

Initial policy date	June 2018	Next scheduled review	June 2021
Governor approved	24 June 2020	Key person/people	Business Manager
Model policy		Model localised	Y
Pupil leadership team review		N	

## Swimming Pool Emergency Action Plan

This Emergency Action Plan (EAP) details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring at the swimming pool located at Test Valley School.

Colleagues 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 Manager (the Headteacher) has a duty to check compliance with the requirement of this plan and to regularly review the provisions within it.

The plan includes the following:

- Overcrowding
- Disorderly behaviour
- Lack of water clarity
- Outbreak of fire or building evacuation
- Bomb threat
- Adverse weather, thunder and lightning
- Serious injury to a swimmer
- Discovery of a casualty in the water
- First Aid
- Methods of Communication

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. Training and practice in the procedures laid out in this plan should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency

This Emergency Action Plan will be reviewed periodically by the Business Manager who has overall responsibility for the safe management of the pool and is known as the Pool Manager. There will be a formal annual review of the plan carried out by Finance & General Purposes Committee to ensure it remains effective, relevant and appropriate.

### Responsibilities

The Pool Manager will be responsible to take charge in the event of an emergency.

The qualified colleague on duty will be responsible to summon the emergency services in the event of an emergency.

## **Overcrowding**

The maximum **SAFE** bather load (number of swimmers who can safely be allowed to use the pool at any one time) is 40.

Should this number be exceeded, there is the potential for additional risks to be introduced that may not be adequately controlled.

In the event that the number of swimmers exceeds this maximum the person in charge must reduce the numbers accordingly by asking the swimmer/s to leave the water. Further admission to the water must be stopped.

Should the swimmer/s be asked to wait on the poolside, the person in charge must consider whether any additional measures need to be taken to ensure their safety during this period (e.g. supervision by teacher etc).

## **Disorderly Behaviour**

The school expect a level of orderly behaviour from swimmers whilst they use the pool facilities. Should behaviour become disorderly or it is clear that rules are being broken then there is the potential for additional risks to be introduced that may not be adequately controlled.

One of the key tasks of the Lifesaver/person in charge is to control the behaviour of the swimmers by preventing the rules from being broken. Disorderly behaviour or rule breaking is dangerous for three clear reasons:

- If rules are being broken, the swimmers are putting themselves at risk.
- If rules are being broken the swimmers are putting others around them at risk.
- If a Lifesaver/s is/are forced to concentrate their attention on a small number of rule breakers it is inevitable that the rest of the swimmers are not being provided with an adequate level of supervision which in itself is dangerous.

It may be necessary to issue a warning and an indication that if the poor behaviour continues the swimmers will be liable to be ejected from the pool.

## **Water Clarity**

Unclear water is a safety hazard because it restricts the visibility of casualties in the water and indicates that the water treatment is inadequate.

If the water becomes cloudy alert the Pool Plant Operator (in this case – the senior site manager).

The Pool Plant Operator will undertake the required water test and apply necessary remedial action to correct the water quality.

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 evacuated and remain closed until such time as the remedial action reduces the cloudiness.

## **Water Quality**

In the event that the chemical dosing of the water falls outside the set parameters given below, action will need to be taken to minimise or eliminate the risk to swimmers of swimming in unsafe water.

### Action Must Be Taken If:

- The **FREE** chlorine level is below 1.0ppm or rises above 3.0ppm (external pool)
- The **TOTAL** chlorine level is below 1.5 mg/l or rises above: 3.0 mg/l
- The **COMBINED** chlorine level is more than 1/2 of the free chlorine or exceeds 1ppm
- The **pH** level falls below: 7.2 or rises above 7.8
- The Total Dissolved Solids (**TDS**) level rises above 1500 mg/l (above source water)
- The results of a microbiological water test identify the presence of bacteria.

### Faecal Release into Water

When there is a release of faeces into the water, an appropriate course of action must be decided very quickly. If there is a delay in the decision or the decision is wrong, there is an increased risk of swimmers becoming ill.

### Solid Stool

If the release is a solid stool, it/they should be retrieved quickly using a scoop and the scoop disinfected thoroughly. As long as the water is being treated correctly the residual disinfection should be able to deal with any impurities. **However, it is strongly recommended that the pool** is cleared of swimmers and the chlorine levels temporarily turned up to maximum. Once reduced back down to the normal working level, the standard daily testing will be carried out by the Pool Plant Operator to establish that they are within the recommended safe levels. The pool can then be re-opened.

### Diarrhoea

In the event of a diarrhoea release into the water the following procedure **MUST** be adhered to as a large percentage of diarrhoea contains the Cryptosporidium parasite therefore all cases of diarrhoea should be treated as a potential source of infection.

1. The pool must be cleared of swimmers immediately
2. Disinfectant levels are maintained at the top of the recommended range.
3. The pool is vacuumed and swept.
4. Using a coagulant, the water is filtered for **6 turnover cycles**.
5. The filter is back washed.
6. The pool can then be re-opened.

### Blood & Vomit

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

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.

The cloths used for this purpose should immediately be safely disposed of by the means detailed below:

- All cloths used will be placed in a yellow bag and placed into the human waste bin in the first aid room ready for disposal.

### Outbreak of fire or building evacuation

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

- The fire alarm is activated by the person who has found or suspects a fire
- Break-glass call points are located at all final exit doors

- The alarm sounds as a continuous ringing of the school bells throughout all buildings
- On hearing the fire alarm there will be a continuous blast on the pool whistle
- Pupils swim to the nearest side and climb out of the pool. Sit away from the side and await Instruction.
- Lifesavers will lead all pupils to the muster points so that they may join their class for registration.
- Pupils with towels to assemble on tennis courts.
- Danger of hypothermia. Foil blankets kept in hut on poolside Lifesaver or site staff will open in an emergency.
- Pupils to change as soon as conditions are safe. Find alternative place for pupils to keep warm.
- As we have an outside pool at no time will any pupil or member of staff need to enter the main school blocks.

### **Bomb Threat**

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.

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

As soon as the call is over notify The Pool Manager.

The procedures set out in the school Critical Incident and Emergency Plan, relating to an evacuation in the event of this type of incident will then be followed.

### **Lighting Failure**

The pool is located outside and is not used in the hours of darkness.

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

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

### **Emission of Toxic Gases**

A major spillage or accidental mixing of chemicals could result in the release of Chlorine Gas and in these circumstances **no attempt** should be made to treat the spillage. All personnel should leave the contaminated area & the Emergency Services should be called.

An emission of toxic gas would most likely come from the mixing of a bleach-based product (one containing sodium hypochlorite) and another chemical containing an acid during a cleaning operation, as a result of an incorrect process used in the pool water disinfection system or by accidental cross contamination due to inappropriate/unsuitable storage facilities.

If evacuation of the area is deemed necessary, exits must be used which lead swimmers away from the danger area.

If there is an emission from chemical mixing, the immediate area should be evacuated with haste (if appropriate). The Pool Manager should immediately be informed of the situation. Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.

Any person who has been exposed to chlorine gas should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid in accordance with, and not beyond, formal training and qualification should be given (*See First Aid section below for further information*).

The emergency services should be notified as appropriate and all incidents must be reported to the Children's Services Health & Safety Team as soon as possible.

### **Chemical Spillage**

In the event of a minor chemical spillage (5 litres or less), copious amounts of water should be used to dilute/wash the spillage to the nearest drain. Where a suitable drain is not available, cover the spillage with sand & carefully collect in a clean bucket. Place the bucket in a dry well ventilated area & seek advice on removal. Ensuring that the appropriate personal protective equipment (PPE) is used throughout.

- **Skin splashes** – Flood the area with running water for at least 15 minutes until all traces of the chemical have been displaced, then seek medical advice.
- **Eye splashes** – Flood the eye with running water from an eyewash bottle or from a gently running tap. Continue for a minimum of 15 minutes, and ensure that the eye is thoroughly cleaned by holding the lids open from time to time. Immediate medical attention is required.
- **Inhalation** – If it safe to do so remove the affected person from the contaminated area. Loosen clothing to allow breathing. If unconscious call Emergency Services.
- **Ingestion** – If the substance has not been swallowed, wash the mouth out with plenty of water. **DO NOT SWALLOW THE WATER**
- If the chemical has been swallowed, give the person about half a pint of water to sip, to dilute the stomachs contents. Immediately call the Emergency Services. **Do not induce vomiting.**
- In the event of medical treatment being required the COSHH Risk Assessment & the Material Safety Data Sheets should accompany the casualty.

### **Serious Injury to a Bather**

- Upon discovering the injured bather call for the assistance of a lifesaver by blowing three blasts on a whistle.
- Pupils swim to the nearest side and climb out of the pool. Sit away from the side and await instruction
- Lifesaver/member of staff sends pupil to office stating clearly what is needed.
  - First aider
  - Ring for ambulance 999
  - Code 1 (spinal injury)
    - Ensure that correct ambulance is requested with spinal injury board
    - Ensure extra help is sent to poolside to assist
  - Pupil to return to say task completed accompanied by a member (of office) staff
- Deal with emergency
- Carry out appropriate first aid in accordance with, and not beyond, formal training and qualification. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.
- Allow other staff to supervise removal of other pupils and changing

- All cases of head injury should be treated as serious. An ambulance will be called by school office staff 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.
- Under normal circumstances the teacher in charge will take charge of an aquatic or out of water emergency situation. If this is not practical (e.g. because he/she is directly involved in a water based rescue) the role must be adopted by the second qualified member of staff on duty.
- All accidents to staff and pupils must be reported fully on the appropriate accident form which is kept in the main school office. A copy of the report will be forwarded to the Children's Services Health & Safety team as soon as possible.

### **First Aid**

First aid requirements for the pool area have been identified by the completion of the First Aid Needs Assessment document. This has considered situations when the pool is in use during normal school opening hours. The pool is not used outside of school hours unless it is an organised school event.

The level of first aid required (as identified by the first aid needs assessment) is: Emergency Aid at Work qualified staff

First aid will be carried out accordance with, and not beyond, formal training and qualification. A first aid box is situated on the side of the poolside hut.

### **Methods of Communication**

To summon assistance, as required, the following methods of communication must be applied when possible:

- Lifesaver blowing three blasts on a whistle.
- Lifesaver/member of staff sends pupil to office stating clearly what is needed
  - First aider
  - Ring for ambulance 999
  - Code 1 (spinal injury)
    - Ensure that correct ambulance is requested with spinal injury board
    - Ensure extra help is sent to poolside to assist
  - Pupil to return to say task completed accompanied by a member (of office) staff

## Appendix Key Contacts

### Qualifications required by Role

<b>Qualifications</b>	<b>Role</b>
<b>Lifesavers qualified July 2017</b>	Teaching staff Craig Falkingham Tracey Vaughan Mike Thomas Ben Hewson John Stephens Danny Holmes Anna Allsopp
<b>Trained Pool Plant Operator</b>	Site Team or Teaching staff
<b>Trained Risk Assessor</b>	Senior Site Manager Business Manager
<b>Trained Fire Safety Coordinator</b>	Senior Site Manager Business Manager
<b>Trained COSHH Assessor</b>	Senior Site Manager
<b>Accident Investigator</b>	Business Manager
<b>Oversight of H&amp;S</b>	Head Teacher

Headteacher	Fae Dean	01264810555
Accident Investigator	Business Manager	01264810555
Chair of Governors	N Melville	01264810555
Health & Safety Governor	Ben Howard	07771 905711
Senior Site Supervisor	Gordon Jones	07771 412027
Environment Agency	Incident hotline	0800807060
Hampshire Scientific Services		02392829501
Term Contractor	EMCOR and Tew Bros	01962 847980
CCBS (Property Services)		01962847801
	Out of hours	02392242173
Property surveyor	A Scott	01962845480
Children's Services H&S Team (Reporting & Enquiries)	R Sentance	01962 876334 07595 495720
HCC emergency planning department		01962846846
HCC Press Office		01962847368
Local Education Office		01962869611
Local A&E department/hospital	Salisbury Winchester Basingstoke	01722336262 01962824326 01256313601
Fire/ambulance/police service		9-999
Local gas/electric/water service provider	Contact HCC emergency teams	