Health and Safety Policy
St Andrews

Pool Safe Operating Procedures

Appendix A

Part 1. Normal Operating Procedures (NOP)

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Part One: Normal Operating Procedures

1. Detail of Pools

The Leisure Pool is a skimmer type pool (water is drawn from the skimmers and main drain through the filters and returned to the pool), 14.32m long by 6.4m wide. It is 1m deep at the shallow end increasing after 5m to 2m deep at the drain location. The total volume of water is approximately 112 cubic meters with a safe maximum bather load of 12 bathers. Entry to the pool is via slip resistance steps at the shallow end with safety rail provided.

Around the pool are located a sitting area, with water cooler, 4 chairs and small table, a steam room with associated plant room, 3 showers, a sauna with associated plant room, aromatherapy warm room with associated plant room, 2 toilets (one being an accessible facility), an open overflow changing area, and the main pool plant room.

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 hirer's 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 Hydrotherapy Pool is a skimmer type pool of irregular shape and standing 1m high off the floor. It has a surface area of approximately 27 square meters, a volume of approximately 37cubic meters, a safe maximum bather load of 12 bathers, its depth increases gradually from 1.12m at the base of the steps to 1.58m at the far end, and it is entered via steps with hand rails. On one side there is a chair hoist to assist with lifting disabled bathers into and out of the pool.

All bathers must normally be over 18 years of age (except where either pool has been hired out to local children's swimming clubs). Where significant and unique circumstances apply special dispensation may be given by the CEO or deputy CEO for children under the age of 16 to use the pool within the normal PTC working day. For example, in the case of a respite attendee where it may be in the interests of a child attending with the parent attendees where to swim is part of that child's therapy or remedial treatment and is necessary. In such cases the child must always be accompanied by a competent adult who is able to swim.

Both pools are located in the physiotherapy department and are marked on the floor plan the flooring around both pools is tiled with slip resistance tiles.

Also located on the plan are the emergency exits.

2. Detail of Changing Rooms

Female Changing Room - this area is approx. 8m by 4m with wooden benches fixed along one wall with hanging hooks above. There are 2 walk in shower cubicles with doors. One has hand rails and pull down seat. There are 2 wash basins with mirrors above, a water fountain, and 2 toilets both having hand rails. There are 2 changing cubicles with wooden doors. There is one emergency pull cord located on a central wall. The floor is tiled with slip resistance tiles and a central drain and the area has emergency lighting.

Male Changing Room- this area is approx. 6m by 4m with 3 wooden benches along a wall with hooks above. There are 2 urinals and 1 toilet cubicle with hand rails, 2 wash basins with mirrors above, and a water fountain. The 2 showers have doors, one also has a pull down seat and hand rails. There is one emergency pull cord located on a central wall. The floor is tiled with slip resistance tiles and there is emergency lighting.

Accessible Changing Room-this room is approx. 3m by 3m and includes a toilet with hand rails and emergency cord, a hand basin, and shower with pull down seat and emergency cord. There is a small wooden bench with hooks above. The floor is tiled with slip resistance tiles and there is emergency lighting.

Lockers are located between the accessible changing and the store room, there are 6 large lockers and 4 small lockers.

Store Room-approx. 4m by 4m, used by the cleaners to store cleaning equipment, and for pool testing. There is a sink and a storage cupboard. The flooring is Altro safety flooring and the area has emergency lighting.

Toilets and overflow changing area is approx. 5m by 5m with benches and wall hooks. There are 2 toilets and the area has slip resistant tiles and emergency lighting this area is also used as the emergency exit.

3. Potential Risk

For the main risks associated with these areas see the relevant risk assessments.

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

4. Communication with Pool Users

Safety messages are affixed to the walls around both pools alerting bathers to the various hazards:

- Depth markings
- No attendant on duty (with the exception of the hirers)
- Slippery surface
- Fire exits
- No running
- No diving
- Safe use of the sauna, steam room, and aromatherapy rooms
- Alarms

5. First Aid

First aid is provided by the nurse on duty or by another appropriate appointed person. The number of appointed persons is determined by a Risk Assessment. These employees are responsible for checking the first aid equipment on a regular basis.

First aid equipment is located in the nurses' room, barrier masks are provided in the pool areas and blood and sharps can be disposed of in the physio department. A body fluid spillage kit is also kept in the Leisure Pool Plant Room & Physiotherapy Department. Eye wash stations are situated in both plant rooms and the store room

The accident book is located in the nurse’s surgery and must be completed in the event of any accidents or near misses giving as much detail as possible. An investigation form can be obtained from the Health and Safety officer.

6. Details of Alarm Systems and Emergency Equipment

- Around the leisure pool there are 6 press button alarms fitted to the walls above the hand rails.

- The steam room, sauna, and aromatherapy room all have pull cord alarms.

- The hydrotherapy pool has 1 press button alarm on the walls and 1 on the side of the pool.

- A portable alarm call unit is to be used when lone working, this will be used alongside normal procedures but will also sound in reception

- There is emergency lighting in the changing rooms and corridors.

- When an alarm is sounded its location appears on panels in the physio department and the nurses' room.

- All panic alarms are checked weekly.

7. Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005, the Police Treatment Centres has to satisfy certain criteria in order to comply with the regulations. Therefore the Treatment Centre provides the following:

- Safe means of escape-exit signs, fire exit doors, emergency lighting.
- Training on fire safety and the procedures to be followed in the event of a fire.
- A way of warning people on the premises, i.e. fire alarm.
- Appropriate firefighting equipment.

8. Staff 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.

Fire training sessions are held regularly and all staff are instructed on correct procedures during their staff induction.
The fire alarms are tested weekly and regular fire evacuations held.

The fire exit is located in the poolside changing room. There is also an exit via the physio department and gym (all shown on the floor plan).

The break glass call point is situated at the deep end of the leisure pool between the sauna and aromatherapy room and at the exit points in both plant rooms.

There is no break glass call point in the Hydro pool area, the nearest is at the bottom of the stairs leading into the department

9. Pool Emergency Equipment

- The Leisure Pool has a spineboard next to the window between the main entrance and the pool plant room.
- There are 3 x 1.5m reach poles affixed to the walls around the pool.
- There are 3 x soft torpedo buoys around the pool.
- Training has been received in the correct use of the rescue equipment with updates at regular intervals. Copies of Pool Responder certificates can be found in the PSOP kept in Physio
- A 2kg Carbon Dioxide fire extinguisher is located next to the steam room plant cupboard.
- CCTV covers the Leisure Pool area, which is recorded.
- The Hydrotherapy pool has no CCTV coverage.
- A Carbon Dioxide and Powder fire extinguisher are located outside the Hydrotherapy exit door.

10. Pool Cleaning

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

11. Pool Water Testing

- The pool water is tested 3 times daily staff allowing, the first prior to use in the morning, the second before lunch, and the third before closing.
- The results are recorded on a daily sheet kept in the Store Room next to the accessible changing room.
- The tests are for Free and Combined Chlorine levels and pH.
- The pH should normally be maintained between 7.2 and 7.8 (ideally between 7.4 and 7.6).
- Free chlorine levels in the leisure pool should normally be around 1mg/1, ideally less than 2mg/l. Levels in the Hydro pool should be maintained between 2-3mg/l due to the higher temperature.
- Tests for Alkalinity and Calcium Hardness are carried out as required.
- A pool water microbiological test should be carried out to each pool every month for the Hydrotherapy pool and every 6 months for the main pool.

- 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.

12 Plant Rooms

Employees who have not received training in pool chemicals and/or basic pool plant operations are not permitted in the plant rooms, with exception for the centres maintenance team and contractors to carryout routine maintenance and repairs. The plant rooms are to be kept tidy at all times and doors locked unless routine testing and maintenance being carried out. Safety Data Sheets are available for all chemicals used in these areas and appropriate warning signs displayed adjacent to each substance. PPE is stored in the Leisure Pool Plant Room and must be worn when handling chemicals. It 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 Leisure Pool Plant Room. Pool staff will complete plant room daily checklists which are kept in the Store room next to the accessible changing room. Safe Methods of Work and Safe Operating Procedures are provided in the plant room.

13 Steam Room

The steam room is situated in the Leisure Pool area**.** It is heated to around 45-47 degrees and uses DaleSauna Eucalyptus essence. The flooring is tiled with slip resistance tiles. Safety rules and contraindications are clearly displayed on the notice to the left of the door. An emergency cord is located within the steam room alerting both the physio department and the nurse on duty, and activating a visual beacon outside the steam room.

14 Sauna

The sauna is located in the Leisure Pool area. It is heated to around 85-90 degrees. The flooring is tiled. Safety rules and contraindications are clearly displayed on the wall to the right of the door. An emergency cord is located within the sauna alerting both the physio department and the Nurse on duty, and activating a visual beacon outside the sauna.

15 Aromatherapy Room

- The Aromatherapy Room is located in the Leisure Pool area.
- It is heated to around 35 degrees with both the walls and the tiled benches being warmed.
- The flooring is tiled with slip resistance tiles.
- Safety rules and contraindications are clearly displayed on the door.
- An emergency cord is located within the aromatherapy room alerting both the Physio department and the nurse on duty, and activating a visual beacon outside the aromatherapy room.

Part Two: Emergency Action Plan

1. Overcrowding

The safe bather loads for each pool are 30 for the Leisure Pool and 12 for the Hydrotherapy Pool. If it looks like these numbers are being approached staff should inform patients and advise them to return at a later time. Aqua classes in the Hydrotherapy Pool should be limited to these numbers. Aqua classes in the leisure pool should be limited to 12 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 dressing gowns or space blankets by staff (kept in the cupboard just inside the physio department.)
- All patients are 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 and Rescue service.

4. Bomb Threat

- Follow the emergency procedures located in the Health and Safety folders.

5. Lighting and Electrical Failure

- Should the lights fail in any area, the emergency lights will come on automatically.
- Emergency lighting is tested annually by an approved contractor and monthly by the security and maintenance team.
- The pool must be cleared and patients asked to wait away from the pool areas until further information available.
- Dressing gowns and space blankets can be provided if required.
- For electrical failure contact the maintenance team via the

maintenance reporting sheet on reception or via mobile phone in an emergency or the Operations Manager.

6. 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.

7. 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.
- The immediate area must be evacuated with haste closing doors to prevent or slow down the gas emission to other areas.
- No mechanical alarm to be sounded, only verbal, to avoid confusion with other types of evacuation.
- The emergency services and fire wardens must be notified immediately.
- On evacuation, exits must be used that lead patients away from the danger and not into it.
- 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.
- Report to the Operations Manager/ Health & Safety Officer who will take any necessary action.
- DaleSauna can be contacted for further advice on 01423 798677.

8. Serious Injury To Bather

- Call for assistance by operating the nearest pool alarm button and clear the pool with regard to the injured bather.
- On hearing the alarm all qualified staff to attend the incident.
- Talk the casualty, calming and reassuring while assessing the situation.
- Do not put yourself at risk.
- Rescue as appropriate & carry out first aid as required.
- Contact emergency services.
- Fill out an incident report as soon as possible and report to the Operations Manager/ Health and Safety Officer who will take any necessary action.

9. 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.
- On hearing the alarm all qualified staff to attend the incident.
- Do not put yourself at risk.
- If possible use poolside rescue techniques, e.g. reach pole or torpedo buoy whilst talking to and reassuring the casualty.
- If poolside rescue is not possible enter the water in a safe manner, recover the casualty and land them at the most suitable point.
- The emergency services should be called if necessary or appropriate aftercare given.
- Fill out an incident report as soon as possible and report to the Health and Safety Officer who will take any necessary action.
- It may be necessary to clean the pool area using methods described in section 12 of the EAP.

10. Removal of a Casualty From The Hydrotherapy Pool

- Follow procedure below (section 11).
- A plinth can be brought poolside to assist with removal of the spinal board if necessary.

11. Removal of a Casualty with a Suspected Spinal Injury From The Leisure Pool

- Call for assistance using the nearest pool alarm button and clear the pool with particular regard to the casualty.
- On hearing the alarm all qualified employees to attend.
- Do not put yourself at risk.
- The emergency services should be called as soon as possible.
- Use the spinal board and specific rescue techniques as per training.
- The initial rescuer is in charge until the Head Physio or Pool Trained Senior Employee arrives.
- Once the casualty is removed from the pool the Nurse will take charge of the situation.
- Fill out an incident report as soon as possible and report to the Operations Manager/ Health and Safety Officer who will take any necessary action.

12. 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 and disinfection system is utilised.

- Spillage on poolside should be dealt with using the Bodily Fluid Disposal Kit provided in the Leisure Plant 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, wearing disposable gloves.
- Dispose of matter down the toilet at poolside.
- 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 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 6 turnover cycles and backwash before returning disinfectant levels to normal.
- May require pool to be closed for 24 hours.
- If Gastroenteritis is suspected notify the duty Nurse.

14. Dealing with Broken Glass / Crockery in Pool Areas

- Clear the area where breakage is to ensure patient safety and cordon off.
- Wearing gloves and safety glasses remove the broken glass with dustpan and brush.
- Vacuum the area if suitable to vacuum.
- Take broken glass to glass bin near the dining area.
- If the broken glass/crockery has **entered the pools**, clear the pools and close to patient use, consider pool vacuum.
- Arrange specialist pool diving company to remove glass particles and inspect pool for safety.