



**Emergency action plan**

# Olchfa School Pool

# EMERGENCY ACTION PLAN

## GENERAL INFORMATION.

### OLCHFA POOL

THE EMERGENCY ACTION PLAN OUTLINES THE PROCEDURES TO BE FOLLOWED BY ALL MEMBERS OF STAFF IN THE EVENT OF A FORESEEABLE EMERGENCY. THE PLAN SHOULD COVER ANY LIKELY EVENTUALITY AND SHOULD BE REGULARLY PRACTISED, REVIEWED AND, WHERE NECESSARY, UPDATED.

THE PROCEDURES CAN BE GROUPED INTO THREE CATEGORIES.

#### ➤ NEED TO EVACUATE:

- Fire alarm.
- Release of toxic gas or fumes.
- Bomb threat.

#### ➤ PHYSICAL:

- Structural failure.
- Lighting failure.
- A reduction of water clarity.

#### ➤ ACCIDENTS:

- Discovery of a casualty in the water.
- Injury to bather.
- Spinal injury.
- First aid.

# EMERGENCY ACTION PLAN

## INDEX

1. MINOR EMERGENCY POOLSIDE / GENERAL.
2. MAJOR EMERGENCY POOLSIDE / GENERAL.
3. POOL INCIDENT INVESTIGATION  
PROCEDURE.
4. WATER SAFETY SECTION.
5. PERSON IN DIFFICULTY IN THE POOL.
6. PERSON INJURED DRYSIDE.
7. SPINAL INJURY.
8. HEAD INJURIES.
9. AMBULANCE CREW RESPONSIBILITY.
10. FIRE EVACUATION PROCEDURE.
11. EMISSION OF GASES.
12. STRUCTURAL FAILURE.
13. LIGHTING OR POWER FAILURE.
14. DEALING WITH BLOOD / VOMIT / FAECES.
15. LACK OF WATER CLARITY.

# EMERGENCY ACTION PLAN

## 1. MINOR EMERGENCY POOLSIDE / GENERAL

A minor emergency is an incident which, if handled properly does not result in a life-threatening situation.

Procedures to be followed in the event of a minor emergency.

- Member of staff notifies other staff members who respond to the incident.
- Qualified staff member administers first aid or provides appropriate assistance.
- All first aid should be carried out with two people present.
- Member of staff to fill out accident report form and update accident book.
- Investigation into the circumstances surrounding the incident.
- Form to be passed on to school PWO for incidents occurring during the school day.
- HSE record to be completed out of hours.

# EMERGENCY ACTION PLAN

## 2. MAJOR EMERGENCY POOLSIDE / GERNERAL

A major emergency is one where there is a risk of serious injury or death. In most emergencies more than one staff member will be involved

- Lifeguard identifies an emergency and raises the alarm by whistle, alarm, speech or hand signal.
- Lifeguard initiates rescue, first aid or evacuation procedures.
- Team members clear the pool of bathers to assist with emergency if deemed necessary.
- A member of staff is allocated to summon emergency services.
- Lifeguard involved fills in an incident report form and water safety report.
- Any equipment or supplies used are returned or replaced.
- The pool returns to Normal Operating Procedures once it is deemed safe to do so.

## EMERGENCY ACTION PLAN

- If a ceiling tile comes down, all must be evacuated and no-one must re-enter the swimming pool until professional bodies have given the all clear.

### 3. POOL INCIDENT INVESTIGATION PROCEDURE

Any water based incident requiring the attendance of the ambulance service.

- Incident to be dealt with as in EAP.
- Names and addresses of all relevant witnesses are obtained.
- The team responsible for water safety need to be contacted as soon as possible on 635421.

### 4. WATER SAFETY SECTION

A water safety officer should attend the facility as soon as possible after being informed of the incident.

The water safety officer should:

- Discuss the incident with the attendant.
- View the location of the incident.
- Obtain statements from any independent witnesses.
- Take statements from the staff as soon as possible after the incident.

# EMERGENCY ACTION PLAN

## SWIMMING POOL EMERGENCY

### 5. PERSON IN DIFFICULTY IN THE POOL

- The lifeguard should on spotting the incident, blow their whistle:
  - 1 Whistle Blast – attracts the attention of the pool users.
  - 2 Whistle Blasts – attracts the attention of other pool staff.
  - 3 Whistle Blasts – indicates that the lifeguard is about to take emergency action.
  - 1 Long Whistle Blast – attracts the attention of the pool users to prepare for an evacuation.
  
- Hit the emergency alarm.
  
- Alert other staff.
  
- The lifeguard initiates the rescue.
  
- Appropriate first aid will be administered and a record of the incident written in the accident book and the water safety pool incident form.
  
- The pool returns to Normal Operating Procedures once it is deemed safe to do so.

# EMERGENCY ACTION PLAN

## 6. PERSON IS INJURED DRYSIDE

- Provided the injury is not severe, the casualty can be sent accompanied to the school nurse by another person.
- If the injury is more severe and he/she cannot be moved, the school pupil welfare officer: - Cheryl Hopkins must be contacted by telephone.  
Ext: 326 or 07866 974080.
- External clubs must phone 999 for emergency services.

If the school nurse is not on the premises.

- Adequate pool cover must be arranged.
- The lifeguard must take precautions to protect him/herself from any potential injury. i.e. gloves must be worn.
- Appropriate first aid is to be administered.
- The incident must be recorded in the accident book.

## 7. SPINAL INJURY

When a spinal injury is suspected the following action should be taken.

- Other members of staff should be alerted by, whistle, shout and alarm.
- The pool should be cleared.
- Staff should enter the pool and use the appropriate spinal turn method.
- The casualty should be treated in line with procedures and training.
- Emergency services (ambulance) should be contacted.

## EMERGENCY ACTION PLAN

- Accident form and a water safety pool incident form should be completed.
- The pool returns to Normal Operating Procedures once it is deemed safe to do so.

### 8. HEAD INJURIES

- All head injuries are to be treated as serious injuries.
- Casualties with facial or head injuries should not be allowed to re-enter the pool.
- Where the injury is serious, an ambulance should be called.
- If there is any doubt as to the severity of the injury an ambulance should be called. There is always a possibility of delayed concussion or loss of consciousness occurring.
- The casualty should be provided with information regarding signs and symptoms of concussion and advised to seek medical attention if at a later time he/she suffer any of the symptoms.
- Assistance should be given to the casualty and persons accompanying them.

### 9. AMBULANCE CREW RESPONSIBILITY

The pool attendant has the responsibility to treat the casualty prior to the arrival of an ambulance crew. When the ambulance crew arrives, they assume responsibility.

# EMERGENCY ACTION PLAN

## 10. FIRE EVACUATION PROCEDURES.

On discovering a fire: -

- Raise the alarm by operating the nearest break glass alarm. (Situating at each end of the pool, against window wall)
- Evacuate the pool. Immediately direct swimmers out of the poolside fire exit door, to the assembly point which is on the tennis courts during school hours, and on the concrete apron in front of reception outside of school hours.
- Ring 999 for the fire brigade.
- Issue space blankets to swimmers, located on right hand side of the emergency exit door.
- Check through the whole PE dept including changing areas and toilets to ensure the building is clear.

For incidents during school hours

- Report to Mrs Johne Cowley on the tennis courts that all P.E. areas are clear of pupils.

For incidents occurring outside school hours

- Clubs to report to on-site caretaker to report that the facility is clear (07974 760947).
- No person is to re-enter the building until advised to do so.

## EMERGENCY ACTION PLAN

### Changing room evacuation during school hours.

- On hearing the fire alarm the teacher will calm and reassure the students, and line them up in an orderly fashion.
- Students will be evacuated through the designated emergency fire exit door and escorted from the building by a member of staff.
- The teacher should be situated at the end of the line to ensure that all students are evacuated from the building.
- A head count will take place when all students are assembled at the designated assembly point on the tennis courts.

### 11. EMISSION OF GASES

An emission of chlorine gas will most likely come from the mixing of bleach with another chemical containing acid during a cleaning operation or as a result of the pool water disinfecting system.

- The person discovering the presence of gases must immediately call the caretaker, and clear the pool.
- Close all doors from the area to avoid the spreading of gases. Evacuate staff and pupils from the building and gather at the assembly point on the tennis courts.
- Out of hours users should, close all doors from the area to avoid the spreading of gases. Evacuate staff, and pupils from the building, and gather at the assembly point on the concrete apron in front of reception.

# EMERGENCY ACTION PLAN

## NOTE:-

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services **MUST** be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.

No one should re-enter the building until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

## 12. STRUCTURAL FAILURE

Should a structural failure occur, the fire alarm should be activated by breaking the nearest break glass panel.

Evacuate to the nearest safest fire exit.

(Be aware that all large ceiling tiles in the pool are asbestos based and pose a great threat)

Staff to account for all people leaving the building and ensure that no one re-enters the building.

## 13. LIGHTING OR POWER FAILURE – EVENING USE

Should the lighting fail, the emergency lighting will come into action immediately. The caretaker would need to be informed to enable them to re-set the pumps and boilers in the plant room. The pool should be cleared immediately and bathers asked to wait at the shallow end of the pool away from the water edge until the caretaker gives permission for them to re-enter the pool or move to the changing room to dress.

## EMERGENCY ACTION PLAN

If the failure cannot be rectified quickly, then a member of staff should lead the pupils to the changing rooms.

### 14. DEALING WITH BLOOD / VOMIT / FAECES

#### ➤ Blood and vomit.

If a substantial amount of blood or vomit is spilled into the pool, it shall be temporarily cleared of people to allow the pollution to disperse and any infectious particles within to be neutralised by the disinfectant in the water.

#### ➤ Faeces.

If the lifeguard is alerted to the introduction of loose runny stools (Diarrhoea) into the pool water the pool should be immediately cleared of swimmers. Swimmers should be advised to shower thoroughly before leaving the pool.

The caretaker shall be informed of the need to close the pool for six turnover cycles. After this the filters shall be backwashed. Having established that the free chlorine levels are back within appropriate range the pool can then be reopened.

#### ➤ Solid stools.

If the presence of a solid stool is spotted in the water, the lifeguard shall if possible retrieve immediately any stools from the pool using the pool scoop or net.

The stool shall be disposed of in the nearest toilet.  
The equipment used shall be disinfected immediately.

### 15. LACK OF WATER CLARITY

If the water begins to look cloudy, staff shall contact the caretaker immediately.

The caretaker will take water tests. If action does not have any effect on the situation, there shall be no more admissions into the pool.

# EMERGENCY ACTION PLAN

## PLAN OF POOL AREA

