

## PEAK SCHOOL

### Health and Safety Information – Hiring of Hydrotherapy Pool

**Organisation:** .....

**Event:** .....

Under the Health and Safety at Work Act 1974 Peak School is required to provide you with the following information:

1. The Hydropool is located at the back of Peak School
2. Access is gained by **driving carefully** down the driveway located at the far left hand side of the school. Please note at weekends the car park is also used by the Alderbrook Garden Centre; consideration would be appreciated when parking your vehicle.
3. To disarm the intruder alarm key pad using the alarm fob / security number provided.
4. On arrival, if required, deactivate the internal emergency locks to the changing rooms and soft play area. The lifeguard should deactivate the pool door lock only when he/she is entering and remaining in the pool area. Once the lifeguard leaves the pool area the pool lock should be activated again. On departure please activate all locks to pool area, changing rooms and soft play.
5. A lifeguard must be on poolside at all times when pool is in use. A nominated safety person must be identified for all sessions in pool.
6. Please ensure that emergency doors and escape routes are clear and unobstructed.
7. After entry check that areas are safe – free from slip or trip hazards.
8. The nearest telephones are located on the poolside and in the pool office.
9. The Site Manager's number is 01298 813 296 / 07905 063460.
10. The Head teacher's number is 07783 028152. Pool Managers' numbers are 07773 689919 or 07870 527590
11. The School Business Manager's number is 07544 915434.
12. The First Aid Box is located on the poolside under the bench.

13. Potential Health and Safety Hazards – walk only on poolside and when in the changing areas of the building.
14. Ensure all persons on the school premises behave properly at all times.

#### **Instructions to Organisers:**

1. In the event of fire **immediately dial 999 for Fire Brigade.**
2. **Evacuate** all your party from the area to a safe place. Check your register, await Fire Brigade. *Do not depart until the emergency services have arrived.*
3. **Immediately thereafter** telephone Caretaker and Headteacher / School Business Manager.
4. **In the event of an accident** – follow First Aid procedures; if serious telephone 999 for Ambulance; followed by a call to the Caretaker. All accidents must be reported.
5. Obtain names and addresses of **at least** two witnesses where possible.
6. If accident has occurred whilst utilising the School's equipment do not move or touch the equipment until a School representative has examined it.

#### **Before Leaving:**

1. **Ensure the premises are left in a clean and proper state.**
2. Ensure equipment is left clean and tidy and in its labelled position.
3. Ensure all lights are turned off.
4. Ensure all doors are shut and locked.
5. Ensure that the premises are vacated at the agreed time.
6. **Ensure internal locks are reactivated.**
7. Ensure the intruder alarm is reactivated using the alarm fob provided.

#### **After the Letting:**

1. Inform the school the following working day of any hazards, accidents or maintenance issues.
2. Report all damages to the Pool Manager the next working day.
3. Return keys (alarm fobs) the following day.

