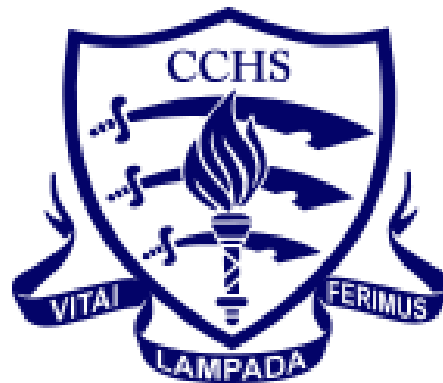


Chelmsford High School for Girls



Emergency Action Plan for SCHOOL POOL

2017_18

1. Objective & Scope

It is the objective of Chelmsford County High School for Girls to ensure that emergency situations are dealt with in a manner which minimises the risk to staff, pupils and other users.

2. Emergency Equipment

Around the walls of the pool are:

- Reaching poles and ropes
- Two Life Rings located towards each end of the pool
- First Aid box is on the left hand side as you enter the pool hall from the changing rooms
- Telephone mounted on the wall next to the main entrance

It is the responsibility of the supervisor to know the location of the safety equipment and to ensure it is in place at the start of the session. Diabetics and asthmatics should bring their emergency equipment to the poolhouse.

3. Minor injuries Possible

A minor emergency is an incident which, if handled properly, does not result in a life threatening situation.

It will normally be dealt with by the appointed first aiders (A First Aid chart is located on the wall at the main entrance) who acts as follows:

- Notify all other staff on the poolside
- Clear the pool if necessary
- Administer first aid if necessary
- Casualty will be referred to appropriate location
- Supervisor must complete an accident report form – these are located in the swimming pool foyer or the main school office or on the school's server system.

When dealing with first aid anywhere in the swimming pool building, the supervisor must not leave her/him self in a compromising position.

4. Major First Aid Emergencies

A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation.

As with minor emergencies, the response to most major emergencies follows a general pattern. This has two steps:

- A supervisor who identifies a serious situation alerts another responsible adult and users. This person will be known as '**Rescuer No. 1**' and will initiate the rescue by taking the appropriate action.

The responsible adult should immediately help to clear the pool and make safe use other users before going to telephone for assistance – ringing speed dial 'Main Office' or speed dial 999 for the emergency services from the poolside phone or 9

and 999 from other telephones. On their return they should assist 'Rescuer No. 1'. This adult becomes '**Rescuer No. 2**'.

Rescuer No. 2 will call for an ambulance (either on his/her mobile or by using the poolside telephone) if this has not been done already.

Pool users should be escorted from the pool building to an alternative building.

Rescuer No. 1 will complete the accident report, liaising with the main office. Student emergency contacts will be informed as required.

The relevant provisions of the school's First Aid Policy should be adhered to at all times so far as is reasonably practicable.

5. Suspected Spinal Injuries

Rescuer No. 1 attends to injured person whilst Rescuer No. 2 ensures safe removal of other persons/pupils from the pool. Once this is completed Rescuer No. 2 will phone for emergency services.

Rescuer No. 1 is to walk slowly to casualty, if face down roll and secure head, ask other adults (if about), or Rescuer No. 2 if completed above tasks, to help support body in the water. If no other safe assistance available for help in the water; just secure the injured person's head and wait until help arrives. Lift patient out of water only on guidance from emergency services.

6. Lack of Water Clarity

If the pool is not clear, the pool should not be used. As a rule, no part of the pool should be used if the bottom lines in that area cannot be seen clearly. In that event the pool should be evacuated without delay and until clarity reaches an acceptable level (as a minimum, the ability to see a body of a small child at the bottom of the pool).

If this situation arises contact the site management team immediately and ensure the Business Manager is aware of the details

Any debris lying on the bottom of the pool or floating in the water is to be removed by the caretaking staff.

7. Fire Alarm

This is a continuous ringing bell and evacuation should be through either:

- a) The main double door fire exit at the front of the building.
- b) The rear single door exit located at the rear of the swimming pool hall room.

On the alarm sounding the supervisor will sound one long whistle blast. All children/pupils/pool users will leave the pool via instructions of the supervisor.

The supervisors will instruct users which exit to take and will then lead them to the assembly point and await further instructions from the class teacher or office staff. Swimming teachers will check changing rooms and toilets on the way out of pool hall. The fire alarm in the poolhouse is connected to the main building alarm panel.

8. Discovery of a Fire

In the event of discovering a fire, you should raise the alarm by going to the nearest fire alarm call point and breaking the glass. Ensure the building is evacuated. If it safe to do so, contact the Site team via the phone in the swimming pool foyer (pre-set button marked Site Team). If necessary, contact the Emergency Services by using the pre-set button marked 999.

Where possible, staff should contain the spread of smoke and fire by closing the doors, but only if there is no risk to their own safety.

No attempt should be made to fight the fire until the evacuation is complete.

9. Lighting Failure

Should the lights fail at a time when artificial light is required for safe pool usage evacuation of the pool should be immediate. The site management team and the school office will be notified immediately.

10.0 Dealing with Blood, Vomit and Faeces etc

10.1 Diarrhoea and Solid Stools

If a substantial amount of faeces, either loose or solid, is introduced into the water, the pool shall be immediately closed to swimmers. The maintenance/cleaning staff shall immediately be informed and they will deal with situation in the appropriate way.

10.2 Blood and Vomit

If substantial amounts of blood or vomit are spilled into the pool, it shall be temporarily cleared of users to allow the pollution to disperse. The site management team and the school office should be notified immediately.

Spillages of blood or vomit on the poolside shall be contained and wiped up with the appropriate cleaning cloths. The cloths for this purpose should be safely disposed of immediately and in the usual manner for hazardous waste. The supervisor should then complete an accident report.

In all cases of major contamination, the pool should be closed and appropriate procedures followed.

11. Bomb Threat / Escape of Toxic Gases / Chemical Spillage

In the event of a bomb threat or escape of toxic gases or chemical spillage, all pool users and staff should evacuate the building immediately and should not use mobile phones in the event of a bomb threat.

Any escape of chlorine gas or any serious incident is to be reported to Health & Safety Executive under the RIDDOR regulations. An Incident form is to be filled in and submitted to the main office..

12. Gassing by Chlorine Gas

In the unfortunate event that someone has inhaled Chlorine Gas the procedure carried out should be as follows;

- Carry patient(s) into an uncontaminated warm atmosphere free from draughts and loosen the clothing at the neck and waste.
- Immediately remove any clothing contaminated with chlorine.
- Summons help by telephone, dial 999 for medical assistance. Inform the Main Office.
- Until medical assistance arrives, keep patient(s) at rest, with head and chest raised
- Relief may be obtained by inhalation of a steamy atmosphere from a kettle.

13. Structural Failure

In the event of structural failure, the pool should be closed as a matter of emergency.

14. Missing Pupil

In the event that a child is lost, the pool should be evacuated, the changing rooms, and pool house thoroughly searched and an immediate search undertake for the child. The School's Missing Pupil, Security and Supervision procedures should be observed so far as is necessary and desirable.