

**Emergency Action Plan Swimming Pool Policy 2018**

**Dealing with minor emergencies**

**Main rule** = *Deal with minor to prevent*

*the major.*

**Overcrowding**

School class sizes should dictate an appropriate maximum number, but a total of 16 is recommended. For private hire a maximum bather load should be agreed and within this limit a risk assessment will indicate bathing loading for the type of activity.

**Disorderly Behaviour**

During school time this is covered by

 the Team Teach guidelines and

 assorted school policies .

**Power failure**

During a failure emergency lighting

will operate, but the following should

apply:

* Clear the swimming pool
* Notify the Head teacher (or outside school time the premises manager) immediately in person by telephone or school public address system.
* Remain calm in order to keep pupils or other users calm and free from stress which could exacerbate the situation.

**Structural Failure**

Dangerous tiles, broken ceiling parts

etc, - take action to cordon off the area and get pupils, or other pool users out of the pool at once. The pool area should be evacuated if the problem relates to the ceiling. The Head teacher, or in the case of after school hours, the Premises Manager should be notified immediately by phone, public address system or radio (walkie talkie).

**First Aid involving removing casualty from water**

*If alone follow the procedures below:*

* Call for help by pressing the assistance alarm or by pushing the assistance buttons on the poolside before removing the casualty from the water.
* A First Aid kit is located in the staff changing room so it may be necessary to call for a qualified first aider however someone with a one day Emergency first aid qualification maybe suffice. If the accident/incident is more severe then a nurse’s assistance may be called for.
* Make sure the Head teacher (or if outside school time the Premises Manager) is notified
* Complete an accident form.
* Depending on the severity of the accident the Health and Safety Officer may then choose to notify the Health and Safety Executive.

*When Swimming Coach or a person who is Pool Safety Award Qualified (NaRS) and at least one other adult is involved follow the procedures below:*

* Signal to other person that assistance is required. If further assistance is required use the schools assistance alarm or call buttons located in the pool.
* Follow procedures as above

 *First Aid Emergencies – where the*

 *casualty should not be removed from the water.*

**General Emergencies**

*Defined as: Those emergencies which*

 *result in a life threatening situation.*

* The life guard should carry out the rescue.
* Any treatment/first aid should be administered by a qualified person
* Any other staff not directly involved should clear bathers away from the pool where the incident took place and if necessary guide to the changing room.
* A nominated member of staff will call an ambulance, and then notify the Head teacher (or if outside school time the Premises Manager).
* Calling for an Ambulance from the office telephone requires you to first dial an outside line = (9) then 999.

Epileptic Fits and Seizure

* Follow the above procedure but do not remove the casualty from the water.
* Hold the head clear maintaining an open air way.
* Call an ambulance if the seizure lasts longer than five minutes.
* It is very important to time the seizure and give this information to the medical

services.

* During school time refer to the school epilepsy and seizure policy, school nurse and

individual pupil care plan for appropriate action.

**Spinal Injuries**

*Indentifying a potential spinal cord*

 *injury*

* The lifeguard or other staff member may have seen the accident occur i.e. diving, collision with wall or bathers or bather jumping on another.
* Signs and symptoms can indicate spinal injury can include pain, bruising or tingling in the limbs, disorientation or bewilderment.

*What to do in the event of a spinal*

 *injury:*

**N.B.**

**All RESCUES MUST BE CARRIED**

**OUT AS INSTRUCTED IN STAFF**

**TRAINING SESSIONS**

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The lifeguard who undertakes the

 rescue must take charge.

The alarm must be activated before entering the pool and the word “SPINAL” must be said (not shouted as this may panic the injured person) to alert other staff / patrons as to the situation. Bring the casualty to shallow water by the correct method. Incoming swimmers must be prevented from entering the pool. Direct the ambulance to the school reception at the main entrance. Before the casualty leaves try to obtain the relevant information required to complete

a RIDDOR form.

Always obtain the name of the local

hospital where the casualty is being

taken, so any information can be

recorded at a later date.

If practical send a member of staff to

 retrieve the spinal board.

* Expired Air Ventilation (EAV) can be administered in the water but if cardiac arrest occurs the casualty will need to be removed from the water as quickly as possible to administer the compressions for Cardiopulmonary Resuscitation (CPR).
* In all cases involving any period of unconsciousness in the water, the casualty should be referred to hospital because of secondary drowning.

The Head teacher or hirer will make the decision to re-open the pool when it is approriate.

**Chemicals**

 The pool plant room at Foxfield School contains chemicals and the gas is stored in a metal container outside plant room. These plant rooms are overseen by the Premises Manager, Assistant Premises Manager and the Swimming Coach. No other members of staff or after school users should be accessing this room.

 N.B.

 Additional information such as

 chemical labels, Safety Data Sheets is available for inspection.

**Fire**

* If you see a fire do not attempt to extinguish it, raise the alarm by smashing the glass at the call point and report details to office so that the fire warden (Head Teacher in the first instance) can contact the Fire Brigade and give details.

* Follow Foxfield Procedures. Leave by the nearest exit and make your way to the Fire Control Points on the playground by the minibus pens. (Use the foil blankets or gowns to keep yourself and others warm. (See Fire Policy Document)

**Challenging Behaviour**

In the case of challenging incident from a distressed pupil where the situation does not calm down, the following procedure should be followed:

During school time, assistance may be called using the assistance alarms or call buttons and you should follow school Behaviour policy.

During private hire sessions, assistance from the emergency services can be made from the office telephone (9)999 or by mobile telephone.

**Indecency**

*In school time:*

Due to the nature of pupils within school this may not be intentional and therefore dealt with each case sensitively and appropriately.

*Private Hirer:*

Action should be taken relative to the user group.

**Emergency Pool Evacuation**

Depending on the need of evacuation such as fire alarm, chemical release, power failure, behaviour issue. The following procedures should be put in place:

* Initially move swimmers and spectators to a safer location.
* Use dressing gowns and foil blankets to keep swimmers warm, sit vulnerable swimmers on mats to offer added protection from the cold.
* Attempt to ascertain the level of emergency from the Head teacher and decide on the action to be taken.
* In the event of a behavioural issue encourage the person to move to a safer area of the pool near a wall or side and ask for assistance in removing or holding, dependant on level of emergency.
* Exit the building by the nearest and safest exit and report to the assigned area.
* Report to the Head teacher (or outside school time the Premises Manager) any persons, exact location and reason why still inside.