



HILLINGDON

LONDON

Queens Walk Resource Centre Hydrotherapy Pool Agreement for community use

Hydrotherapy Pool Agreement for community use

Last updated: 24/09/ 2019

Welcome to the Hydrotherapy Pool at Queens Walk.

This facility is managed by Hillingdon Council. The council has developed the following agreement for community users. This is to ensure that there is an understanding of the responsibilities and requirements for the use of the pool and its equipment at Queens Walk.

We ask that all managers of services/agencies or representatives for the individual read this agreement.

Where possible the individual should sign this and be made aware that the agreement exists. This will need to be signed and returned to the manager/management team at Queens Walk.

It is the responsibility of each manager/representative for the individual, to make sure if using the pool that they or their staff are fully trained and competent. Please see the details under 'requirements' of the documents needed as supporting evidence of training.

Support staff and representatives not trained or skilled in the outlined areas will be unable to access the service and facilities until they are trained and skilled.

Bookings will be taken in advance by 1 week. There are no block bookings for this community resource. There is a small charge for the external use of the pool which needs paid at the point of entry.

Slings for transfers into the pool for external users need to belong to the individual (see details under requirements).

Together we will endeavor to support all our community hydrotherapy pool users so they can enjoy the benefits of therapeutic effects from their session at Queens Walk.

Requirements

- All staff and representatives supporting an individual to use the pool will need to present an up-to-date moving and handling and first aid certificate prior to accessing the pool. These need to be sent in advance or brought to Queens Walk during the hydro pool induction.
- All staff and representatives must adhere to manual handling operations regulations during their visit, including procedures as outlined in individual risk assessments.

- All staff and representatives using the pool must have attended the Queens Walk hydro pool induction. This induction will be given only by a senior member of staff. These inductions will run on a Wednesday bi-weekly at 3pm. The induction is to familiarise staff/representatives with the hydrotherapy pool at Queens Walk. It will cover recommended health and safety advice, introduction to pool sling use and fire evacuation procedures. This requires staff/representatives to adhere to the pool safety operating procedures. **Note: this is not a manual handling training exercise.**
- All staff and representatives supporting pool users will need to show proof of identity on each visit .
- **Risk assessments** for each individual must be presented to the staff at Queens Walk prior to use of the pool. They should include correct staffing levels for the user, for example, 1-1 in pool, 1 poolside watcher and must include the following information.
 1. All transfers of individual to and from the pool.
 2. **Use of individuals own sling.** This can be own shower or bath sling. **Note:** Queens walk will not provide a pool sling for the use of the pool by external users.
 3. Use of all floatation aids appropriate to an individual.
 4. Awareness of the need to evacuate in the event of a fire and the use of the trolley/dressing gowns/appropriate footwear for the pool.
- All pool users are expected to be fit to attend sessions. No one should attend whilst suffering from illness or ailments, e.g. chest infections, vomiting and/or diarrhoea.
- No food or drinks to be consumed in the pool area . **No foods containing nuts allowed on the premises.**
- Everyone who uses the pool must be appropriately dressed and properly equipped for the pool throughout the visit; for example, own incontinence pads, own towels, appropriate swimwear, own swimming pads as needed.
- We ask that you please show respect toward the staff at Queens Walk when booking parking and arriving to the centre.
If there is a need for cancellation due to chemical failings, equipment failings or other conditions seen to be a risk to any pool user, the management team at Queens Walk have the right to make that decision. Foul or abusive language or threatening behaviour towards staff will not be tolerated.
- Pool to be left as found; all equipment to be left tidy, returned to appropriate areas and pool cover put back on.
- Damage to equipment or the pool and pool soiling should be reported immediately before departure.

First aid provision

First aid provision is the responsibility of the supporting staff. Community users will need to have their own first aider in attendance poolside throughout the session.

The staff team at Queens Walk will have their own duty first aider in the centre for the whole duration of pool usage. If there is a need for assistance they can be summoned via the radio or the alarm system. The duty first aider will be able to assist in an emergency should the need arise. All incidents and near misses must be reported to the Queens Walk management team and an incident report will need to be completed.

Please give as much information as possible

Details of Referrer (managers name and extension number)

Name			Email	
Contact number				
Emergency number in the event of an accident/incident				

Service user details

Full Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth			
Address			
Postcode			
Telephone number			

Next of Kin Details

Name	
Address (if different from above)	
Postcode	
Telephone number	
Relationship to client:	

Basic details of individual needs:

Has the individual been diagnosed with a learning disability?

Yes No

Is the individual a w/c user . Do they have any other physical disability?

Yes No

Has the individual attending got any other medical conditions?

Please give details of diagnosis, including learning disability diagnosis/hearing/visual and support required (for example, medication, guidelines, percutaneous endoscopic gastrostomy (peg tube site))

Does the individual have the capacity to decide if they wish to access the hydrotherapy pool service?

Yes No

If no, the manager or representative can sign on their behalf that they agree to using the pool. If yes, the individual sign.

Mobility: (hoists, adaptations, wheelchair users)

Please give details of any mobility issues and the support required to support an individual including equipment.

Is there a full risk assessment for the use of the hydrotherapy pool or other referrals/assessments (such as recommendations of physio or OT) in place for this individual?

Yes No

Does the individual display any behaviours that challenge?

Yes No

If yes, please give details of the behavioural support plan, intervention or risk assessments in place to support the individual when in the hydrotherapy pool

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I confirm that all of the details that have been given are correct.

Name please print	Signature	Relationship to individual	Date

If you would like any more information, contact Queens Walk Resource Centre

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