

## Appendix 2

# Greenfylde Church of England First School



## EMERGENCY ACTION PLAN

**March 2022**

## 1. Changes from Last Issue

9<sup>th</sup> Issue

Uses latest model policy from Somerset County Council released March 2016.

Date: 17<sup>th</sup> March 2022

Signature: Guy Adams

Position: Chair of Governors

Print Name: GUY ADAMS

Update to internal and external reference materials

## 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
- Lack of water clarity
- Outbreak of fire or building evacuation
- Bomb threat
- Lighting failure
- Adverse weather, thunder and lightning 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  
Conditions of Swimming Pool Hire  
Staffing Daily Check sheet  
Staff Signing-in Board  
Pool Training Log

#### EXTERNAL

[HSG 179 - Managing Health and Safety in Swimming Pools](#)

[NPLQ Lifeguard Training + Qualifications](#)

### 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 door, signs, alarms, fire-fighting equipment and break glass call points are 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 teacher in charge of any session will be responsible to take charge in the event of an emergency. They must report this emergency to the Headteacher or Deputy Headteacher as soon as possible.

4.3 The teacher in charge of any session will be responsible to summon the emergency services in the event of an emergency.

In a school pool the Teacher in Charge of Swimming 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 the school system, e.g. when the school office is locked and not manned.

### 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. (See *NOP*) However some areas of the pool may at times become over crowded.

5.2 If this happens the person in control of the group 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. (See also 10.6 Adverse Weather).

## 8. Outbreak of fire or building evacuation

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

- The fire alarm is raised by the continuous blowing of a whistle
- On hearing the alarm the person in charge must immediately initiate an evacuation. The assembly point is the front path leading to the school door.

*A plan of the building is attached 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 Headteacher should be notified by the person raising the alarm as to the location and nature of the fire. This person will then liaise with staff and co-ordinate the evacuation process.
- 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 at the front of the school Thermal blankets will be issued if necessary and will be brought to the assembly point by the person in charge.
- 8.6 Once at the assembly point the person responsible for the pool will check all staff are present against the register and people 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 Headteacher.

- 9.3 n/a
- 9.4 The person in charge of the pool 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 person in charge of the pool 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.
- 9.7 Once the building is evacuated a thorough search will be made by the person in charge of the pool e.g. Headteacher and police.
- 9.8 No person will be allowed to enter the building until given the all clear to do so.
- 9.9 As soon as possible after the incident the *person in charge of the pool/Headteacher* will be required to make a written statement. No statements will be made to the media or members of the public.

## 10. Lighting failure

- 10.1 Should the lights fail; the emergency lighting will come on automatically. Notify the person in charge of the pool/school office in case they are unaware of the lighting failure.
- 10.2 Supervising adults / staff should ensure that the pools are cleared immediately and swimmers / pupils asked to wait on the poolside away from the pool edges until further information concerning the situation is available.
- 10.3 Should the person in charge of the pool/Headteacher deem the emergency lighting to be inadequate then the pools will be cleared.
- 10.4 If the lighting failure is prolonged, swimmers / pupils should be organised into groups and led out of the swimming pool.
- 10.5 The controlled method of changing (should this be required) will alter depending on the availability of natural light and emergency lighting. Directions will be given by the person in charge of the pool.

### **Adverse weather, thunder and lightning in an outdoor pool – n/a**

- 10.6 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.
- 10.7 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, inform the person in charge of the pool / school office.
- 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 and is required, 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 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 swimmers / pupils away from the danger area.
- 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 Headteacher 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 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.

## 13. Serious injury to a bather

- 13.1 Call for the assistance of school staff / another adult by blowing three blasts on a whistle.
- 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 *by the person in charge / school office* 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 person in charge / school office will telephone for an ambulance and 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 emergency telephone box or the school office.

13.8 Accidents and dangerous occurrences reportable to the Health and Safety Executive will be reported.

## 14. Discovery of a casualty in the water

14.1 Before entering the water to recover a casualty attract the attention of another adult who should send the alarm by blowing the whistle three times.

14.2 n/a

14.3 As soon as the alarm is activated, support staff implement a back up action; the person in charge will ascertain the nature of the injury and detail an another adult to arrange for the emergency services to be called.

14.4 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.

14.5 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. The person in charge will arrange for an ambulance to be called.

14.6 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.

14.7 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. If necessary to ensure safety the pool should be cleared.

14.8 Staff should ensure that a crowd does not gather around the casualty.

14.9 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.

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

14.11 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 - particularly when features such as active wave machines are operating - collisions, misuse of diving equipment or other equipment provided for swimmers' use, or where swimmers land on top of each other. No diving is allowed in the pool.

15.2 Priorities



1. If the casualty is in a facedown 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 person in charge of swimming 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 the *person in charge of pool maintenance* 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 equating to 10ppm Hypochlorite should be washed over the area.
- 16.3.3 The cloths used for this purpose should immediately be safely disposed of.