

APPENDIX 1

Terms & Conditions of School Lets: Use of School Hydrotherapy Pools

Statement of Purpose

- a. Priority use of hydrotherapy pools in Dumfries and Galloway schools is given to school age children living within Dumfries and Galloway.
- b. Dumfries and Galloway Council will allow use of its school hydrotherapy pools by Service Users when not in use by any Dumfries and Galloway school pupils.
- c. Service Users are defined as adults who have a specific condition that requires the use of a hydrotherapy pool as an aid to their treatment, as determined by appropriate medical personnel.
- d. Dumfries and Galloway Council hydrotherapy pools are located at:
 - Castle Douglas Primary School
 - Georgetown Primary School
 - Lockerbie Academy/Primary School
 - Sanquhar Primary
 - Stranraer Academy
- e. Dumfries and Galloway Council does not currently charge Service Users for the use of hydrotherapy pools within its schools, where usage is falls within 9.00am – 4.30pm during a pupil day. However, where Dumfries and Galloway Council incurs a charge in the provision of a hydrotherapy pool, a charge will apply to the Service User (eg school holidays), based on Dumfries and Galloway Council's current Harmonised Fees and Charges.

Responsible Parties

Dumfries and Galloway Council is responsible for:

- a. ensuring all equipment in and around the hydrotherapy pool is fit for purpose.
- b. adhering to all relevant Health & Safety regulations in relation to the provision of a hydrotherapy pool.
- c. ensuring the pool lifting equipment is inspected as determined by the manufacturer's instruction by a competent person and properly maintained.

Dumfries and Galloway Council is **NOT** responsible for:

- a. monitoring users and equipment in and around the hydrotherapy pool when in use
- b. the provision of a trained First Aider
- c. the provision of training of pool lifting equipment for use by Service Users/Lead Person/Support Adults
- d. the provision of a sling to use the pool lifting equipment by Service Users
- e. provision of disposable equipment (eg gloves, wipes)

The Service User/Lead Person/Supporting Adult is responsible for:

- a. ensuring the Service User/Lead Person/Supporting Adults are covered by appropriate insurance in relation to the specific use of a hydrotherapy pool and all related equipment.
- b. Ensuring the Service User/Lead Person/Supporting Adults are covered by appropriate public liability insurance.
- c. arranging a familiarisation visit prior to usage for the purposes of:
 - carrying out a risk assessment prior to using the hydrotherapy pool to ensure the appropriateness of hydrotherapy pool usage by themselves and supporting adults.
 - ensuring the health and safety of all persons in and around the hydrotherapy pool.
 - familiarising themselves with the emergency evacuation procedures. This should be done in conjunction with school staff
- d. ensuring there are two supporting adults with the Service user at all times.
- e. following Dumfries and Galloway Council's advice that at least one supporting adult is First Aid trained and qualified and competent in resuscitation techniques.
- f. providing their own stocks of disposable equipment (eg, gloves, wipes)
- g. providing an adult sling if use of pool lifting equipment is required.
- a. reporting to the Head Teacher any incident that would affect pool safety or hygiene. A visual inspection of all poolside equipment should be carried out before and after use and any defects reported immediately when found.
- b. ensuring that Service Users and supporting adult(s) do not use the pool if they have a skin rash/lesion.
- c. ensuring that Service Users and supporting adult(s) do not use the pool if they have been unwell within 48 hours prior to using the pool.
- d. ensuring that Service Users and supporting adult(s) are aware that dehydration may occur because of the high temperature in the pool and poolside areas. As such, Service Users and supporting adult(s) are advised to drink water before and after use of the pool to allow rehydration.
- e. Ensuring that where use of pool lifting equipment is required, the equipment operator is trained in its use.

Pool Safe Operating Procedures.

- a. Do not enter the pool if you have been advised not to do so by school staff.
- b. There must be two supporting adults accompanying each Service User – one at poolside at all times, one in pool at all times..
- c. Services Users should ensure they limit their immersion time in the pool to no more than 20 minutes.
- d. Supporting adult(s) should ensure they limit their immersion time in the pool to no more than 45 minutes.
- e. Outdoor shoes are not allowed in the pool area - Service user/Lead Person/Supporting Adults must provide their own appropriate, poolside footwear.
- f. Shower immediately before and after entering the pool.
- g. Do not use shampoo or shower gel as this interferes with the cleaning and hygiene systems used in the pool.

- h. Plastic water bottles are allowed within the pool area – juice/glass bottles are not allowed within the pool area.
- i. Any user with incontinence issues should wear appropriate swimwear.

Applying to use a Dumfries and Galloway School Hydrotherapy Pool

All information relating to school lets can be found at www.dumgal.gov.uk/schoollets.

Information required in relation to applying for hydrotherapy pool usage:

- Form HP1 – School Hydrotherapy Pool Booking Form (new form to be compiled)
- Form HP2 – School Hydrotherapy Pool Terms & Conditions of Use Statement
- Copy of current, appropriate insurance cover.

“For information on how the Council Uses personal data, and to know more about your information rights including who to contact if you have a concern, please follow this link: <http://www.dumgal.gov.uk/article/15129/Data-protection>”