

# **RIVERSIDE SCHOOL**



## **Hydro Therapy Pool Emergency Action Plan(EAP)**

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

## **Emergency Action Plan**

A key role for poolside staff (lifesaver, swimming teachers, physios and spotters) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

**Procedures for use of the emergency pool evacuation board are given at Appendix 1 and displayed in the pool areas.**

### **Action to be taken in the event of Swimmer in Difficulty**

#### **Action by the responsible adult/life saver**

This action must be carried out immediately. It has been observed that a person is in difficulty, whether the lifesaver is required to enter the pool or not.

1. Alert pool staff verbally of an incident occurring as set out in the N.O.P. This warns staff immediately that there is a problem and you may need assistance
2. Ask a member of staff to notify the office using extension 505 that urgent medical assistance is required in the pool area
3. Carry out the rescue procedures as per your training, getting the person to the side of the pool as quickly and as safely as possible. Follow the evacuation board procedures where necessary.
4. Carry out First Aid procedures until the medical team or first aider arrives and assess whether emergency services is required.
5. If an ambulance is required it will be requested by admin. staff on instructions from the medical team
6. As soon as incident is over, complete appropriate report forms and take to senior management immediately

#### **Action by other staff**

This procedure should be carried out immediately after the alarm has been raised.

1. Assess the situation. If the lifesaver in the water requires immediate assistance, this takes priority.
2. Clear the pool or bring students to the side of the pool depending on severity of the incident.
3. While the pool is being cleared, assess whether or not an ambulance is required and designate someone to call emergency services.
4. Assist in lifting the person from the pool and in giving first aid as per training, assess again if an ambulance is required and summon as above. If not required, give further assistance, and then continue to help supervise other students on the poolside until the incident is over.
5. When the incident is over, inform the swimming teacher/senior management.

#### **Action to be taken in the event of a lighting failure**

The following action is to be taken by all staff:

1. Clear the pool immediately, instructing swimmers to change and leave the poolside.
2. Instruct any spectators' to leave the poolside through the normal exits.

3. Proceed into changing areas and stay there until all students/staff are out of the pool.
4. Make way out into corridor and head count.
5. Call for site manager/senior management.

### **Action to be taken in the event of a Serious Injury in the Pool – by the responsible adult/life saver**

1. Verbally inform staff of incident.
2. Assess the situation as per your training.
3. Ask another member of staff to notify the office using 505 that urgent assistance is required in the hydro-pool area and that an ambulance is required.
4. Get student to the side as soon as possible using the emergency evacuation board if required and administer appropriate treatment and first aid.
5. Continue with first aid until school nurse/first aider or emergency services arrive.
6. When incident is over, it is the responsibility of the swimming teacher to write a report of the incident and forward onto senior management.

### **Action to be taken in the event of a Serious Injury in the Pool – by Other Staff**

1. On hearing the verbal warning clear the pool immediately
2. The school nurse/designated first aider should take charge of the situation as soon as possible.
3. Assess the situation and call for any emergency services if required.
4. Assist with any first aid that is needed as per your training.
5. Take other students away from the incident and into changing rooms.
6. Ensure that no one goes into the pool whilst the incident is in progress.
7. When the incident is dealt with, a report should be made by the swimming teacher and forwarded onto senior management.

### **Total Evacuation**

When needing to exit the Riverside School Building ALL STAFF should be familiarised with all means of escape from the building and the appropriate procedures. The fire alarm will be activated for any emergency except for a pool incident. If the fire alarm sounds then there is a fire. The location and sound of the fire alarm can be found and heard in the vicinity of the poolside. The fire evacuation procedures plan can be found by the fire notices within the swimming pool area.

### **Assembly Point**

Location of the assembly point will be identified in the fire evacuation procedure plans which are also placed at the points above.

### **Emergency Bag for Evacuation**

The emergency bag containing foil blankets and blue shoes (which must be put over bare feet) can be found in the staff toilet in the main pool. This must be taken out on evacuation by a member of staff in the pool area.

## **Action in the event of a fire**

### **From Pool**

1. On hearing the fire alarm the responsible adult and support staff will clear the pool of all users.
2. The responsible adult will evacuate the building and collect the attendance register from office staff at the muster point.
3. The responsible adult and support staff will assist in clearing the students from the water in a calming reassuring manner
4. The spotter will open the fire exit doors and collect the emergency bag.
5. The pupils will be evacuated through the designated emergency exits and the pupils will be escorted from the building by responsible adult/staff etc.
6. A member of staff should be situated at the end of the file to ensure that all pupils are evacuated from the pool area.
7. A head count will take place when all pupils/staff are assembled at the designated assembly point.

### **Changing Room**

1. On hearing the fire alarm the responsible adult/support staff will calm and reassure the students, and line them up in an orderly file.
2. Pupils will be evacuated through the designated emergency fire exit door and escorted from the building by a member of staff.
3. A member of staff should be situated at the end of the file to ensure that all pupils are evacuated from the building.
4. A head count will take place when all students are assembled at the designated assembly point.

## **Action to be taken in the event of an escape of Toxic Gas**

This procedure is written on the basis that relevant gases can be liberated by the handling or mixing of chemicals. Generally, these chemicals will be confined to the plant room or store room, but may leak onto the poolside. Riverside School has automatic dosing pumps so the risk of such incidence is very low.

### **Action to be taken by all staff**

1. Upon discovering a release of toxic gas, clear the pool immediately and evacuate the building IMMEDIATELY.
2. Activate fire alarm.
3. Do not stop to pick up belongings, just leave.
4. The responsible adult will make sure everyone is out of the pool and escort pupils to the assembly point
5. A member of staff should ensure all changing rooms are empty
6. Assemble at assembly point.

### **NOTE:-**

In the event of a toxic gas being released into the atmosphere within any part of the building, the emergency services MUST be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus. Prevent anyone re-entering the building until the emergency services say that it is safe to do so.

All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

### **Lack of water clarity**

If the water is cloudy or has a milky appearance then the pool is to be closed and not opened until tests have taken place and the situation has been rectified. The site manager should be notified.

### **Structural failure**

If there is any sign of structural failure whilst the pool is in use, close immediately and follow procedure of emergency evacuation, also alerting management straight away

### **Window breakages**

If there is a window that is broken or cracked, clear area of students and staff immediately and close pool until all glass has been cleared and the window has been mended.



## Hydropool Emergency Operating Procedures

In the event of an emergency situation, the office should be called using ext 505 to tannoy for assistance saying Urgent M assistance required at the hydro therapy pool. Staff should ensure the safety of the child they are working with. Additional staff who have completed Pool evacuation training will respond and staff from the nurses' room will attend. Staff will go directly to the pool area and follow the procedure below.

- 1 • If there are not three adults in the pool, the first additional adults to respond should enter the pool and assist the teacher/teaching assistant in stabilising/supporting the pupil.
- 2 • Pool spotter gets rescue board and places it on the edge of poolside.
- 3 • Staff in pool position pupil parallel with, but not touching pool wall. Any other pupils/users should be removed from the pool to clear the access if necessary.
- 4 • Teacher/teaching assistant remains at head end of pupil to support learner's head and airway. Other staff in pool position themselves accordingly.
- 5 • One poolside assistant push board hard down into the water, pointing downwards, angled slightly towards pupil, allowing it to float up under learner.
- 6 • Ensure learner is squarely on the rescue board and then members of staff in and out of the pool fasten safety straps with learner's arm in and straps joined colour to colour match.
- 7 • On command of the person at the head end, pool staff turn rescue board 90° to position it across pool, keeping head end closest to wall. The board is placed on the pool rail. Teacher/teaching assistant remains at head end.
- 8 • Other members of staff in pool position themselves at either side of lower half of board, with both hands positioned in handholds where comfortable.
- 9 • On command of the person at the foot end, staff at lower end of board push board down (hard) using hand nearest foot end.
- 10 • Head end of board should lift out of water sufficiently to allow it to rest on pool side. Slide board halfway out of water then turn through 90° to rest on poolside.
- 11 • Transfer to changing bed if possible or if required, commence CPR, remove pupil's swimwear and dry them as much as possible.

Those not involved in the above should bring dry towels to poolside and ensure the exit and poolside is free from obstacles. Other staff will then inform reception that emergency services have been called and wait at the school entrance to direct the emergency services to the pool area.