



WyreForestSchool

Communication Specialist

Hydrotherapy Pool Normal Operating Procedure

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Signature:			

Hydrotherapy Pool – Emergency Action Plan

This document identifies what needs to be done and by whom, to establish a safe working routine and environment. It is a staff handbook for the safe use of the hydrotherapy pool, and the procedures will also apply to those who hire the hydrotherapy pool.

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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 Pool Manager must ensure that this happens and regularly review the EAP procedures.

This 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
- structural failure

2. Responsibilities

2.1 The school will ensure that:

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

- 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

2.2 The member of staff in charge of the session is responsible for taking charge in the event of an emergency. The member of staff in charge of the session is responsible for summoning the emergency services, direct or via the school office (who must be informed in any case) in the event of an emergency.

The Business Manager will 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 or not manned.

3. Emergency Procedures

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

3.1 Serious Injury to a Swimmer / Drowning

3.1.1 Call for the assistance of an appropriate member of school staff either by contacting the school office or operating the pool alarm system, and arrange to clear the pool if there are other users present.

3.1.2 The member of staff in charge of the session or the school office will telephone for an ambulance and arrange first aid if necessary.

3.1.3 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.

3.1.4 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.

3.1.5 It is important that staff support casualties by speaking to them confidently and reassuringly.

3.1.6 All accidents to staff and pupils must be recorded on Medgate by Jane (School first aider)

3.1.7 All hirers are responsible for dealing and recording their own accidents

4.2 Discovery of a Casualty in the Water

4.2.1 Before entering the water to recover a casualty, clear the pool. Contact a first aider and a member of SLT, operate the pool alarm system or if appropriate, attract the attention of a member of staff.

4.2.2 The member of staff in charge of the session or the school office will telephone for an ambulance and arrange first aid if necessary.

4.2.3 As soon as the alarm has been raised, support staff will supervise 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. The casualty will need to be handed or hoisted (where possible) from the pool to someone standing on dry land, use the changing bed to move the casualty if needed. 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 ambulance staff arrive.

4.2.5 If breathing has ceased, commence expired air resuscitation (EAR) 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 concentrate on the remaining children in the area and may be required to cover for absent colleagues.

4.2.8 A member of staff (usually from the office) 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.

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

4.2.10 No statements shall be made to the press or other members of the public.

See section 4.2.4

Priorities

- 1) If the casualty is in a face-down position, he/she must be turned into a face-up position urgently but carefully.
- 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 until the ambulance arrives.

4.3 Overcrowding

Overcrowding will not occur as no children are permitted in the pool unsupervised.

4.4 Disorderly Behaviour

Any behaviour which is likely to cause a nuisance or is dangerous to others will 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 Site Manager who will 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 will 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 in charge of the session must take immediate action:

4.6.1 Blood and Vomit

4.6.2 If any blood and/or vomit enter into the pool, it is 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 will be contained and wiped up with appropriate cleaning cloths. A strong solution of disinfectant will be washed over the area. The cloths used for this purpose will immediately be safely disposed of.

The office will be informed to allow cleaners to deep clean the affected area.

4.6.4 Diarrhoea

4.6.5 If any amount of loose, runny stool (diarrhoea) is introduced into the water, the pool will be immediately closed to bathers. Enquiries will be made to ascertain whether

any bathers are unwell. The LA's Health and Safety Coordinator will be contacted if illness is admitted or strongly suspected.

4.6.6 A Pool Plant Operator will immediately arrange for the pool water treatment plant to be checked and the level of disinfectant to be raised.

4.6.7 A flocculent will be added to the pool water treatment system prior to the filters if appropriate.

4.6.8 The pool will remain closed for the duration of six turnover cycles, normally a minimum of 24 hours, then the filters must be backwashed. The pool will 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 staff they will be immediately retrieved from the pool using the net provided for this purpose and disposed of in the nearest toilet.

4.6.11 After retrieval the Site Manager must 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

Arrangements in place to raise the alarm are as follows:

- the fire alarm is activated by breaking a break glass
- break glasses are located by in main lobby by signing in system
- the alarm sounds like "Warning: a fire has been detected, please leave the building"
- on hearing the alarm the member of staff responsible for the session will initiate an evacuation

4.7.1 Once the alarm has been raised the member of staff in charge of the session must clear the pool as quickly as possible.

Key:



**Safety
Equipment**



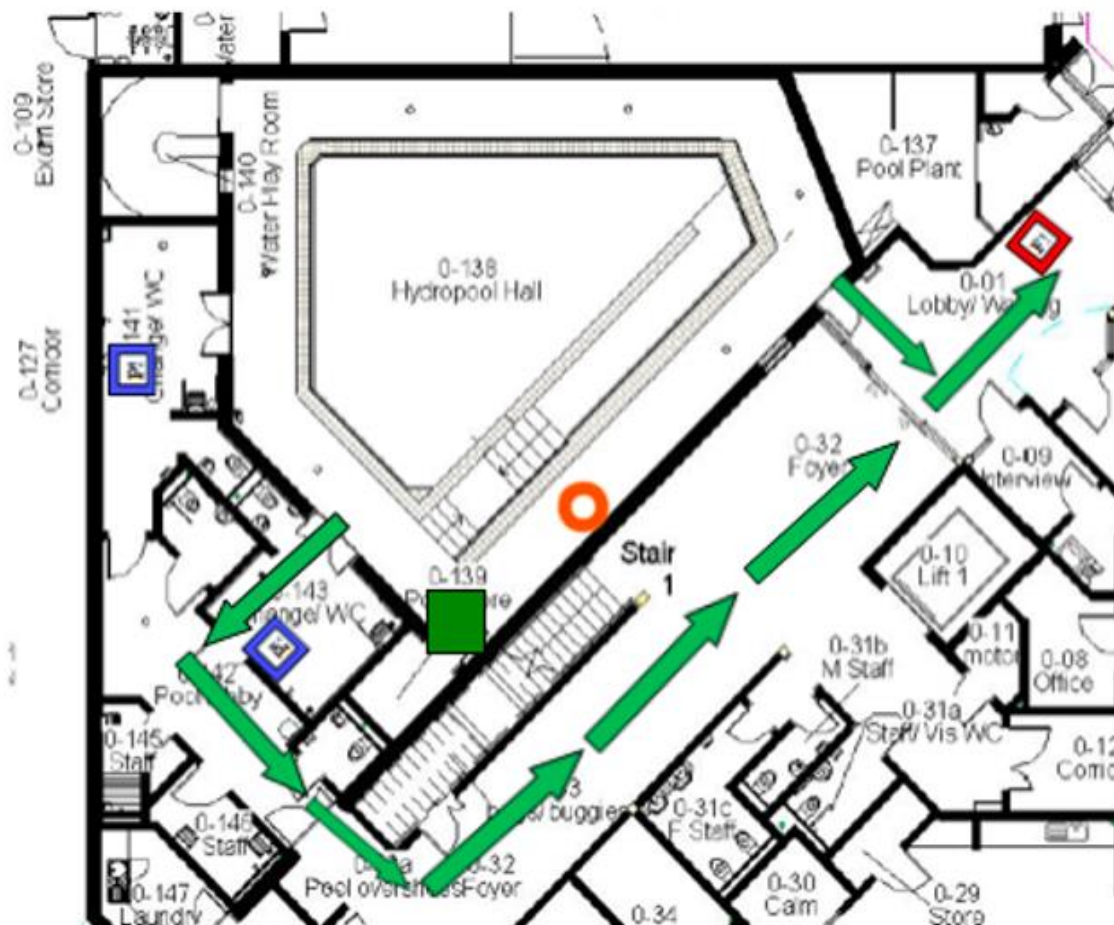
First Aid Box



Pool Alarm



Fire Alarm



4.7.2 The school Manager 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. Each. The school office should be contacted if additional help is required.

4.7.3 In the event of an evacuation the emergency services will 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 will be directed to the nearest emergency door, away from the source of the fire and to the evacuation point in the cage nearest the school carpark, or seated on a mini bus for warmth. Thermal blankets, dressing gowns, pads to sit on are stored in the pool lobby in a wardrobe. These will be issued if necessary and will be brought to the assembly point by the member of staff responsible for the session.

4.7.5 Staff will not attempt to fight the fire.

4.7.6 Once at the assembly point, the office staff will check all staff and pupils are present against the class register.

4.7.7 The building may not be re-entered until the Fire Brigade have given the "All Clear".

4.7.8 Evacuation of People with Disabilities

Since the pool is to be used for disabled pupils, generic Personal Emergency Evacuation Plan (PEEP) has been drawn up in advance specific to the children's needs also detailed in Risk Assessment.

If disabled users come from groups that have hired the pool (including members of the public during lettings) then the PEEP must be drawn up in consultation with the hirer.

4.8 Bomb Threats

Taken from Bomb threats and suspect packages policy

APPENDIX 9 - BOMB THREATS AND SUSPECT PACKAGES

Bomb threat prompt card for reception staff

Action to be taken	when complete
Stay calm	
Make a note of: <ul style="list-style-type: none">the exact time of the callthe caller's sex and approximate ageany accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etcany distinguishable background noise	
When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none">Where is the bomb?What time is it due to go off?What kind of bomb is it?What does it look like?What will cause it to explode?Why are you doing this?	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police and the headteacher/nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the headteacher	

Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

- Stay calm
- Put the letter or package down gently and walk away from it
- Do not put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area (including classes if necessary)
- Notify the police and the headteacher/nominated deputy immediately
- Do not use mobile phones or sound the alarm using the break glass call points

If you suspect that a letter or a package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the headteacher/nominated deputy immediately

The headteacher/nominated deputy should then:

- Notify the police immediately on 999
- Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible – [Eq: avoiding the office. Evacuate to Baxter](#)

- Evacuate the building, keeping people away from the contaminated room as far as possible – Eg: avoiding the office. Evacuate to Baxter
- Keep all persons exposed to the material separate from others and available for medical attention
- If anyone is experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) seek medical attention immediately

If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash your hands in ordinary soap where facilities are provided

4.8.2 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.

No statements will 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).

4.9.3 If the emission is serious or the school office is closed, 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 Site Manager can investigate and correct the problem, but only if they are 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 Coordinator 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 Headteacher 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 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 Headteacher, Site Manager or member of staff in charge of the session deem the emergency lighting to be inadequate then the pool will be cleared.

4.10.4 If the lighting failure is prolonged, users will be led into the changing rooms to change. If supplementary light (torches, etc.) is required they may be obtained from the Site Manager.

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.

4.11 Structural Failure

4.11.1 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.

4.11.2 Inform the Headteacher or Site Manager.

4.11.3 If the changing area lies within the structural failure area, children should be taken to a place that is secure and warm.

4.11.4 The Headteacher or Site Manager must inform the LA's Emergency Planning Duty Team on 01905 766176 (in office hours) or 07836 655932 (out of office hours).

4.11.5 The incident must be reported to the LA Health and Safety Coordinator as specified for accidents, near misses and dangerous occurrences in the Pool Normal Operating Procedure (NOP).