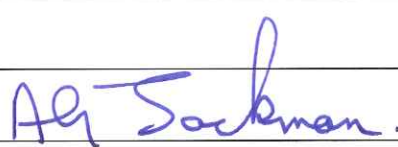




Emergency Action Plan For The Learner Pool

At

Woodrow First School

Signed by:	
Reviewed by	Herve Mottet
Head Teacher	Richard Kieran
Chair of Governors	Andrew Jackman 
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Original Issue	June 2009
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3rd Review and Revision	

In an emergency, the schools office and site manager must be contacted immediately.

Office – 01527 527619

Site Manager – 07855 863688

1. Objective and Scope

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

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert present danger or lessen its 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 it can escalate and become a major emergency.

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 work in accordance with this plan. The Site Manager must ensure that this happens and regularly review the EAP procedures.

The plan covers the following reasonably possible emergencies:

- serious injury to a swimmer
- discovery of a casualty in the water
- overcrowding
- disorderly behaviour
- lack of water clarity
- Dealing with body fluid releases (blood, vomit, faeces etc.)
- outbreak of fire or building evacuation
- bomb threat
- emission of toxic gases
- lighting failure
- adverse weather, thunder and lightening in an outdoor pool
- structural failure

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.

2. Responsibilities

2.1 The Headteacher must ensure that:

- a) all school staff and visiting staff are adequately trained in emergency procedures
- b) notices are displayed to advise all users of the emergency procedures

The Site Manager must ensure that:

- c) exit doors, signs, alarms, fire-fighting equipment and break glass call points are regularly checked and kept free from obstruction
- d) all emergency exit doors are unlocked from the inside whenever the premises are occupied
- e) Regularly checks operation of emergency lighting.

2.2 The member of staff in charge of the session will be responsible to take charge in the event of an emergency until the school's Headteacher or Site Manager arrives and takes charge. The member of staff in charge of the session will be responsible to summon the emergency services, direct or via the school office (who must be informed in any case) in the event of an emergency.

The Headteacher must ensure that when the pool is let to an external user, the method of summoning the emergency services is at least as adequate as that used during school sessions, e.g. when the school office is locked and not manned an outside line is available on the pool phone by dialling 9.

3. Emergency Procedures

All accidents, near misses and dangerous occurrences must be reported to the LA Health and Safety Co-ordinator as laid down in the Pool Normal Operating Procedure (NOP).

4.1 Serious injury to a swimmer

- 4.1.1 Call for the assistance of an appropriate member of school staff by contacting the school office or the site manager, after blowing one long blast on a whistle to clear the pool.
- 4.1.2 Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved from the water surface or poolside until first aid has been given.
- 4.1.3 All cases of head injury should be treated as serious. 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.
- 4.1.4 The member of staff in charge of the session or the school office will telephone for an ambulance and assist with arranging first aid if necessary.
- 4.1.5 It is important that staff support casualties by speaking to them confidently and reassuringly.

- 4.1.6 All accidents to staff, pupils and hirers must be recorded in the Pool Accident Book and reported fully on the appropriate accident form obtained from the school office.

4.2 Discovery of a casualty in the water.

- 4.2.1 Before entering the water to recover a casualty, clear the pool by blowing one long blast on the whistle, contact the school office, or if appropriate, attract the attention of a lifeguard / rescuer
- 4.2.2 The member of staff in charge of the session or the school office will telephone for an ambulance and assist with arranging first aid if necessary.
- 4.2.3 As soon as the alarm has been raised, support staff must ensure adequate supervision of the remaining children, who must not re-enter the water until the emergency has been dealt with and supervision levels restored.
- 4.2.4 Rescuers should enter the water in a safe manner and land the casualty at the most suitable landing point. As the pool is an above ground construction the casualty will need to be handed from 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 injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the ambulance staff arrive.

- 4.2.5 If breathing has ceased, commence expired air resuscitation immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR.
- 4.2.6 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.
- 4.2.7 Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues.
- 4.2.8 Staff should ensure that a crowd does not gather around the casualty.
- 4.2.9 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.
- 4.2.10 As soon as possible after the incident all staff involved will be required to make a written statement.
- 4.2.11 No statements shall be made to the press or other members of the public.

4.3 Overcrowding

- 4.3.1 Overcrowding should not occur if there is a system in place for controlling access and the number of swimmers admitted is recommended not to exceed the pool capacity of 27, however this calculation is for adults and may increase by up to 4 children for Woodrow First School pupils providing there is adequate supervision, and 20 for all external users. However some individual areas of the pool may at times become over-crowded.
- 4.3.2 If this happens the member of staff in charge of the session should disperse the grouping within the pool or ask some swimmers to leave the pool temporarily, though they must remain under supervision.

4.4 Disorderly behaviour

Any behaviour which is likely to cause a nuisance or is dangerous to others should be stopped immediately by the member of staff in charge of the session.

4.5 Lack of water clarity

If the water becomes cloudy, the member of staff in charge of the session must alert the person responsible for pool maintenance.

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

If the water clarity has become so poor that the bottom of the pool can no longer be seen clearly, then the pool must be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

4.6. Dealing with body fluid releases (blood, vomit, faeces etc.)

If the following body fluids are discovered, the member of staff/adult in charge of the session must take immediate action. Please notify the Site Manager (Herve Mottet) immediately on 07855 863688 or inform the school office.

4.6.1 Blood and vomit

- 4.6.2 If noticeable amounts of blood and/or vomit enter into the pool, it should be cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water.

- 4.6.3 Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A strong solution of disinfectant should be washed over the area. The cloths used for this purpose should immediately be safely disposed of.

4.6.4 Diarrhoea

- 4.6.5 If any amount of loose, runny stool (diarrhoea) is introduced into the water, then the pool must be immediately closed to bathers.

Enquiries should be made to ascertain whether any bathers are unwell. The LA's Health and Safety Co-ordinator must be contacted if illness is admitted or strongly suspected.

- 4.6.6 The person responsible for pool maintenance must immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.
- 4.6.7 A flocculent should be added to the pool water treatment system prior to the filters if appropriate.
- 4.6.8 The pool must remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, and then the filters must be backwashed. The pool must not be reopened until it has been established that free chlorine and pH levels are within the specified range.

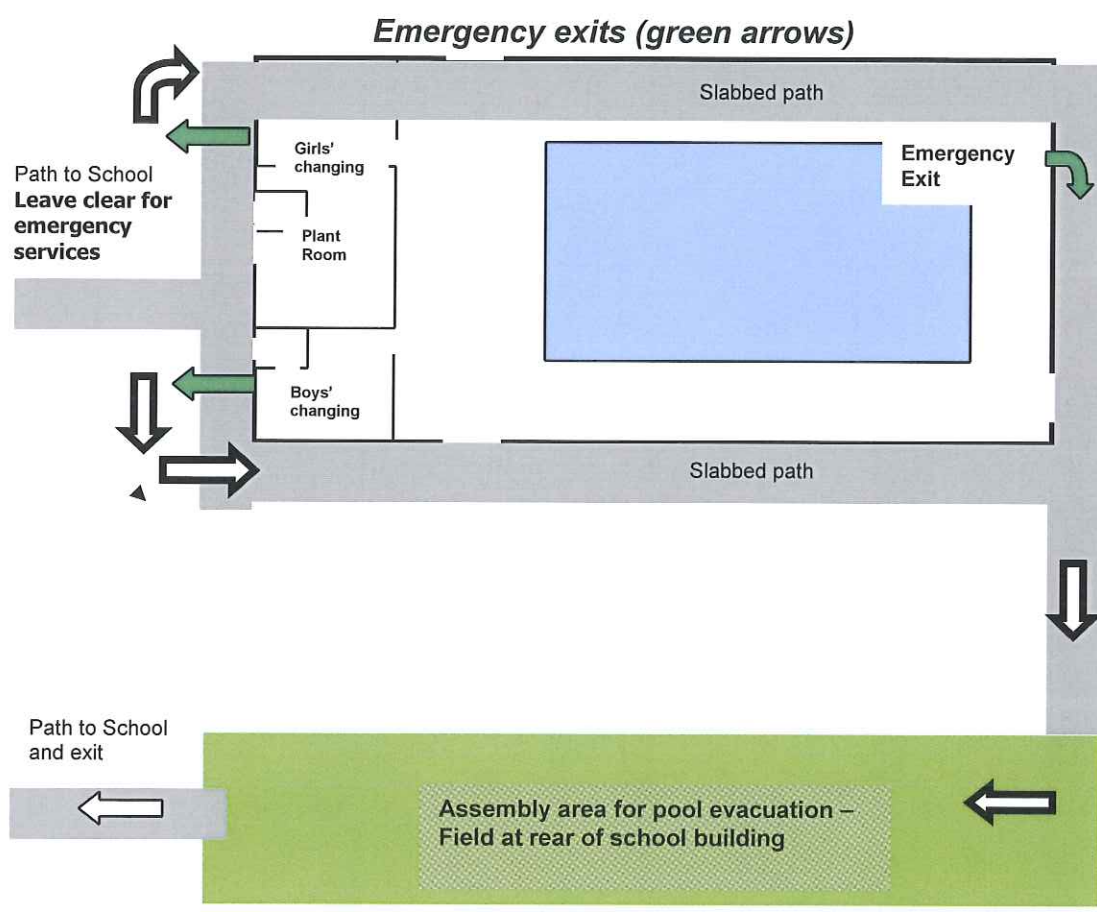
4.6.9 Solid stools

- 4.6.10 if these are seen by pool or teaching staff or are reported by 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.
- 4.6.11 After their retrieval the person in charge of pool maintenance should be informed and must immediately carry out a water test to establish that free chlorine and pH levels are within the specified ranges.

4.7 Outbreak of fire or building evacuation

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

- the fire alarm is activated by break glasses
- break glasses are located on walls by entrance doors to both changing rooms, and by the entrance door to the plant room
- the alarm sounds like a continuous bell
- on hearing the alarm the following persons will initiate an evacuation
 - Class Teacher (Woodrow First School sessions)
 - Named organiser (External Users)



- 4.7.1 Once the alarm has been raised the member of staff in charge of the session must blow one long blast on their whistle to clear the pool as quickly as possible.
- 4.7.2 The school's Headteacher or Site Manager or if neither on site the School Administrator or Deputy Headteacher should be notified by the person raising the alarm as to the location and nature of the fire. They will then liaise with staff on the poolside to co-ordinate the evacuation process. For lettings the named organiser would need to co-ordinate the evacuation process.
- 4.7.3 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.

- 4.7.4 Everyone should be directed to the nearest emergency door, away from the source of the fire and to the evacuation point at the field at rear of school building.
- 4.7.5 Staff should not attempt to fight the fire with extinguishers unless:
- a) all persons have been evacuated from the pool area and are adequately supervised
 - b) they can be sure that they have a safe means of escape at all times
 - c) they have been trained in the use of fire fighting equipment.
- 4.7.6 Once at the assembly point, the school office staff will check all staff are present against the signing-in book or class register and staff in charge of groups using the pool will check that all their group members are present and correct.
- 4.7.7 The building may not be re-entered and swimming resumed until the Fire Brigade have give the "All Clear".

4.7.8 Evacuation of People with Disabilities

If the pool is to be used for disabled pupils or staff, a Personal Emergency Evacuation Plan (PEEP) must be drawn up in advance which is specific to that person and their needs. This would normally be the responsibility of the school's Headteacher.

Woodrow First School & Nursery operates a policy of one to one carers for disabled persons and in the event of an emergency, the carer and associated staff will be responsible for the evacuation of that person. The carer has been suitably trained in the use of hoists and evacuation procedures for Woodrow swimming pool.

If disabled users come from visiting schools or other groups that have hired the pool (including members of the public during lettings) then the PEEP must be drawn up by the named organiser of the visiting school in consultation with Woodrow First School.

4.8 Bomb threats

- 4.8.1 If a telephone or other warning should be received that a bomb is in the building the person taking the call should glean as much information as possible from the caller. To help with this they should try to keep the caller talking for as long as possible. Useful information would 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
- 4.8.2 As soon as possible (and at latest once the call is over) notify the staff in charge of the swimming session, the Headteacher and the school's Site Manager.
- 4.8.3 The school's Headteacher or Site Manager will inform all staff to turn off radios, mobile telephones and avoid pressing the pool alarm transmitters - any of which could inadvertently detonate a bomb. A public address system (if fitted) may normally be used but not with a radio microphone - whistles and hand signals should be used instead.

- 4.8.4 The staff in charge of the session must evacuate the pool in accordance with the procedure for fire, detailed above in section 4.7. Unless the Headteacher can be absolutely sure that the call is a hoax, they must then telephone the police and ask for their assistance.
- 4.8.5 In liaison with the police, but only on their recommendation, a thorough search of the building may be made looking for any suspicious objects or parcels.
- 4.8.6 No person may be allowed to enter the building until given the all clear to do so.
- 4.8.7 As soon as possible after the incident the school's Headteacher or Site Manager should make a written statement on the incident (using a RIDDOR 3 staff Accident / Near Miss form) and send it to the LA's Health and Safety Co-ordinator.

No statements should be made to the media or members of the public, though it may be advisable to reassure parents.

4.9 Emission of toxic gases

- 4.9.1 Emissions of toxic gas can be caused by mixing of chemicals during a cleaning operation, by equipment failure or as a result of an incorrect process in the pool water disinfection system.
- 4.9.2 Staff (or hirers) must evacuate the pool in accordance with the procedure for fire, detailed above in section 4.7 and the school office should be contacted. The school office should locate the appropriate COSHH risk assessment(s) and personal protective equipment (rubber gloves, eye protection goggles and respirator) for the relevant chemical(s).

(If the school office is closed, e.g. during evening lettings, the Fire Brigade must be called.)

- 4.9.3 If the emission is serious, the Fire Brigade must be called. Doors should be closed if possible to prevent the gases escaping to other areas. The school's Headteacher or Site Manager must immediately be informed of the situation.

If the emission is deemed to be limited in size, the person responsible for pool maintenance can investigate and correct the problem, but they must be wearing full protective clothing (overalls, Wellington boots, rubber gloves) eye protection goggles and a respirator before they enter the affected area.

In either case, the LA's Health and Safety Co-ordinator must be informed as quickly as possible.

- 4.9.4 Initial first aid should be given as specified in the COSHH risk assessment for the relevant chemical(s). Any person who has inhaled chlorine or other gases should be taken to hospital as serious symptoms may develop at a later stage.
- 4.9.5 As soon as possible after the incident the school's Headteacher or Site Manager should make a written statement on the incident (using a RIDDOR 3 staff Accident / Near Miss form) and send it to the LA's Health and Safety Co-ordinator.

4.10 Lighting failure

- 4.10.1 Should the lights fail; the emergency lighting will come on automatically. The member of staff in charge of the session should contact the school's Headteacher or Site Manager via the school office in case they are unaware of the lighting failure.
- 4.10.2 Staff should ensure that the pools are cleared immediately and users asked to wait on the poolside away from the pool edges until further information concerning the situation is available.
- 4.10.3 If the lighting failure is prolonged, users should be organised into groups and led into the changing rooms to change. If supplementary light (torches etc) is required they may be obtained from the school office.
- 4.10.5 The method of changing will depend on the availability of light. Directions will be given by the member of staff in charge of the session.

4.12 Structural failure

- 4.12.1 Should a structural failure occur, or if danger is suspected from the building structure, the member of staff in charge of the session should clear the pool and evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.
- 4.12.2 Inform the school's Headteacher or Site Manager via the school office.
- 4.12.3 If the changing area lies within the structural failure area, children should be taken to a place that is secure and warm.
- 1.12.4 The school's Headteacher or Site Manager must inform the LA's Emergency Planning Duty Team on 01905 766176 (in office hours) or 07836 655 932 (out of office hours).
- 4.12.5 After the incident, it must be reported to the LA Health and Safety Co-ordinator as laid down for accidents, near misses and dangerous occurrences in the Pool Normal Operating Procedure (NOP).