

# Emergency Action Plan

## Joy Lane Swim School



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# **EMERGENCY ACTION PLAN**

Note: The following procedures should be read in conjunction with any other documents highlighted and as appropriate to the level of responsibility held by members of staff.

## **1. INTRODUCTION**

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

In schools where certain features or activities exist, which present specific risks requiring action differing from that outlined in this procedure, the Headteacher will include the process for dealing with emergency action in Appendix 1.

The Headteacher will ensure staff are aware of their responsibilities in respect of this procedure.

## **2. RESPONSIBILITIES**

Responsibility for carrying out emergency action rests with swimming teachers and other pool staff.

The swimming teacher is responsible for controlling the incident / accident and for taking the decision to evacuate the pool.

## **3. PROCESS**

### **3.1 Raising Alarms**

The method of communication using a whistle is as follows:

- 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 initiate an evacuation

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction, e.g. hand signals. Consideration will be given, where possible, to the timeliness of the whistle in relation to the activities being carried out in order to ensure users, e.g. divers, are not unduly distracted.

### **3.2 Minor Emergencies**

Minor incidents or emergencies, if handled properly, will not result in a life-threatening situation. Examples of incidents of this nature include a bather slipping on poolside, a minor cut or bruise and a simple reaching rescue. Whilst these may be routine, they may result in increased risk of a more serious incident if proper processes are not followed. In order to ensure an appropriate response, the teacher, on becoming aware of the incident, will follow the process below:

- Notify other pool staff that they have to respond to an incident by blowing three whistles
- Other pool staff will move to cover area or request additional assistance if necessary
- A first aider will administer aid or provide appropriate assistance
- Casualty will be referred to appropriate location (main school during school hours)
- Accident / Incident Report completed as necessary
- The first aid kit will be restocked and the area cleaned.

### **3.3 Major Emergencies**

A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation. In most cases, more than one member of staff will be involved and in extreme situations, all members of the team will be required to provide support. The process for dealing with major emergencies is as follows:

- The swimming teacher will raise the alarm by blowing three whistles and/or use verbal communication.
- The teacher will initiate rescue / first aid and remove casualty from the area
- The support team members will cover the area vacated, assist the teacher and evacuate the pool if necessary
- The teacher will ensure an ambulance is requested (by use of mobile phone and/or phoning on poolside phone), supply specialist equipment and take control of the situation, including managing and assisting other bathers.
- A member of staff will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
- Responsibility is assigned to the ambulance crew once they start to treat the casualty
- The teacher will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- The teacher will ensure that all Accident / Incident Reports are completed and the necessary follow up action is taken.

Actions to be taken in the event of specific emergencies are detailed in 3.4 to 3.10 below.

### **3.4 Fire Evacuation**

The arrangements in place for raising the alarm are as follows:

Once the alarm has been raised those on poolside should blow their whistles as per the NOP and clear the pool as quickly as possible.

- If you discover a fire, sound the alarm by breaking the glass at the nearest alarm point but do not take any personal risks.
- On hearing the alarm it is the responsibility of the pool staff to clear the swimmers away from the immediate area and direct them to a point of safety.
- If possible remain in the vicinity and then carry out evacuation procedures as directed by the pool manager.
- Everyone should be directed to the nearest emergency exit. Thermal blankets will be issued if necessary by pool staff and will be brought to the assembly point.
- ASSEMBLY POINT during normal school hours. (8.30-3.15PM & 3:15 PM-19:00 PM) Please see JLPS Fire Safety Plan (Muster point 2)

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the register and/or signing in book.

On Evacuation it is the responsibility of the pool staff to ensure that the building has been fully evacuated and the doors are closed as each room is checked. This is to include the pool hall, male changing, female changing and the toilet.

In the event of an alarm activation, resetting must not be done without authorisation from the Fire Officer.

The Fire Brigade will always be contacted and swimmers will not be allowed to return to their activities until the Fire Officer has given permission to do so.

### **3.5 Discovery of a Casualty in the Water**

The first response to a casualty in the water will be to consider performing a rescue by a shout and signal rescue, followed by reaching with a pole or rope. Whenever possible, hand-to-hand contact will be avoided until the casualty is under control and the possibility of being pulled into the water is reduced.

The pool will only be evacuated if necessary.

The teacher will only enter the water to effect a rescue if other alternatives in the progressive rescue sequence will not work.

If entry into the pool is necessary, the process to be applied is as follows:

- Attract the attention of another teacher/assistant and additional support by using verbal communication and/or blowing the whistle loudly three times.

- The teacher will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point.
- School office contacted via the pool-side phone (ext: 205/206)
- The teacher(s) will follow resuscitation protocols in accordance with NPLQ and/or first aid training. These will be followed until the ambulance crew take over

### 3.5 Serious Injury to a Bather

#### General

The process for dealing with major emergencies as detailed in Section 3.3 will be followed in the event that a member of the pool staff notices a bather with a serious injury. The teacher(s) will follow first aid/resuscitation protocols in accordance with NPLQ or first aid training. These will be followed until the ambulance crew takes over. In cases of serious injury, unconsciousness or suspected broken bones, patients will not be moved until first aid has been given.

#### Head Injuries

All head injuries will be treated as serious injuries and teachers will follow first aid/resuscitation protocols in accordance with their NPLQ or first aid training. In addition to following the major emergency process outlined in Section 3.3, the following action will be taken:

- Casualties with face / head injuries will not be allowed to return to the pool
- An ambulance will be called if the injury appears serious. If the injury appears less serious, the casualty will be made to dress and will be supervised by a responsible person whilst doing so
- If there is any doubt as to the severity of the injury an ambulance will be called as there is possibility of delayed concussion/loss of consciousness occurring

#### Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious injuries and teachers will follow rescue / resuscitation protocols in accordance with their training. In addition to following the major emergency process outlined in Section 3.3, the following action will be taken:

- On entering the water, the lifeguard must shout, "***Lifeguard entering the water, suspected spinal***"
- All other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.

- A minimum of 3 trained staff is required to recover a casualty using a spinal board or horizontal lift if a board is not available.
- A relative of the casualty will be informed of the incident.

### **3.7 Disorderly Behaviour**

It should be noted that incidents of this nature within the pool or around poolside may distract the attention of pool staff away from their primary duties of pool supervision and teaching. Assistance from other staff will be requested as soon as the teacher feels their attention is being drawn away from their primary duties. Swimmers will be reminded of safety in a pool hall environment. All Oyster Bay Swimming Pool staff to follow the school behaviour policy during school lessons. School consequences displayed on the wall.

### **3.8 Lack of Water Clarity**

It is vital that all teachers and assistants can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. Only qualified pool plant operators may work in the plant rooms. The following process will be followed in the event of poor water clarity:

- If the pool water becomes cloudy, or the pool hall atmosphere prevents clear vision the member of staff or company responsible for swimming pool maintenance will be informed immediately.
- A water test will be undertaken and plant will be checked for correct functioning. Appropriate remedial action will be undertaken.
- The remedial action is not possible or is not effective soon enough; the member of staff or company responsible for swimming pool maintenance and the swimming teacher will determine if it is safe for the pool to remain open.
- Bathers will only be allowed back in the pool once the water quality and pool hall atmosphere has improved sufficiently to enable staff to clearly view the pool bottom and a satisfactory chemical balance has been confirmed.

### 3.9 Dealing with Blood, Vomit and Faeces

In the event that blood, vomit and faeces are discovered in the pool or on poolside, the following procedure will be applied:

#### Blood

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water. Pool plant operators should confirm that disinfectant residuals and pH values are within recommended ranges.
- When clearing blood, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of blood on poolside will be contained, covered in paper towels to enable the towels to soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.

#### Vomit

- If substantial amounts of vomit are spilled into the pool the affected pool will be closed to bathers in order to allow for its removal.
- The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.
- A minimum of “three turnover periods” of the affected pool will elapse to ensure the removal of any bacteria. That is a minimum of 24 hours subject to chlorine levels returning to normal.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.
- When clearing vomit, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.
- Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away.

## Diarrhoea

- If diarrhoea is discovered in the pool, the affected pool will be closed immediately, in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of “six turnover periods” to the affected pool will elapse to ensure the removal of bacteria. That is a minimum of 24 hours subject to chlorine levels returning to normal.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.

## Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed into a bucket and flushed down the toilet.
- The decision to close the pool for a short period, e.g. to maintain customer care standards, rests with the Pool Manager
- A careful visual check will be undertaken to ensure that no particles remain and a water test carried out to ensure that the quality of water is within defined parameters.
- Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.