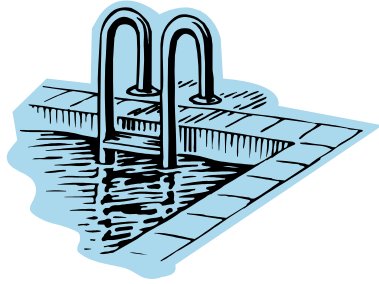


MAVISBANK SCHOOL
HYDROTHERAPY POOL



Normal Operating Policy (NOP)

And

Emergency Action Plan (EAP)

1 Location

The pool is situated within Mavisbank School with access via the main hall.

2 Accommodation

The accommodation comprises of:

General pool area and pool

Changing space for pupils

Poolside shower

Storage area for towels, hygiene resources, pool equipment, buoyancy aids

A mechanical hoist installed at the poolside

Emergency pull cords within the pool area

Electrical sockets adapted for safe use in pool areas

'Wet' floor throughout

Multi sensory equipment

Pool cover

4 Operational System

4.1 The janitor is responsible for

- i. The overall maintenance and daily management of the pool
- ii. Opening the pool door each morning and locking it at the end of the day
- iii. Testing the pool water - the water will be tested each morning prior to use and a further three times throughout the day. The time and results of these tests will be recorded

School staff are responsible for

i. Cleaning pool equipment weekly

4.2 If a relief janitor is employed in order to operate/maintain the pool they must hold a PALM Academy Small Pools Operators Certificate or equivalent. Reference should be made to the Handover Manual for Mavisbank School kept in the janitor's office.

4.3 A staff 'member in charge, will be clearly identified for each session. This person will be responsible for the implementation of all safety and operational procedures.

5 Safety

1. One member of staff must act as a "spotter" in the pool area at all times. The spotter must be moving and handling trained.
2. One member of staff (Early Learning Practitioner / Teacher / Instructor) will be clearly

identified as having overall responsibility for this session. All staff in the pool must be hydrotherapy trained

3. Maximum number in the pool is 1 pupils and 2 staff/escorts

4. The entrance/exit door must be closed

5. No pupil is allowed in any area of the poolroom unsupervised

6. Rescue aids will be kept at the poolside during sessions i.e. float, woggle, reaching pole, evacuation board

7. Staff must be competent in use of pool hoists and have read and understand NOP and EAP. Verification slip should be signed and returned to the office before using the pool

8. Pupils must enter/exit the pool using stairs or hoists. Only qualified swimming instructors can facilitate poolside entries

9. If the fire alarm sounds the pool should be evacuated in accordance with the Emergency Action Plan

10. Foil blankets will be placed at exit door of the pool for use during evacuation

11. All equipment, towels, costumes etc must be tidied away before leaving the poolroom

12. The pool cover should be replaced at the end of each session

6 Hygiene

Where appropriate pupils should visit the toilet before the session.

General bodily hygiene should be checked

Everyone should shower before entering pool (pupils at the side of the pool, staff in the ladies' shower cubicle , not pool side)

Feet should be inspected for athlete's foot or verrucas - socks are in Hygiene Box

Skin should be checked for open wounds and/or infection

All pool equipment should be cleaned on a weekly basis

Reviewed : John Lochrie,
Eileen McDonnell
April 2013, July 2015

Date of next review: July 2018