



Delamere School

POOL SAFE OPERATING PROCEDURE

Table of changes

Date	Section of Policy	Summary of Amendment
January 2024	Table of changes	Addition of table of changes

Date: June 2021
Review Date: Jan 2024
Approved: June 2021

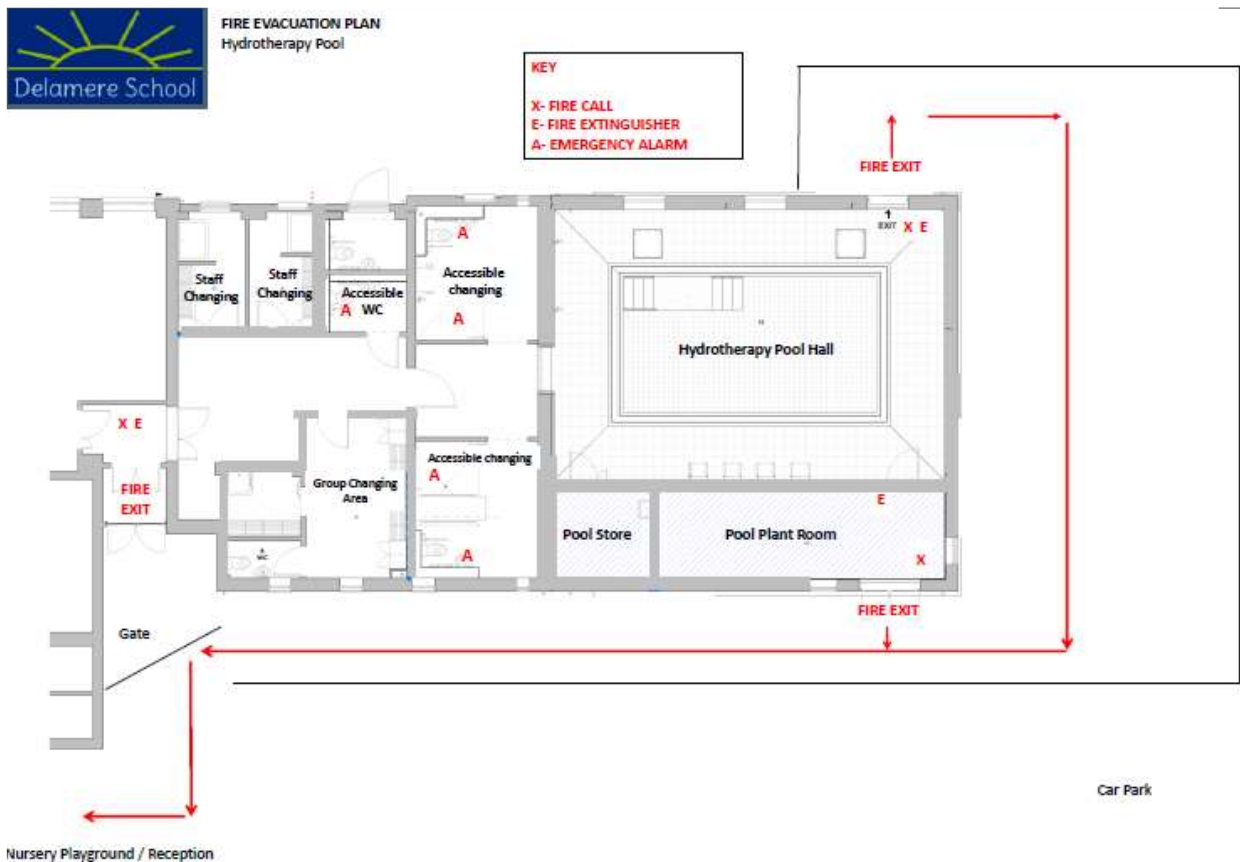
Delamere School

Pool Policy/Operating Procedures

Contents

Section Headings:		Page
1.0	Plan of Pool & Introduction	3
2.0	Responsibilities	3
3.0	Care of Persons (including minimum staffing levels)	4-5
4.0	Qualifications and Training of Staff	5
5.0	Pool Area Environment	5-6
6.0	Protocol for use of the Pool	7-8
7.0	Manual Handling	8
8.0	Emergency Procedures	9-10
9.0	In the Event of a Fire Alarm	10
 Appendices:		
A	Pupil Pool Permission Form	11
B	General Health Risk Assessment	12
C	Preparation of the Pool	13
D	Microbiological Standards for Hydro Pools	14-15
E	Pool Risk Assessment	16-22

Plan of Pool identifying emergency exits, call points, equipment and emergency alarm points



1. Introduction

Use of the pool at Delamere is considered to be a valuable part of the Curriculum. It provides pupils with opportunities to experience movement in a different element that can enhance their learning experiences and has many therapeutic benefits.

- 1.1 The pool contains warm water (at 32 - 36°C), and provides an effective medium for safe exercise and therapy. However, warm water also provides the ideal medium for the growth of undesirable organisms that can have an adverse effect on water quality and place the health of users at risk.
- 1.2 This document describes the procedure for the safe use of the pool at Delamere School. The pool will be used principally by students at Delamere but also may be used by partnership agencies and external providers. The pool will be used predominantly within school hours, but may be used outside of school hours, according to service level agreements.
- 1.3 All staff involved in the use of the pool must be familiar with and adhere to, the requirements specified in this document.

2. Responsibilities

- 2.1 Site staff in association with contracted providers are designated with responsibility to operate the pool and ensure that it is suitable for use with respect to cleanliness, provision of safety equipment, chemical control of water and temperature of the pool and shower water.
- 2.2 Pool testing will be undertaken 3 times per day by site staff – before school, at lunchtime and after school. The results will be recorded on a log held in the pool plant room. Frequency of testing maybe reviewed in the event of an identified issue.
- 2.3 The Head Teacher or Deputy Head will co-ordinate overall timetabling.
- 2.4 Any faults/problems must be recorded by notifying the site manager by email using the Site Manager Request form at the end of the session.
- 2.5 Staff running sessions must lock the changing room door on entering and exiting. The entrance to the pool must be locked by staff running the session as soon as all users have left poolside.

3. Care of Persons

- 3.1 All pupils must have an up-to-date individual risk assessment in place for use of the pool. Staff involved in the sessions must ensure they have read and understood the risk assessments.
- 3.2 All persons should be screened prior to entering the pool using the checklist provided in Section 8 – this applies to staff as well as pupils (Appendix C).
- 3.3 Written consent is required for all pool sessions from parents/carers and, if necessary, advice should be sought from the School Nursing Team.
- 3.4 All pupils must be handled and supervised at all times in accordance with Manual Handling / Attachment Aware Behaviour Regulation policy and procedures.
- 3.5 A minimum of 2 appropriately trained adults must always be present in the immediate pool area and must not leave the poolside area for any reason whilst pupils are using the pool. At least 1 member of staff must remain on poolside. This is in addition to staff required to help with changing/transporting where required.
- 3.6 Before the session, all adults must be clear of their roles and what to do in the event of an emergency.
- 3.7 Staff to check rescue aids and first aid equipment before each session
- 3.8 Children wearing grommets may not enter the water unless authorised by a health professional
- 3.9 Swim nappies must be worn as necessary to prevent contamination.
- 3.10 Ratio of adults to children must be pre-assessed before the session, taking into account the needs of the pupils, their behaviour and any medical conditions.
- 3.11 Staff must be aware of pupils' medical conditions, including epilepsy before the start of a session and staff allocated accordingly
- 3.12 Untrained adults may be used to provide support under the guidance of trained staff.
- 3.13 The ratio of adults to children should be determined by personalised risk assessments.

3.14 All doors and windows must be kept closed and locked at all times when the pool is unoccupied. It is the responsibility of the last adult in the area to check that all areas are vacated, that all persons are accounted for, and that all doors and windows are locked.

3.15 Ensure that the pool area is locked immediately once users have left poolside by a member of staff leading the session. The changing room doors must be locked when leaving the area by a member of staff involved in the session. The Plant room must be kept locked at all times.

3.16 There will always be someone present to answer the intercom if issues arise.

3.17 The changing room doors will be locked from the inside when in use to ensure that no one enters the pool area without prior permission.

4.0 Qualifications and Training of Staff

4.1 Staff nominated to supervise pool users in the pool area must be trained and competent. The following requirements apply to school/school based healthcare users only. Additional requirements may be needed for any external pool user groups.

4.2 Mandatory for a Team of School Staff –

- A qualified Emergency First Aider on site during all sessions
- All staff should be aware of the Pool Policies & Guidance in particular: Emergency procedures (fire etc)
- Pool safety training

Optional for School Staff Halliwick, ASA qualifications

4.3 Mandatory for Physiotherapists

- Relevant qualification e.g. State Registered Physiotherapist
- All staff should be aware of the Pool Policies & Guidance in particular: Emergency procedures (fire etc)

4.4 **All Staff** should also be familiar with the content of the following documents;

- School Health & Safety Policies
- Individual pupil risk assessments

Emergency and resuscitation training will take place in line with School policy.

4.5 Only appropriately trained members of the Physiotherapy Team and Halliwick trained staff are permitted to undertake formal hydrotherapy and Halliwick sessions. School staff can undertake activities such as water confidence and splash play. The Physiotherapist may advise school staff on appropriate activities for specific children.

5.0 Pool Area Environment

5.1 The site staff will maintain the pool to a safe standard and are responsible for testing and recording test results as outlined below.

5.2 The water will be tested 3 times a day (morning, lunchtime & after school). The results will be recorded and adjustments made as necessary. Further testing will be undertaken as appropriate following any adjustment to the environment.

5.3 The test record sheet will be completed immediately following testing. Test logs will be stored with the testing kit in the Plant room. These records are also to be made available on a weekly basis. The pool water is independently tested by the Local Authority's appointed contractor, which includes

water samples being sent away to be tested for bacteria and other elements in the pool water. Certificates are returned detailing the results of these tests.

- 5.4 In the event of any adverse incident, the Head teacher, Business Manager or Site Manager will decide on the circumstances, and may order the closure of the pool. All adverse incidents will be recorded in accordance with health & safety procedures.
- 5.5 In the event of a bowel evacuation or vomiting in the water, all users must be removed from the pool. Site staff need to be informed and the pool must be closed while the stool is removed. The pool will be re opened only when normal disinfectant levels have been re-established (ref. <https://www.pwtag.org/faecal-contamination-february-2014/>).
- 5.6 Signs stating "pool closed" must be posted at the main pool door in all cases when the pool closure is in force.
- 5.7 The following parameters for the pool environment are;
- All equipment for use in and around the pool must be maintained in a satisfactory condition and be subject to regular inspection & replaced as required (particularly valved toys). Defects must be reported and recorded as soon as practicable and be reported to the Site Manager.
 - It is the responsibility of all staff to keep the surrounding areas of the pool free of excess water, equipment, clothing and other obstacles.
 - No personnel entering the pool area must wear out-door footwear. Over-shoe protectors must be worn at all times, these are located at the entrance to the pool.
 - Any dirty laundry shall be removed from the changing rooms as soon as practicable following each pool session.
 - All clinical waste (i.e. nappies, body fluids etc.) must be placed in the appropriate waste bin. The waste disposal contractor will empty this bin on a regular basis.
 - The pool surrounds must be kept free of excess water, equipment, clothing or other obstacles, which may create a hazard for staff, users and others in the area. This is the responsibility of all staff

6.0 Protocol for use of the Pool

The site staff will prepare the pool area at the start of each day, and will undertake duties at the end of each day as given at Appendix E (Preparation of the Pool). They will test the pool water in accordance with their procedures prior to people entering the water. The results shall be noted in the pool file and the pool shall be closed and appropriate action taken in cases where the measurements fall outside the given parameters.

All pupils must have written consent from parents/carers, Appendix A. Where appropriate, medical advice will be sought which will be stored in the pupil files along with their individual risk assessment.

Risk Assessments must ensure that each session is staffed by competent people able to make productive decisions in any eventuality. Those involved in the sessions must ensure that they have read and understood the risk assessments.

The following items are prohibited from the pool hall;

- Portable electrical equipment that requires a mains electrical connection (only battery powered equipment is allowed)
- Food and drink, though drinks of water in plastic bottles are permitted
- Outdoor footwear, unless suitably covered with overshoes

Pupils will be supervised at all times to ensure maximum safety, with the use of equipment and floatation aids being assessed on an individual basis.

All pool users must shower before and after every session in the pool.

Pupils must not enter the poolside area unless a member of staff is in the pool and a further member of staff is present at the poolside.

Users will be supervised at all times to ensure maximum safety, and wheelchairs left in the changing area prior to entering the pool. The use of other means of mobility in the pool area should be assessed on an individual basis

In cases where school staff are involved in joint hydrotherapy treatment sessions with Healthcare staff, then the Physiotherapist and the Halliwick trained member of staff will jointly run the session.

Volunteers, students and parents will only be permitted in the pool if all safeguarding requirements have been met and are accompanied by a minimum of 2 trained staff.

All staff involved in the changing of children shall handle and dress them in line with the school intimate care policy, and in adherence with the child protection guidelines.

All doors and windows must be locked after the exit of the last user. The last staff member to leave the area must ensure that nobody is in the pool and that the pool area, toilets and changing rooms all are vacated before closing and checking the entrance door. The pool cover should also be replaced.

All staff must report accidents and incidents in accordance with the schools established accident reporting guidelines.

Any defective equipment must be immediately taken out of service and reported to the appropriate person. It must not be put back in service until a suitable repair has been undertaken.

All staff should dress in an appropriate manner whether poolside or in the water. Staff who are poolside must be aware that they may need to enter the water in the event of an emergency and should also remove jewellery e.g. watches and all items from their pockets (poolside lockers are available)

Although food and drink is generally banned from the pool area the exception to this is plain drinking water in plastic bottles which staff and pupils are encouraged to take in with them.

7.0 Manual Handling

- 7.1 Staff and pupil handling needs will be assessed prior to sessions via individual risk assessment and individual Moving and Handling risk assessment/ care plan as required.
- 7.2 Manual handling equipment is made available where reasonably practicable, as appropriate to the needs of staff and pupils. Staff will be trained to use equipment provided.
- 7.3 All pupils will dress for the pool according to their individual needs.
- 7.4 Ambulant pupils will be given positive physical prompts and guidance when using the pool environment to ensure optimum safe practice. They will be supervised when ascending/descending the pool steps or entering the poolside by a designated assistant.
- 7.5 Non ambulant pupils will be transferred from the changing beds into the pool in accordance with their manual handling needs detailed in their Moving and Handling risk assessment/ care plan.
- 7.6 Semi – ambulant pupils should be hoisted into the pool if they are at risk from tripping /slipping or may have difficulty negotiating the stairs. Identified in their individual risk assessment and then detailed in their moving and handling risk assessment / care plan.
- 7.7 The safe working load (SWL) for the poolside hoist must never be exceeded, and it must be used in accordance with manufacturer's instructions. The hoist is subject to statutory inspection on a 12 monthly basis and must not be used if the test date has expired.
- 7.8 Pupils may, be manually, handled in certain circumstances following an individual risk assessment. The need for manual handling will be reviewed prior to each session and moving and handling risk assessment / care plan updated as required.
- 7.9 ***Pupils may be manually handled in exceptional circumstances as follows;***
Individual risk assessment - assessment held in pupil's notes and on the attendance sheet prior to entering the pool as this will indicate to the staff pupils who may have handling problems.

In the event of an emergency evacuation being required staff should follow the guidance given in pool safety sessions.
- 7.10 If a user falls or collapses outside the pool, one member of staff should remain with the user and one member of staff remain with the other users in the pool. Usual emergency procedures should then be followed whereby someone raises the alarm by activating the one of the emergency alarm, this will alert the admin staff in the main reception area. There is also a phone located in the pool area to be used to notify the emergency services if appropriate.
- 7.11 Storage of items, and transportation of heavy or large items should comply with current recommendations and risk assessments as per the Health and Safety Policy.
- 7.12 Slings will be washed after each use.

8.0 Emergency Procedures

- 8.1 All staff must be aware of and understand what to do in the event of an emergency – be aware of the exit location, emergency equipment and how to raise the alarm.
- 8.2 In the event of an emergency in the pool, the session leader or most senior member of staff, with appropriate training, will take charge.
- 8.3 During school opening hours the emergency alarm must be activated by a dry member of staff who should be available to explain the nature of the emergency to arriving staff.
- 8.4 In the event of the panic alarm being activated this will sound in Reception. At least 2 members of staff will come in support.
- 8.5 Of these 2 members of staff, one will call the emergency services as required and one will remain to help with the emergency.
- 8.6 Foil blankets are available in the first aid box located in the store area immediately to the right of the pool entrance door.

8.7 The following procedures will apply to these emergencies in the pool:

- Casualty in the pool
 - Casualty on poolside
 - Casualty in the changing room
 - Staff casualty
- a) The trained staff will conduct and co-ordinate the rescue
 - b) Staff to follow their allotted tasks, as agreed at the beginning of the session
 - c) All pupils not involved in the emergency should leave the water at the earliest and safest opportunity
 - d) Staff to move pupils away from pool side as calmly and quickly as possible to an appropriate area
 - e) In the event of an emergency evacuation, staff and pupils to use the foil blankets available in the first aid boxes.
 - f) The wet team (team in the water) will remove the casualty from the pool, with assistance from poolside staff. Please see 9.8 for procedure around seizure activity.
 - g) The evacuated pool user should be placed in a safe position.
 - h) Should the emergency services be required, a member staff will be instructed to contact the emergency services.
 - i) The Airway Breathing Circulation check procedure is followed and, if appropriate, basic resuscitation commenced and continued until the emergency services arrive.
 - j) One staff member will be instructed to wait at the school entrance to lead the emergency team to the pool area. This is likely to be a member of the Admin Team or Site Team.
 - k) The Head teacher must be informed of the situation immediately, they will arrange for parents/carers and others to be informed of the situation as appropriate.
 - l) If the person attends hospital then a staff member shall accompany the person to hospital and will remain there until the parent/carer arrives.
 - m) All staff involved in the emergency will be given time after the incident to talk it through and support
 - n) The incident will be fully reported using Trafford's accident reporting system and reported to the council's Health and Safety Team. The HSE will be informed where appropriate.
- 8.8 **Seizure in the pool-** After the emergency alarm is activated, staff will support the casualty in the water away from the sides until the seizure has subsided (within the safe time limits). If the safe time

limits are exceeded then emergency medication needs to be administered. Land the casualty and deal with this according to the child's individual procedures.

8.9 Suspected Spinal Injury Stabilise the casualty, moving as little as possible. Ambulance service to be informed of possibility of spinal injury.

8.10 Structural failure In the unlikely event of dangerous structural failure occurring (i.e. ceiling collapsing) evacuate the pool area as quickly as possible, pressing the panic button if there is time.

8.11 Extreme pupil behaviour Use panic alarm to call for help, remove swimmers from pool and poolside as safely and quickly as possible.

8.12 Excrement in pool All swimmers to leave pool, inform site staff as soon as possible, inform next users that pool is out of action. Site staff will check the pool levels and take appropriate remedial action

9 In the Event of a Fire or fire alarm

9.1 Should a fire be detected in the pool area, staff shall activate the fire alarm then follow the evacuation procedures, leaving by the nearest exit. Staff & pupils should use the foil blankets located in the first aid kits and reassure pupils during the alarm situation. The muster point is: nursery playground. Fire call points are located by the emergency exit doors in the pool and immediately outside the changing room area.

9.2 Evacuation from changing room area

- Partially clothed pool users should be wrapped in towels and foil blankets
- Staff should escort pool users to the nearest fire exit
- Staff should guide pupils to the designated assembly point (nursery playground)
- Lead member of staff shall report to the Fire Marshal

9.3 Evacuation from Pool

- Wrap partially clothed pool users in towels and foil blankets
- Both changing beds have wheels and, with the brakes off, can be pushed to the nearest exit
- Escort pool users to nearest fire exit
- Guide pupils to the designated assembly point in the nursery playground.
- Lead member of staff to report to Fire Marshall

9.4 Fire Drills

- Pool staff will be notified in advance of any planned fire drills & do not need to evacuate.

9.5 Fire in school building

- Upon hearing the fire alarm, follow usual school evacuation procedures. Staff & pupils should use the foil blankets located in the first aid kits and reassure pupils during the alarm situation. The muster point is: nursery playground.

Appendix A

Pupil Pool Permission Form

Pupil Name		Date of Birth	
I agree to my child participating in school led sessions in the pool			YES / NO
Comments if any:			
Medical Conditions			
Does your child have any medical conditions which may be aggravated by use of the pool e.g. eczema and, if so, what additional precautions would you like us to take?			
Problem:			
Suitable Precautions:			
Water Confidence			
My child can swim unaided - Yes/ No			
My child needs buoyancy aids Yes/No			
My child is confident in water Yes / No			
My child is scared of /wary of water Yes / No			
Additional Comments (if any)			

I certify that the above information is correct and I agree to promptly communicate any future changes to the above.

I give my consent for my son/daughter to participate in pool/hydrotherapy/Halliwick sessions.

Name _____ Relationship to pupil _____

Signature _____ Date _____

Appendix B

General Health Risk Assessment for Staff & Pupils

<p style="text-align: center;">THE FOLLOWING MUST BE CONSIDERED PRIOR TO ANY PERSON ENTERING THE POOL</p>
--

- **Wounds** - wounds should not be gaping or infected. A nominated First Aider or school nurse should cover all other wounds with a waterproof dressing. Permission to apply such dressings should have been sought from the parents/carers during the initial screening procedures
- **Epilepsy** - staff must ensure that each user is assessed individually prior to their pool session.
- **Pregnancy** – all female staff undertaking hydrotherapy duties must be aware that research indicates that pool temperatures above 35°C will cause an increase in foetal temperature in the first 12 weeks of gestation. All pregnant employees must be formally risk assessed as soon as they believe they are pregnant - this is particularly important in the first 12 weeks of pregnancy.
- **Diabetes** - all staff should be aware of diabetic users and staff members. Ensure a source of sugar is readily available and consult the school nurse for procedures on an individual basis.
- **Tracheotomy** - people with tracheotomies must not enter the pool unless advice has been sought from the medical consultant.
- **Contenance** – all continent users should use the toilet prior to entering the pool – swim pads should be worn as appropriate
- **Incontinent users** - must be toileted prior to pool entry, swim pads must be worn
- **Skin problems** - these may be overcome with the use of barrier cream provided by the parent/carer. Permission to apply such creams should have been sought from the parents/carers during the initial screening procedures.
- **Grommets** - users should be identified during the screening process and medical advice sought prior to pool use. Parents, where required, should supply earplugs
- **hearing aids, glasses, contact lenses** - all these items must be removed prior to entering the pool.
- **Gastrostomy** - Specialist advice must be sought from the medical consultant and nursing staff
- **Head lice** - there is no requirement to exclude people with head lice from the pool.
- **Verrucas** - all verrucas must be suitably covered with a waterproof dressing.
- **Athletes foot** - seek advice from the nursing staff.
- **Sickness and diarrhoea** – exclusion time according to school guidelines.
- **Blood Pressure** – be aware of any users of the pool with low/high BP diagnosis.
- **Any other conditions not mentioned above** – seek advice from senior staff/GP

PREPARATION OF THE POOL

1.0 Preparation of the Pool

Maintenance of the pool is of paramount importance in order to prevent infection and to maintain a safe and healthy environment.

The Caretaker/ Site Supervisor will prepare the pool for use by school staff or third party hirers. The pool is fitted with key locks

2.0 The pool area opening procedure is:

- Testing the water & recording the results
- Sweeping the pool as required
- Cleaning the scum line as required
- Cleaning and tidying the poolside
- Removal of debris from the pool surround and poolside drains
- Checking the cleanliness of the changing areas
- Restocking changing areas with paper products etc

3.0 The following procedure will take place by the school or health staff when they vacate the water at the end of a session:

- Empty the pool of all users
- Replace the cover
- Check poolside toilet is empty
- Remove all toys/floatation aids from the water
- Check no one is in pool area except for those staff and pupils using the pool side change area (i.e. non ambulant pupils)
- Group leader to check the entire pool area, change areas and toilets before leaving at the end of the session
- Leave by the entrance doors and check they have closed securely
- Report any defects found during the session to the Site Team

4.0 At the end of the days use of the pool the Site Team will:

- Carry out a visual check of the pool area, toilets and changing areas taking remedial action as necessary
- Put the pool cover on if not already replaced
- Check all doors and windows are secure
- Check the maintenance book

Appendix D

Microbiological Guidelines and Standards for Pools				
Parameter	Testing Frequency	Range	Action if out of Range	Comments
Temperature	Start of each session	32 – 36 °C	<ul style="list-style-type: none"> • Close pool. • Contact Site supervisors 	<ul style="list-style-type: none"> • Remedial action as appropriate
pH	Start of session	7.2 - 7.6	Repeat test – if still out of range: <ul style="list-style-type: none"> • Close pool • Contact site supervisors • Notify Health & Safety Team 	<ul style="list-style-type: none"> • Remedial action as appropriate • If second test within range then repeat test after a minimum of 2 hours
Chlorine	Residual free chlorine at beginning of each session and end of the day Total Chlorine between sessions and end of each day	3 – 5 mg/l (ppm) Free chlorine 1/2 the Free Chlorine 1.5 – 2.5mg/l (ppm)	Repeat test – if still out of range: <ul style="list-style-type: none"> • Close pool 	<ul style="list-style-type: none"> • Site supervisors to take remedial action as appropriate <p><i>If lower than should be, it can be corrected in under 15 mins. If higher may take several hours to correct</i></p>
Cloudy water	When observed	Present	<ul style="list-style-type: none"> • Close pool • Contact site supervisors who will check chlorine and pH 	<ul style="list-style-type: none"> • Remedial action as appropriate
Slime on pool tiles	When observed	Present	<ul style="list-style-type: none"> • Close pool • Contact site supervisors who will Check chlorine and pH 	<ul style="list-style-type: none"> • Remedial action as appropriate
Slime on pool surrounds	When observed	Present	<ul style="list-style-type: none"> • Inform site supervisors who will check levels and clean 	<ul style="list-style-type: none"> • Remedial action as appropriate
Faecal contamination of pool water	Formed stools observed	Present	<ul style="list-style-type: none"> • Close pool • Remove stool • Contact site supervisor 	<ul style="list-style-type: none"> • Remove stools • Run pool for 2 hours then recheck pH and chlorine
Faecal contamination of pool water	Loose stools dispersed	Present	<ul style="list-style-type: none"> • Close pool • Remove any visible stool 	<ul style="list-style-type: none"> • Remove stools • Drain pool • Clean with sodium bicarbonate/jetwash
Staff occupational health problems	When recognised	Not appropriate	<ul style="list-style-type: none"> • Contact OHU 	<ul style="list-style-type: none"> • Remedial action as appropriate

Appendix D continued

Microbiological Guidelines and Standards for Pools continued				
Parameter	Testing Frequency	Range	Action if out of Range	Comments
<p>Microbiological testing of the pool water is carried out by Amey every 4 weeks. Results are emailed through to school immediately in the event of any irregularity/contamination and the pool is automatically closed pending further advice/contact tracing of users.</p>				
<p>Microbiological contamination</p>	<p>Twice weekly or following pool problem</p>	<p>Normal Pseudomonas aeruginosa 0/100ml Coliforms/E.Coli 0/100ml</p> <p>Abnormal > 10 < 100cfu/100ml total count and Pseudomonas detected > 100cfu/100ml total count and coliforms detected</p>	<ul style="list-style-type: none"> • Close pool. Take remedial actions as advised • Pool to remain closed until a clear reading has been obtained by Environmental Health • Close pool • Notify Health & Safety Team • Consult with Environmental Health 	<ul style="list-style-type: none"> • Remedial action as appropriate e.g. hyperchlorinate • No use of pool for approx 1 week
<ul style="list-style-type: none"> • Note: The presence of P. aeruginosa, in association with a colony count of 100m/ml or the presence of E.coli indicates poor pool management 				



Assessment Prepared By			
Name:	Sheila Symons, Catherine Jones, Rebecca Sutton, Gemma Berkul	Post:	Heads of Department
Signature:		Date:	11.3.21

Review of Risk Assessment			
Date for Review	Carried Out By	Post	Signature

CALCULATION OF RISK

SEVERITY OF HARM INDEX	
5	Very Severe injury - Fatalities (single or multiple), permanent disability; disabling illness
4	Major injury ; e.g. <i>fracture, loss of consciousness</i>
3	Moderate injury ; non-disabling illness; more than 3 working days lost-time e.g. <i>deep cut, torn muscle</i>
2	Minor injury ; less than 3 working days lost-time e.g. <i>small cut, deep bruise</i>
1	Negligible injury e.g. <i>small bruise</i>

LIKELIHOOD OF HARM INDEX		
5	Almost Certain	Reasonably certain or expected to occur. Likely to occur repeatedly.
4	Extremely Likely	Expected to occur several times.
3	Likely	May occur sometime.
2	Unlikely	Will not usually occur, but is conceivable.
1	Improbable	So unlikely that the probability is close to zero.

Severity x Hazard = RISK

Risk Matrix - use this to determine risk for each hazard i.e. how bad and how likely

	Likelihood Of Harm				
Severity of Harm	Improbable 1	Unlikely 2	Likely 3	Extremely Likely 4	Almost Certain 5
1 Negligible e.g. <i>small bruise</i>	Low 1	Low 2	Low 3	Medium 4	Medium 5
2 Minor e.g. <i>small cut, deep bruise</i>	Low 2	Low 4	Medium 6	Medium 8	High 10
3 Moderate e.g. <i>deep cut, torn muscle</i>	Low 3	Medium 6	Medium 9	High 12	High 15
4 Major e.g. <i>fracture, loss of consciousness</i>	Low 4	Medium 8	Medium 12	High 16	High 20
5 Very Severe e.g. <i>death, permanent disability</i>	Medium 5	Medium 10	High 15	High 20	High 25

RISK ASSESSMENT				
Activity : USE OF POOL - Location : Delamere School				
Hazards List what could cause harm from this activity	Who exposed List who might be harmed from this activity e.g. staff, students, public	Risk For each hazard, decide level of risk as if you were to do the activity without any controls	Control measures For each hazard, list the measures you will be taking to minimise the risk identified	Re- Assessment of Risk For each hazard, now decide level of risk once all your controls are in place
		Severity x Hazard = RISK		
ALL CHILDREN WILL HAVE AN INDIVIDUAL RISK ASSESSMENT THAT NEEDS TO BE READ BY ALL STAFF				
Alarm system in place: telephone position next to pool for emergency use.				
Pool steps	School staff, students	5 x 5 = 25 High	<ul style="list-style-type: none"> Verbal warning – single key words / visuals to be used to users. Supervision of pupils entering/leaving the pool using the steps by staff. Staff made aware of risk as appropriate [see room risk assessment]. Staff to follow moving and handling guidance for individual pupils. 1:1 or 2:1 if required to enter/ exit the pool. See individual pupil risk assessment. 	2 x 3 = 6 Medium
Pupils wandering into pool area	School staff, students	5x 5 = 25 High	<ul style="list-style-type: none"> Doors to pool locked with coded key pad. Staff supervision at all times with staff supervising changing area at all times to ensure pupils do not enter the pool unsupervised. Different staff remaining in each area if appropriate. 1 in pool, 1 spotter, 1 changing 	2 x 3 = 6 Medium
Unsuitable staffing / Staff not trained to deliver sessions	School staff, students	5 x 5 = 25 High	<ul style="list-style-type: none"> All staff leading sessions must have attended the in house training provided by Halliwick trained staff. 	2 x 2 = 4 Low

			<ul style="list-style-type: none"> Adequate staffing to run sessions as per class group. 	
Risk of Drowning / from water	School staff, students	$5 \times 5 = 25$ High	<ul style="list-style-type: none"> All pupils to wear appropriate flotation aids. Staff to be aware of pupil ability in the water. Spotter on side of pool. Response team to include a trained first aider. Staff confident to be in the water. 	$3 \times 2 = 6$ Medium
Pupils in changing area being injured.	School staff, students	$2 \times 3 = 6$ Medium	<ul style="list-style-type: none"> Named member/s of staff in changing area when pupils are in the area. First aid kit in pool entrance. 	$3 \times 2 = 6$ Medium
Risk of slipping /tripping	School staff, students	$4 \times 3 = 12$ High	<ul style="list-style-type: none"> All pupils in vision at all times. Excess water pushed into overflow grids around pool. Equipment positioned appropriately. Only pool equipment necessary to be on pool side. Pupils warned of risks as appropriate – use of language e.g. single words. 	$3 \times 2 = 6$ Medium
Risk from manual handling.	School staff, students	$3 \times 2 = 6$ Medium	<ul style="list-style-type: none"> Use of hoists for lifting and staff made aware of any specific pupil handling requirements. Training for use of hoist Slings to be appropriately laundered after each use. 	$3 \times 2 = 6$ Medium

			<ul style="list-style-type: none"> Moving and handling RA and Care Plan to be read and followed [HS9]. 	
Risk from changing/toileting	School staff, students	$2 \times 2 = 4$ Low	<ul style="list-style-type: none"> Only use designated bins for nappies and observe good hygiene procedures. (Gloves, aprons etc.). Any sprays required to be put away in accordance with procedure. Moving and handling guidance to be followed as appropriate / see pupil profile information. 	$2 \times 2 = 4$ Low
Suitable staffing ratios	School staff, students	$5 \times 5 = 25$ High	<ul style="list-style-type: none"> Ensure that there are at least two members of staff within the pool area at all times if students are present. Designated spotter on the side of the pool 	$2 \times 2 = 4$ Low
Risk from objects being brought into the pool area	School staff, students	$3 \times 2 = 6$ Medium	<ul style="list-style-type: none"> Ensure that all pool users, staff and outside agencies do not bring unsuitable objects into the pool area, e.g. razors, electrical equipment (please note there is a socket in the pool area). 	$2 \times 2 = 4$ Low
Student with epilepsy	students	$5 \times 5 = 25$ High	<ul style="list-style-type: none"> Staff to be aware of student's healthcare plans and if rescue medication is required. If a student presents with a seizure staff are to keep the student in the pool ensuring head remains out of the water and student is fully supported. Spotter to raise the alarm immediately. 	$3 \times 3 = 6$ Medium
Date of Assessment : 11.3.21				

Additions to RA in relation to COVID-19

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
Spread of Covid-19	<p>Staff, pupils, visitors, contractors</p> <p>Transmission of potentially deadly virus</p>	<p>Hand Hygiene</p> <p>Stringent hand washing taking place with soap and warm water within the building.</p> <p>Soap dispensers are checked regularly and topped up to ensure adequate hand washing.</p> <p>Staff and pupils who have tested positive for COVID-19, or who have been identified as contacts of cases must not attend school until the required isolation period has been completed</p> <p>Staff/Pupils with symptoms of COVID-19 must not attend school until a negative test result has been received or the required isolation period has been completed.</p>	<p>Social Distancing</p> <p>External users to have completed their own risk assessments implementing any additional measures identified.</p>	March 2021
Equipment	Transmission of Covid-19	Equipment must be cleaned after each session by the class team.	Equipment may be cleaned by fully submerging under pool water, which contains the disinfectant Chlorine, ensuring that all the surface of the equipment has been covered thoroughly by pool water. Alternatively, equipment may be cleaned with disinfectant spray and wiped down with blue roll that must be disposed of in the nearest bin.	March 2021
Water quality	<p>Students, staff and Visitors.</p> <p>Risk of infection or catching disease.</p>	Competent and trained staff (National pool plant operator qualified) to take a Pool water test including chemical and temperature tests 3 times per day with the results to be analysed in accordance with Chemical dosing systems and	Free chlorine levels must be kept at a minimum of 1.5ppm instead of the usual industry minimum of 0.5ppm; as per government guidelines in helping stop the spread of Covid-19.	March 2021

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
		<p>appropriate action should be taken if needed.</p> <p>The results of the Pool water test are to be recorded on the Pool testing log and any action taken also recorded. If for any reason the Pool water test results are outside of the recommended parameters then a decision should be made whether the Pool is safe to use or not.</p> <p>If the Pool is deemed unsafe to use then must inform timetabled users that the pool is closed until further notice.</p>	<p>Covid-19 Recommended Pool Chemical levels Free Chlorine – min 1.5mg/l pH – 7.0</p>	

