

Pool Attendants will use the following:

Radios will be used to get the attention of another team member. Radios are used subject to Safe System of Work SS031.

Raising the alarm by sounding the drowning alarm (pressing 'emergency') should be used in any situation where a Pool Attendant is taking emergency action. This might be to ensure their area of the pool is supervised.

The nearest phone to the pool is within the physio office overlooking both pools which can be used in emergencies – when doing so to get an outside line 9 must be dialled first therefore if calling for an ambulance the number is 9-999 or 9-112.

To help identify where an ambulance is required use your locations What3words–

sheep.report.person.

These 3 words are pinpointed to the Lascelles Road entrance when stated to the emergency services, to allow for stretcher access to the pools.

5.4 Number of Pool Attendants for Particular Activities

Scenario	Activity	No. of ER Pool Supervisor
Main Pool		
A	All activities when Main Pool is open (Bather loads change – 2.2 Bather Load per lifeguarded session Pg15)	1
Scenario	Activity	No. of Lifeguards
Hydrotherapy Pool		
A	All activities when Hydrotherapy Pool is open (Bather loads change – 2.2 Bather Load per lifeguarded session Pg15)	1

5.5 ER Pool Responders Staffing Ratio for Rescue

Leisure Pool – requires 3 ER pool responders to complete a safe PXB rescue and evacuation

Hydrotherapy Pool – requires 5 ER pool responders to complete a safe spine board rescue and evacuation

If for any reason the staffing levels are not sufficient in the physiotherapy/gym departments then the relevant pool will be closed.

5.6 Pool Attendant Positions and Zones – ref; HSG 179 para 86-87

Below are diagrams on where pool attendants on duty **must** position themselves in relation to the scenarios found on **5.4 Number of pool attendants for particular activities.**

Leisure Pool Scenario A:

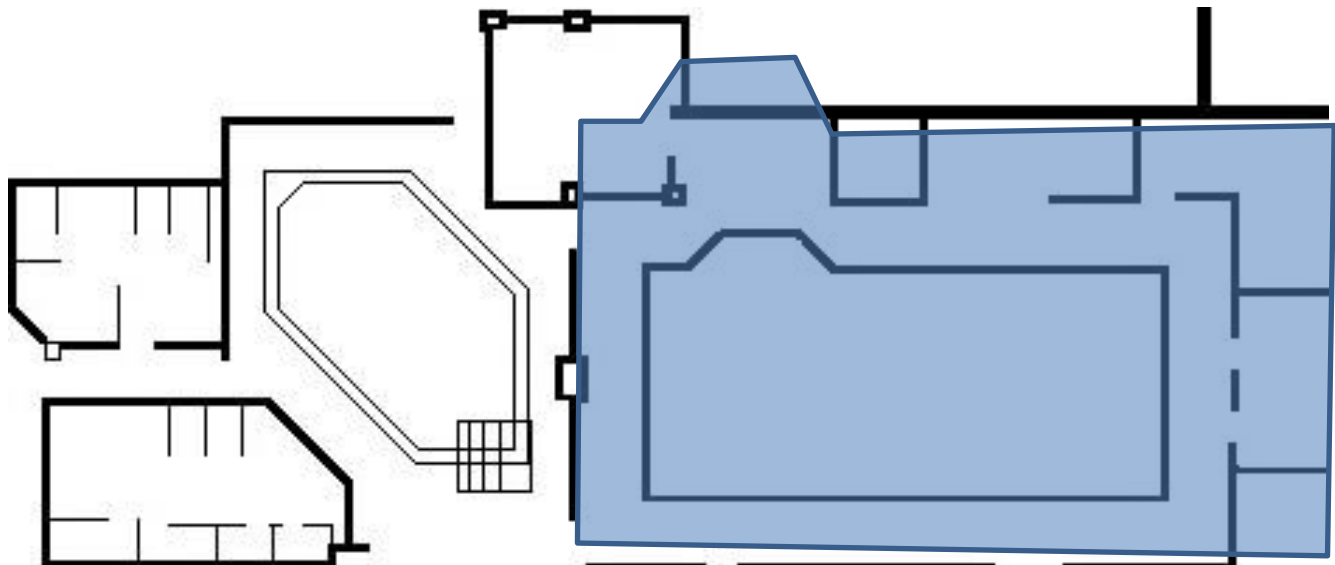
-General Swim

-Aqua Circuits

Blue ER Pool (See plan on next page)

- This is a patrolling requirement by the ER - Pool
- Responsible for supervising the **Blue** shaded pool zone
- Nearest pool rescue equipment is the Torpedo buoy on every wall.
- There are 3 pull cord pool alarms and 4 pool alarms within this zone
- PXB Board located by Plant Room
- **Blue** pool attendant must encourage safe swimming & enforce pool rules
- 15 minutes look at all areas

Leisure Pool Scenario A



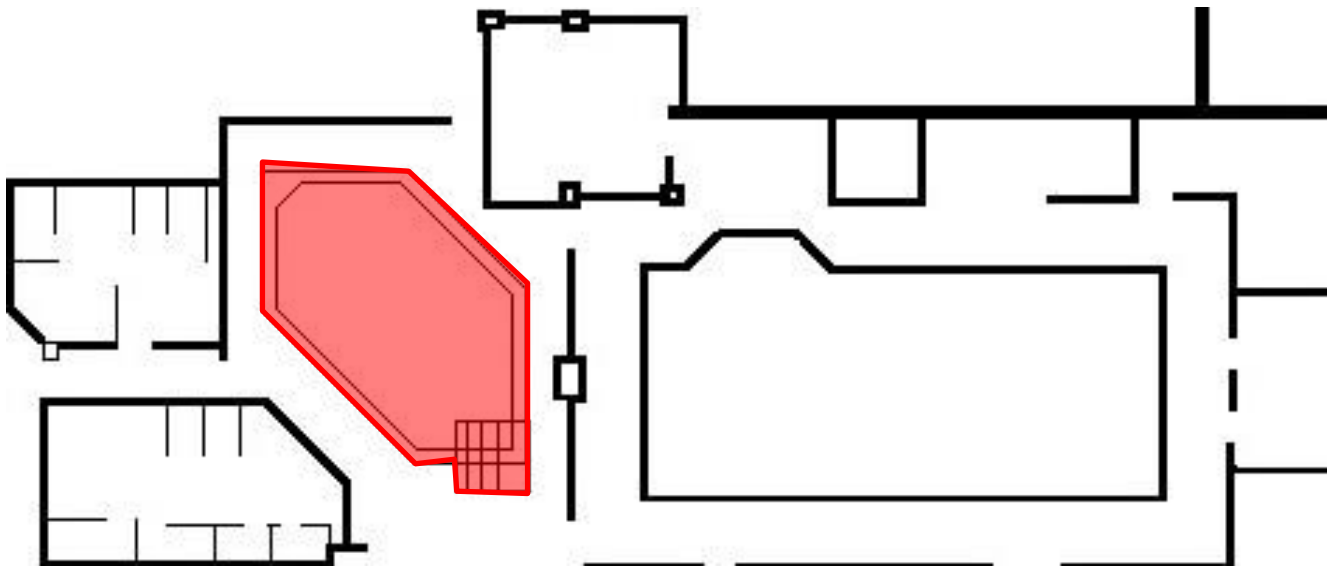
Hydro Pool Scenario A:

- All sessions when open

Red ER Pool Responder (See plan on next page)

- Patrolling pool attendant to ensure full coverage of pool floor
- Responsible for supervising the **Red** shaded zone
- Nearest pool rescue equipment is the Torpedo buoy on the hydro steps
- There are 4 pool alarms within this zone (1 on side of pool, 3 on poolside walls)
- Spine Board located by equipment storage area
- **Red** pool attendant must encourage safe swimming & enforce pool rules
- **Red** pool attendant must complete 10:20 scan

Hydro Pool Scenario A



5.7 Pool Attendant Interventions

Pool Attendant will:

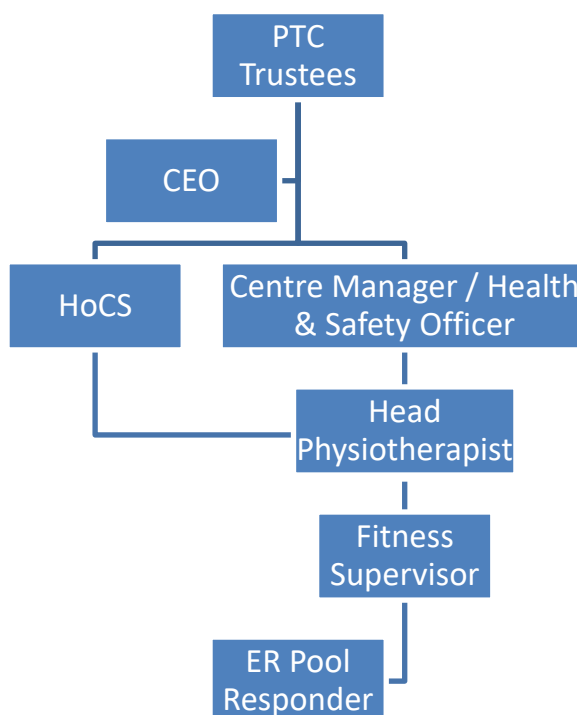
- a) Be patrolling unless making an intervention
- b) Intervene to prevent accidents and manage situations.
 - Critical intervention** - a person's life is in danger –the relevant EAP will be followed
 - Non critical intervention**-an accident could happen or events could lead to something more serious

In non-critical interventions, deal with the patient giving them clear instructions to stop their actions and prevent an accident happening.

- c) If a non-critical intervention is likely to last over 30 seconds summon backup by using the call alarm system – 'assistance button'.
- d) In Critical interventions, initiate the relevant EAP

Systems of Work

6 Lines of Call Out and Supervision



6.1 Poolside Rotation – ref; HSG 179 para 171 - 173

In the event of a ER – Pool attendant having to stay on poolside longer than 30-60 minutes they will not exceed 90 minutes.

6.2 Maximum Poolside Working Times

ER – Pool attendants will be on poolside for 30-60 minutes at a time when a general swim session is in place, the maximum time of poolside is 90 minutes recommended by the RLSS for ER Pool attendants. However, there are some occasions where the ER- Pool may be on for the whole 90-minute period. Once they have completed their poolside stint, they will work away from the pool atmosphere giving the ER-Pool chance to cool down and replenish their energy levels away from the pool hall atmosphere.

Detailed Work Instructions

7 Pool-Cleaning Procedures

Housekeeping team conduct all pool cleaning please also refer to SSoW SS029 in the risk assessment folder.

7.1 Opening and Closing Checklist & Safe Setting Up and Checking of Equipment

The opening and closing checklist is kept in the main physio office and completed daily. Records kept by Fitness Supervisor.

7.2 Diving Procedures – ref; HSG 179 Para 217 - 219

Both pools have a no diving policy in place at all times.

7.3 Regular Maintenance

Any areas, which require maintenance, are reported on the '*Maintenance*' form on the business files and reported to the Fitness Supervisor in case the current pool maintenance contractor needs contacting. (Topline)

Pool hoist is serviced by Curtis Lists on a 6 monthly basis. All pool plant equipment is serviced twice yearly by TopLine (01772617063)

7.4 Pool Water Treatment

Pool Treatment – ref; PWTAG – Swimming Pool Water, HSG 179 para 314 – 401, COSHH 1992 & PPE Regs 1992

The chemicals / instruments used to treat the pool water are:

1. Sodium Hypochlorite -HSG 179 369, 372 - 373
2. Polyaluminium Chloride (PAC)
3. Sodium Bisulphate
4. Sodium Bicarbonate
5. Sodium Thiosulphate

For full details on the above chemicals see, the COSHH datasheets found in the COSHH file located in the nurses surgery, in the plant room and in the Risk Assessment Folder in the Head Physio Office.

On a daily basis, there are manual water checks completed 3 times a day Monday to Thursday and 2 times a day on Friday along with 24-hour automatic dosing system in place. A monthly bacteriological test completed by an external company. For other procedures, which take place such as backwashes, see plant room check sheets and plant room handbook.

First Aid Supplies and Training – ref: The H&S first aid Regs 1981

8 Equipment

In a typical box there is:

- x1 Guidance leaflet
- x1 pocket mask
- x60 sterile plasters
- x6 eye pads
- x8 triangular bandages
- x12 medium sterile dressings
- x4 large sterile dressings
- x20 individually wrapped wipes
- x3 disposable gloves (pair)

Some First Aid boxes within the facility change and will have more or less than the amount shown above. Employees must familiarise themselves with the locations and items within each box.

First Aid boxes are checked by the nursing team.

8.1 Location, Checking and Stock Ordering and Control

There are x12 main first aid boxes located around the site. For the pool, gym and physio usage there is x1 reception, x1 nurses surgery & x1 Eye Wash in the Plant Room. If an employee uses any equipment out of a first aid box, they must inform the nursing team so that they can replenish the item. All spares are kept in the nursing surgery. Stock is checked on a fortnightly basis and orders made when required.

8.2 Eye Wash Stations

There are 3 main eyewash stations around the facility:

- 1 x Nurses Surgery
- 2 x Plant Room

In each first aid kit, there are also a number of smaller saline eyewash capsules.

The stations and capsules are checked on a fortnightly basis along with the first aid equipment.

8.3 First Aiders & Training – ref; HSG 179 para 151-164

First Aid training is offered to all employees, and a basic level is included within the ER Pool Responder Qualification. In the event of an emergency a member of the nursing team will respond along with the ER Pool Responder to help with any care needs identified.

8.3.1 Records of Training

Pool training records are kept by the Fitness Supervisor, First Aid training records are kept by the PTC HR Team.

8.4 Sharps Kit – Location and Use – Ref; PPE at work Regs 1992

There is one sharps bin located within the Physiotherapy Department. On a monthly basis an external company; Cathedral Hygiene comes and disposes of any sharps within the kit. To put sharps in to the bin the staff member must wear the correct PPE in this case gloves. Be extra careful when moving any sharps not to injure yourself or others.

8.5 Links with Emergency Services

Other than the normal link with the emergency services when dialling 9-999 or 9-112.

When any break glass point or smoke detector is activated this sets off the fire alarm panel found within reception. If activated it will send an automatic emergency call to the fire department. For full details on this look in EAP - Fire and Evacuation Procedure

8.6 Location of Accident Forms and Reporting – Ref; RIDDOR 1995

To assist communication between Hirers, Users and Staff, all incidents however minor should be noted in the Accident Book. This will enable preventative action to be taken wherever possible and to compile a record of recurring incidents.

All first aid incidents should be recorded in the Accident Reports Book, located in the nurses surgery. Once a form has been completed, the form must be taken out and taken to the Head Nurse & Centre Manager . All completed forms are kept within the 'Accident Reports' folder.

In the event of a major incident, inform the Centre Manager & CEO immediately in order for RIDDOR notification to take place. Reportable incidents include fatality, specified major injury, dangerous occurrence or disease.

Details of Alarm Systems and Emergency Equipment, Maintenance Arrangements

9 Alarm Systems

There are 2 different alarms within PTC:

1. Fire alarm
2. Drown Alarm / Accessible Changing Rooms / Changing Rooms / Gym / Sports Hall

A full detail on what to do if the fire alarm goes off – see EAP

A full detail on what to do if the drowning/patient alarm goes off – see EAP

The fire alarm and drowning alarms are tested once a week which is then recorded by the maintenance team on a check sheet, the drowning alarm is recorded by the Fitness Supervisor.

9.1 Building and Premises

Diagrams to be found in section 1

Alarms detailed in section 1.1

9.2 Accessible Toilet

There is 1 accessible toilet room on poolside, and 1 accessible toilet and shower changing facility next to the hydrotherapy pool. In each toilet, there is a safety arm to help access the toilet along with a disabled alarm in the hydro pool accessible change. If pulled, the alarm goes off in the physio department and the nurses surgery.

When the alarm has been activated, a light will show on the control panel showing code ' 209'
Employees will go to this point and implement the EAP where required.

9.3 Plant Room & Chemicals

For full details see relevant COSHH documentation stored in the Plant Room, Chemicals, Storage etc.

9.4 Emergency Equipment

AED

There are three AEDs on site: ZOLL AED plus found in the Gym, entrance to clinical wing and in reception by the CEO Office. Within the kit there is: 1 razor, drying pad, pair of gloves and Adult pads and child AED pads.

The Gym AED is checked every morning on the opening up sheet to check it is working correctly. There should be a green tick light in the top right corner if the AED is fully functional. If there is no green tick showing there is an issue with the AED, which will be recorded on the opening up sheet and the Duty Nurse will follow the correct steps to fix the issue once informed.

The Reception AED is checked every morning on the nursing opening up sheet to check it is working correctly. There should be a green tick light in the top right corner if the AED is fully functional. If there is no green tick showing there is an issue with the AED, which will be recorded on the opening up sheet and the Duty Nurse will follow the correct steps to fix the issue once informed.

PXB

For full details look in the PXB manual and RLSS website. For training records see Fitness Supervisor.

Aqua Board

For full details look in the Aquaboard manual and RLSS website. For training records see Fitness Supervisor.

Pocket Masks

There are 2 Pocket masks within the wet side facilities. There is one in each pool area . In the event of an emergency all first aiders are trained to ask for a pocket mask and on arrival must use one to protect themselves from infection.

Rescue Equipment

On the Leisure Pool there are 4 Torpedo Buoys, 3 Reach Poles & 1 PXB

On the Hydrotherapy Pool there is 1 Torpedo Buoy, 1 Reach Pole, 1 AquaBoard & 1 Chair Hoist

All poolside rescue equipment is approved by the RLSS.

9.5 Operation

All ER Pool Responders are trained in the use of all rescue equipment and the AED in accordance to the RLSS/STA.

10.0 Condition of Hire to Outside Organisations

Conditions of use – please see the PTC Contractor Policy (on business files) and current Hire Agreement of Leisure Pools is with Brightwater Swim School.

Lara at Brightwater 07794457683

Jenna at Brightwater 07956397554

Key person from PTC involved in conditions of Hire to Brightwater – Mark Oxley (Head of Clinical Services)