



# EMERGENCY ACTION PLAN FOR THE LEARNER POOL At West Hove Infant and Hove Junior Schools' Pool

Adopted by Resources Committee on behalf of the Governing body: Autumn 2013  
Amended: Autumn 2013

## Vision Phrase

'Aim high and smile'

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.



## 1. Changes from Last Issue

Publication: 2004

Approved by the Resources Committee on behalf of the Governing Body  
Spring 2014

## 2. Objective and Scope

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- Overcrowding
- Disorderly behaviour
- Assault
- Lack of water clarity
- Outbreak of fire or building evacuation
- Bomb threat
- Lighting failure
- Adverse weather, thunder and lightening in an outdoor pool
- Structural failure
- Emission of toxic gases
- Serious injury to a swimmer
- Discovery of a casualty in the water.

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

### **3. Reference Documents**

#### **INTERNAL**

Pool Hirers Normal Operating Procedure  
Plans of the Building  
Lifeguard Training Schedule  
Conditions of Swimming Pool Hire  
Staffing Daily Rota  
Staff Signing-in Book  
Pool Training Log/Attendance Register  
Individual Lifeguard Training Record

#### **EXTERNAL**

Managing Health and Safety in Swimming Pools  
PAS65- Management of Swimming Pools - General Management - Code of Practice  
BAALPE Safe Practice  
NPLQ Lifeguard Training Manual

### **4. Responsibility**

- 4.1 The Teacher, or other person, in Charge of Swimming, should ensure that:
- a) all staff are adequately trained in the procedures detailed hereafter
  - b) notices are displayed to advise the general public of the arrangements
  - c) exit doors, signs and fire-fighting equipment is regularly checked and kept free from obstruction
  - d) all exit doors operate without the aid of a key whenever the premises are occupied
- 4.2 The swimming instructor will be responsible to take charge in the event of an emergency.
- 4.3 The class teacher will be responsible to summon the emergency services in the event of an emergency by using the mobile telephone. When the swimming instructor is taking her private lessons she will use her own mobile to summon the emergency services if necessary.

### **5. Overcrowding**

- 5.1 Overcrowding should not occur if there is a system in place for controlling access and the number of swimmers admitted does not exceed the maximum pool capacity which is 20. Two adults must be present for school swimming and three for lettings. However some areas of the pool may at times become over crowded.
- 5.2 If this happens the class teacher or swimming instructor using the pool should disperse the grouping within the pool or ask some swimmers to leave the pool temporarily.

### **6. Disorderly behaviour**

6.1 Any behaviour which is likely to cause a nuisance or is dangerous to others should be stopped immediately.

## **7. Lack of water clarity**

7.1 If the water becomes cloudy alert the person responsible for pool maintenance.

7.2 The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality.

7.3 If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

## **8. Outbreak of fire or building evacuation**

8.1 The arrangements in place to raise the alarm are as follows:

- The class teacher will contact the emergency services and then the front office will notify the headteachers of both schools
- In the event of an emergency the class teacher and swimming instructor will initiate an evacuation.

A plan of the building is inserted and shows the location of fire exits, fire fighting equipment and the assembly point.

8.2 Once the alarm has been raised those on poolside should blow their whistles loudly and clearly to clear the pool as quickly as possible.

8.3 The Headteachers of both schools should be notified by the person raising the alarm as to the location and nature of the fire. The Headteachers will then liaise with lifeguards / staff and co-ordinate the evacuation process. The assembly point will be on the Junior School playground. If the fire is in the Infant school building, children will be taken to the Junior school in the event of poor weather.

8.4 In the event of an evacuation the emergency services should be called. The person making the call should ask for the Fire / Ambulance Service (as required) and tell them the name of the pool, its location and the location of the fire giving as much information as possible.

8.5 Everyone should be directed to the nearest emergency door, away from the source of the fire and to the evacuation point as mentioned above. Thermal blankets are located poolside and will be issued if necessary. Children who are unable to get dressed will be given a thermal blanket and escorted to the Junior School if safe to do so, or Westows, School Road.

8.6 Once at the assembly point the swimming instructor will check all staff are present against the signing-in book and the class teacher in charge of groups using the pool will check that all their group members are present and correct.

## **9. Bomb Threat**

9.1 Should a telephone message be received that a bomb is in the building the person taking the call should glean as much information as possible from the caller and find as much information as possible. Where possible this should include:

- Location of the bomb
- Time set to go off
- Why it has been left
- Any background noises on the telephone line
- Accent of the caller

9.2 As soon as the call is over notify the class teacher in the pool area.

9.4 The front office will telephone the police and ask for their assistance.

9.5 A search of the building should be made looking for any suspicious objects or parcels. In liaison with the police the Headteacher/Deputy Headteacher will decide whether to evacuate the building.

9.6 If the decision is made to evacuate this will be in accordance with the fire procedure detailed in section 8. The assembly point will be Stoneham Park for a bomb threat.

9.7 Once the building is evacuated a thorough search will be made by the police.

9.8 No person will be allowed to enter the building until given the all clear to do so this decision will be taken by the site manager in consultation with the police.

9.9 As soon as possible after the incident the Headteacher/Deputy Headteacher will be required to make a written statement. No statements will be made to the media or members of the public.

## **10. Adverse weather, thunder and lightning in an outdoor pool**

10.1 If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately and all swimming ceased.

10.2 If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

## **11. Structural failure**

11.1 Should a structural failure occur, or if danger is suspected from the building structure the headteachers of both schools must be informed immediately.

- 11.2 An evacuation is to be initiated.
- 11.3 Evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.
- 11.4 If the changing area lies within the structural failure area children should be taken to a place that is secure and warm.

## **12. Emission of toxic gas**

- 12.1 An emission of toxic gas would most likely come from the mixing of a bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process used in the pool water disinfection system.
- 12.2 If evacuation of the building is deemed necessary exits must be used which lead customers / pupils away from the danger area. (see evacuation plan)
- 12.3 If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing doors if possible to prevent the gases escaping other occupied areas. The class teacher should immediately be informed of the situation.
- 12.4 Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.
- 12.5 Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid as should be given.
- 12.6 The accident may be reportable to the Health and Safety Executive under RIDDOR. It will be the responsibility of the Headteacher to initiate reporting, to the school's Health and Safety Officer, Janice Percy.

## **13. Serious injury to a bather**

- 13.1 Call for the assistance of another lifeguard or school first aider by using the mobile telephone.
- 13.2 Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.
- 13.3 Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.
- 13.4 All cases of head injury should be treated as serious. An ambulance will be called the class teacher and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return

to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

- 13.5 The class teacher will telephone for an ambulance and call for a first aider to assist with first aid if necessary.
- 13.6 It is important that staff support casualties by speaking to them confidently and reassuringly.
- 13.7 All accidents to staff, pupils and hirers must be reported fully on the appropriate accident form kept in the office.
- 13.8 Accidents and dangerous occurrences reportable to the Health and Safety Executive will be reported to the school's Health and Safety Officer, Janice Percy.

#### **14. Discovery of a casualty in the water**

- 14.1 Before entering the water to recover a casualty attract the attention of a lifeguard/rescuer and ask an adult to telephone the emergency services.
- 14.2 Support staff to implement a back up action where the headteachers of both schools are informed.
- 14.3 Enter the water in a safe manner and land the casualty at the most suitable landing point. Where the pool is an above ground construction the casualty will need to be handed from in the pool to someone standing on dry land; this procedure needs practice and should be conducted with due care to the casualty. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.
- 14.4 If breathing has ceased, commence Expired Air Resuscitation (EAR) immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The class teacher will arrange for an ambulance to be called.
- 14.5 If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.
- 14.6 To ensure safety the pool should be cleared.
- 14.7 Staff should ensure that a crowd does not gather around the casualty.
- 14.8 One member of staff will be designated to meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the emergency exit doors adjacent to the location of the incident.

14.9 As soon as possible after the incident all staff involved will be required to make a written statement.

14.10 No statements shall be made to the press or other members of the public.

## **15. Removal of a casualty with a suspected spinal injury**

15.1 Spinal injuries may be caused by diving into water of an insufficient depth - collisions, misuse of diving equipment or other equipment provided for swimmers' use, or where swimmers land on top of each other.

15.2 Priorities

1. If the casualty is in a face-down position, they must be turned into a face-up position urgently.
2. If the casualty is not breathing, commence Expired Air Resuscitation even if the action risks further damage to the spinal cord.
3. Stabilise the casualty's head.
4. Maintain the casualty in a horizontal position.

## **16. Dealing with blood, vomit, faeces etc**

The following circumstances in which pool staff should take immediate action:

### **16.1 Diarrhoea**

16.1.1 If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected, then the pool should be immediately closed to bathers.

16.1.2 The class teacher will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

16.1.3 A flocculent will be added to the pool water treatment system prior to the filters if a medium rate filter is in use.

16.1.4 The pool will remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, then the filters are backwashed and, having established that free chlorine levels are within the appropriate range, the pool will be reopened. For a small pool with minimum water content it may be quicker to drain and refill the pool.

### **16.2 Solid stools**

16.2.1 If the presence of these is spotted by pool or teaching staff or are reported by customers / pupils they should be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet.

16.2.2 After their retrieval Gavin Beattie should be informed and will immediately carry out a water test to establish that free chlorine level and other plant operation aspects are within the recommended ranges.

### **16.3 Blood and vomit**

16.3.1 If substantial amounts of blood and vomit enter into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

16.3.2 Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant of 10ppm should be washed over the area.

16.3.3 The cloths used for this purpose should immediately be safely disposed of.

# West Hove Infant and Junior School Swimming Pool Fire Evacuation Procedures

