



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 pool and the procedures will also apply to those who hire the pool.

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Signature:			

Emergency Action Plan

	Date:
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1 st Review and Revision	12/05/2017
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3 rd Review and Revision	

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 until the school's Pool Manager arrives and takes charge. 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, pupils and hirers must be recorded in the Hydrotherapy 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. 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 Manger 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

4.7.7 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.

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

4.8.1 If a telephone or other warning is 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 Site Manager.

4.8.3 The Headteacher 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.

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 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 Coordinator.

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 Coordinator.

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).