

# **Milborne Port Community Swimming Pool**

## **EMERGENCY ACTION PLAN**

**12/03/2022**

## **1. Revision History**

### **Issue 1: 28/04/10**

Initial Issue

### **Issue 2: 12/05/2017**

Document revised following the building of the swimming pool enclosure over the pool.

Revised By:

R.J. Lockey/S. Sweatman

Date: 12/05/17

### **Issue 3: 18/05/2021**

Document reviewed ahead of pool re-opening

Revised By:

P. Emonson

Date: 19/05/2021

### **Issue 4: 12/03/2022**

Document reviewed ahead of pool re-opening

Revised By:

P. Emonson

Date: 12/03/2022

## **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
- Adverse weather including high winds
- 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 Rota

Staff Signing-in Book

Pool Training Log/Attendance Register

#### EXTERNAL

HSG 179 - Managing Health and Safety in Swimming Pools

PAS65- Management of Swimming Pools - General Management - Code of Practice

AFPE – Safe Practice in Physical Education and School Sport

### 4. Responsibility

- 4.1 The Teacher, or in the case of external hirers, *the swimming pool committee*, should ensure that:
- a) All staff (if applicable) are adequately trained in the procedures detailed hereafter
  - b) Notices are displayed to advise the general public of the arrangements
  - c) Exit door, signs, etc. 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 swimming teacher, or in the case of external use, the pool hirer, will be responsible to take charge in the event of an emergency.
- 4.3 The poolside assistant will be responsible to summon the emergency services in the event of an emergency.
- 4.4 The swimming pool committee 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. External users to have mobile phone.
- 4.5 The swimming pool committee must ensure that when the pool is let to an external user, the external user has read, understands and agrees to the content of this document and the Normal Operating Procedure.

### 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. However some areas of the pool may at times become over crowded.
- 5.2 If this happens the person in charge 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 a member of the swimming pool chemical team.
- 7.2 A member of the chemical team 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 swimming pool is not alarmed. In the case of fire in the vicinity of the pool a long blast will be sounded from a whistle.

On hearing the alarm the swimming pool teacher will initiate an evacuation. When the pool is let to an external hirer, the responsibility of initiating the evacuation will be that of the person making the booking.

A plan of the school premises showing the location of the assembly point shall be available to hirers

- 8.2 In the event of a fire during the school day the school fire alarm shall also be sounded
- 8.3 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.
- 8.5 Everyone should be directed to the door, away from the source of the fire and to the evacuation point at the grass area in front of the school as shown on the plan of the school premises.
- 8.6 Once at the assembly point the swimming teacher will check all staff and pupils are present against the class 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/adjacent 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 swimming teacher or the person hiring the pool

- 9.3 The swimming teacher or the person hiring the pool will inform all staff/pool users to turn off radios as these can inadvertently detonate a bomb.
- 9.4 The swimming teacher or the person hiring the pool will telephone the police and ask for their assistance. The swimming teacher shall notify the school office of the situation
- 9.5 The swimming teacher/pool hirer shall evacuate the building in accordance with the fire procedure detailed in Section 8.
- 9.6 No person will be allowed to enter the building until given the all clear to do so.
- 9.7 As soon as possible after the incident the swimming teacher/pool hirer will be required to make a written statement. No statements will be made to the media or members of the public.

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

- 10.1 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.
- 10.2 If the weather turns thundery and lightning threatens or in the event of high winds, evacuate the pool immediately and suspend swimming sessions.
- 10.3 When the ambient air temperature exceeds 32°C (90°F), lessons will be suspended.

## **11. Structural failure**

- 11.1 The building should be evacuated should a structural failure occur, or if danger is suspected from the building structure.

## **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 the building will be evacuated, leading users 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 pool shall not be used during the chemical mixing.
- 12.4 Should it be necessary to evacuate the building the procedure detailed in Section 8 shall be followed.
- 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 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR). It will be the responsibility of the school headteacher to initiate reporting.

### **13. Serious injury to a bather**

- 13.1 Call for the assistance of a poolside assistant, if required sending poolside assistant to summon further help.
- 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 swimming teacher or pool hirer 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.
- 13.6 It is important that staff/hirers 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 first aid box.
- 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 Call 999 immediately and await instruction. Before entering the water to recover a casualty attract the attention of the other supervisor using agreed whistle system. The other supervisor will immediately take control of the other swimmers.
- 14.2 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 (if trained to do so) whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The swimming teacher/hirer will arrange for an ambulance to be called.
- 14.6 If the heart has stopped beating commence cardiopulmonary resuscitation (CPR) if trained to do so. 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 road to take them to the scene of the incident as speedily as possible.

- 14.10 As soon as possible after the incident all staff/hirers 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 or by collisions. Normal Operating Procedures and poolside signage advise that diving is not allowed.
- 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.
- 15.3 Staff have been trained in how to support a child in the water and to move them to the poolside. The child shall then be kept at the poolside and an ambulance called

## **16. Dealing with blood, vomit, faeces etc**

The following circumstances in which pool staff/hirers 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 swimming teacher will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised. Hirers of the pool shall contact a member of the swimming pool committee/chemical team.
- 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 swimming pool committee/chemical team 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.