



# Pilgrims School

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Swimming Pool  
Emergency Action Plan (EAP)

February 2021

Next review date: February 2022



# EMERGENCY ACTION PLAN FOR SWIMMING POOL

These procedures should be followed only in the event of an emergency situation. At all other times the Normal Operation Procedures should be adhered to.

- *Overcrowding*
- *Disorderly behaviour*
- *Assault*
- *Lack of water clarity*
- *Fire and explosion*
- *Bomb threat*
- *Structural failure*
- *Emissions of toxic gases*
- *Toxic chemical spillage*
- *Serious injury to swimmer*
- *Discovery of casualty in the pool*
- Cleaning and safe disposal of bodily fluids, which can include faecal, blood or vomit contamination

## **Overcrowding**

If at any point there are more than 25 bathers in the pool, there will be 3 short blasts of the whistle by a member of staff and the bathers should exit the pool and sit on the benches to await further directions from staff.

## **Disorderly behaviour/Assault**

Staff should continue to use the positive discipline policy giving pupils a warning on the first instance of behaviour. If this is repeated they should then be given time out on the benches at the side of the pool. In these instances, it is possible for the lesson to continue as normal.

However, if there is any behaviour that could cause serious injury either to themselves or others, 3 short blasts will be blown on the whistle and the class asked to exit the pool and sit at the side of the pool so that a member of staff can deal with the swimmer concerned and the other member of staff supervise the children. It will then be at the teacher's discretion whether to proceed with the lesson or whether it is necessary to proceed to the changing rooms.

## **Lack of water clarity**

If water clarity is compromised before the lesson the swimmers should not enter the water but return to the changing rooms and change back into clothes. The teacher should then inform the office reception, who in turn will notify Deputy Estates & Property Manager or Caretaker of the problem and place a notice on the changing room door to inform other pool users.

If water clarity is compromised during a lesson the teacher should blow 3 short blast of the whistle and ask all the children to exit the pool and return to the changing rooms and change back into clothes. The teacher should then inform the office reception, who in turn will notify Deputy Estates & Property Manager or Caretaker of the problem and place a notice on the pool door to inform other pool users.

## **Fire and explosion**

If the fire alarm is sounded the swimmers should exit the pool quickly and quietly and proceed to the fire exit where they should collect a towel and thermal foil blanket before proceeding out of the building to the fire assembly point on the tennis courts.

In the event of a fire starting in the changing room or swimming pool area, the teacher should raise the alarm by pressing the fire alarm point poolside and then proceed to evacuate the swimmers either via the fire exit poolside (following the above procedures if necessary) or exit through the Pre-school cloakroom.

## **Bomb Threat**

- Office reception will telephone the police and ask for their assistance.
- If the decision is made to evacuate this will be in accordance with the fire procedure.
- Once the building is evacuated a thorough search will be made by the police.
- No person will be allowed to enter the building until given the all clear to do so. This decision will be taken by SLT members in consultation with the police.

## **Lighting failure/Structural failure**

If the lighting fails or a structural defect is noticed whilst in the swimming pool, 3 short blasts of the whistle will be blown and the swimmers must exit the pool and return to the changing rooms. If it is not safe to return to the changing room swimmers can exit via the doors onto the corridor or the fire exit. If exiting through the fire exit swimmers must pick up a towel and thermal blanket and enter back into the school by the nearest safe entrance.

The teacher should then inform the office reception and the Deputy Estates & Property Manager of the defects and place a notice on the changing room door.

## **Emissions of toxic gases**

The emission of toxic gases – this can be identified by the swimmers' coughing as the gas moves along the surface of the water – follow the emergency 'Fire Action' procedures.

## **Poolside Chemical Spillage (Minor)**

If you discover a chemical spillage, evaluate the situation. If the spillage is small and can be dealt with by staff, the following instruction should be carried out:

- Inform all pool staff of the situation.
- Try and ascertain what chemical it is and where it has come from.
- Once you have identified the chemical take the appropriate action – see the appropriate COSHH sheet.
- Collect and wear relevant PPE for the hazard:
  - Wellington Boot
  - Overalls/Apron

- Gloves
- Face Mask
- Gas Mask
- Isolate the source to prevent escalation of the problem.
- Proceed with the clean up where appropriate.

### **Liquid**

1. Sprinkle on absorbent granules and allow them to soak up the spillage.

2. Shovel granules up and place in supplied bags.

3. Attach a copy of the COSHH sheet of the chemical to the bag.

### **Powder**

1. Brush up the powder and using a shovel place into supplied bags.

2. Attach a copy of the COSHH sheet of the chemical to the bags.

### **Swimmer in difficulty/injury to swimmer**

If a swimmer gets into difficulty in the pool, blow 3 short blasts of the whistle and ask all the swimmers to exit the pool and sit on the benches at the side of the pool and await further instructions. Encourage the swimmer who is experiencing difficulties to reach the nearest side. If this is not possible use either another adult who is in the water to assist the swimmer to exit the pool and assess whether they have any injuries. If there are no injuries then the swimmer may enter the pool again and the lesson may continue.

If there is an injury or the child feels very unwell, wrap the swimmer in a towel and then ask all of the other swimmers to exit the pool and return to the changing room with a member of staff. Press the panic button on poolside and await assistance from other staff.

If the swimmer in the water is unconscious, does not respond when called, or is unable to reach the buoy or float the teacher must blow 3 short blasts of the whistle and ask other swimmers to exit the pool. They must then press the panic button and enter the water and rescue the swimmer. In these circumstances all the other swimmers should sit on the benches at the side of the pool and await further instructions, from the member of staff not dealing with the casualty. If possible, the other swimmers should proceed with members of staff to the changing room.

In the event of any injury it is important to:

- a) Check casualty carefully for injury; if in doubt remain with casualty and send for help. The casualty must be kept in comfortable support position.
- b) Press panic button on poolside to alert office staff.
- c) Commence necessary First Aid or CPR.
- d) If necessary the office staff will then phone for an ambulance and give all relevant information.

## **Stabilisation of a Suspected Aquatic Spinal Cord Injury**

Taken from National Rescue Award for Swimming Teachers and Coaches – 2006 Edition

The likelihood of an aquatic spinal cord injury occurring during programmed swimming is very low. The most probable cause will relate to diving activities which should, during training be undertaken in deep water. A risk assessment will show that in such circumstances, supervision by qualified lifeguards is necessary.

Accidents in shallow water will rarely be the result of programmed activity. For these reasons, this programme will only consider rescue from shallow water where support from qualified lifeguards is not available.

Unexpected activity, such as an unauthorised running dive may result in this type of injury. The possibility of a spinal cord injury should be considered in any swimmer who has dived into shallow water or has fallen from a height and

- is or appears to be unconscious, or
- has hit their head, or
- complains of pain in the neck or back, or
- complains of weakness of any limb, or
- complains of altered sensation in any limb – this may be loss of feeling or the development of a tingling sensation

In deciding how to manage this type of emergency, teachers need to be aware that any movement of the head or neck of a swimmer who has sustained a suspected spinal injury can result in further injury to the spinal cord.

### Initiating the Emergency Response

In circumstances where an incident has arisen and where the teacher suspects a spinal injury, it is essential that the pool's Emergency Action Plan is implemented prior to the start of the actual rescue.

In such a situation, clearing the pool is essential and students must be made to sit on the poolside, away from the pool edge, to ensure safety and that there is no interruption to the rescue. It is extremely rare for people to float face up after sustaining a spinal injury. Rescue procedures for those floating face up are in principle the same except for turning the student.

### Rescue Technique – Student Face Down

- Slide into the water, approach the student from the side and stop when adjacent to and facing the head
- Gently grasp the right and left arms of the student with your corresponding right and left hands, midway between the student's elbows and shoulder
- Gently move the student's arms to the surface of the water to finish in a position where the student's ears are covered by the upper arms

- Carefully squeeze the student's arms against the head to trap the head and prevent any head movement
- Position your thumbs on the back of the student's head, maintaining the pressure on the arms
- Gently move the student's head first through the water to raise the legs towards the surface. As you do this, roll the student towards you by pushing the arm nearest to you downwards and pulling the arm furthest away from you towards you
- Continue to roll student until they are face up. Once face up, maintain the pressure on the arms and support the back of the head on your submerged forearm
- Support the hips by placing your upper arm under the lower back
- Do not release this position until further assistance arrives

## **POST INCIDENT**

- a) Inform the Head teacher (and class teacher if appropriate) as soon as possible.
- b) Enter the incident in the accident book help in the First Aid room/ Office reception and Give the following details:
  - i) Name of casualty
  - ii) How accident happened
  - iii) Details of treatment given/type of injury
  - iv) Names of witnesses and staff on duty
  - v) Comments, i.e. what can be done to prevent a similar occurrence.

**ALL THESE DETAILS MUST BE COMPLETED ON THE DAY OF THE INCIDENT**

### **First Aiders**

A list of current First Aiders and their qualifications is contained in the First Aid Policy.

### **Cleaning and safe disposal of bodily fluids, which can include faecal, blood or vomit contamination**

**Please refer to the Emergency Procedures Faecal Fouling**

## **Glen Gray**

Deputy Estates & Property Manager