

RIVERSIDE SCHOOL



Hydrotherapy Pool Emergency Action Plan (EAP)

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

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Introduction

A key role for poolside staff (lifesaver, swimming teachers, physios, spotters and other supervising staff) is to remove or substantially reduce the chances of pupils 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 are displayed in the pool areas.

1. Action to be Taken in the Event of a Swimmer in Difficulty

Action by the responsible adult/ lifesaver

This action must be carried out as soon as it has been observed that a person is in difficulty, whether the lifesaver is required to enter the pool or not. Please note, a trained person may already be in the pool.

1. Alert pool staff verbally of an incident occurring as set out in the Normal Operating Procedure (NOP). 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. A member of the Leadership Team will need to be called to provide support and help to manage the situation.
3. The Rescue Board trained member of staff should carry out the rescue procedures as per their training, getting the person to the side of the pool as quickly and as safely as possible, following the evacuation board procedures where necessary. If you are unable to evacuate the person from the pool safely straight away (i.e., you may be waiting for additional in-pool support), ensure that their airways are kept clear, their head is raised above water level and they are otherwise well supported and stable.
4. The appropriately trained member of staff should carry out first aid procedures until the medical team or other first aider arrives and assess whether emergency services is required.
5. If an ambulance is required it will be requested by admin staff on instruction from the medical team (first aider/ leader).
6. As soon as the incident is over, the appropriate report forms need to be completed and taken 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 pupils to the side of the pool depending on the 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, if required.
4. Assist in lifting the person from the pool and support (if required) 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 pupils on the poolside until the incident is over.
5. When the incident is over, please follow any further action instructed by a senior leader.

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 normal exits.
3. Proceed into changing areas and stay there until all pupils/ staff are out of the pool.
4. Make way out into corridor and head count.
5. Ask a member of staff to notify the school office who will contact a member of the site team.

2. Action to be Taken in the Event of a Serious Injury in the Pool

Action by the responsible adult/ lifesaver

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

Action by other staff

1. On hearing the verbal warning clear the pool immediately.
2. The 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 pupils 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 responsible session lead and forwarded onto senior management.

3. Total Evacuation

When needing to exit the Riverside School building, ALL STAA 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

The MUGA (Multi Use Games Area) is identified in the fire evacuation procedure plans as the nearest assembly point.

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 area. This must be taken out on evacuation by a member of staff within the pool area.

4. Action in the Event of a Fire

From the 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 pupils 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 headcount will take place when all pupils/ staff are assembled at the designated assembly point.

From the Changing Rooms

1. On hearing the fire alarm the responsible adult/ support staff will calm and reassure the pupils, and line them up in an orderly line.
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 line to ensure that all pupils are evacuated from the building.
4. A headcount will take place when all pupils are assembled at the designated assembly point.

5. 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 the 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 will 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 the Ambulance Services 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.

6. Other Emergencies

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 for emergency evacuation, also alerting management straight away.

Window Breakages

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

Appendix 1 – Pool Emergency Operating Procedures

In the event of an emergency situation, the office should be called using extension 505 to tannoy or call for assistance saying “Urgent M assistance required at the hydrotherapy pool”.

Staff should ensure the safety of the pupils 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.

If there are not three adults in the pool, the first additional adults to respond should enter the pool and assist in stabilising/ supporting the person ensuring that their airways are kept clear and their head is above water level.

Assessment and Preparation

1. Prior to the start of the session, the rescue board should be checked to ensure it is in good condition.

Securing the Injured Person

2. The person’s condition should be assessed and a determination reached whether spinal immobilisation is required.
3. The spotter or other appropriate adult will get the board and place it in the water.
4. Staff in the pool will position the person parallel with, but not touching the pool wall. Any other pupils/ users/ staff should be asked to leave the pool calmly.
5. One member of staff should remain at the head end of the person to support the person’s head and airway. Other staff required to support the extraction will position themselves accordingly in the pool.
6. Position the board beside the person in the water, ensuring it is aligned straight and parallel to the body ready for the transfer.
7. With coordinated effort and caution, gently move the person on the rescue board while maintaining spinal alignment and stability.
8. Use securing straps or belts provided with the backboard to firmly but gently immobilise the victim to the board, securing the head and torso. The guidance is that a minimum of 2 straps should be used. At Riverside, staff are asked to ensure that all 4 straps are used to secure the person appropriately.
9. Work as a team to lift and transfer the victim onto an appropriate surface ensuring consistent spine alignment and support throughout the process. The below should be followed to make this a successful extraction:
 - On command of the person at the head end, pool staff turn rescue board 90° to position it across the pool, keeping head end closest to wall. The board is placed on the pool rail. Staff member to remain at head end.
 - Other members of staff in pool position themselves at either side of lower half of the board, with both hands positioned in handholds where comfortable.
 - On command of the person at the foot end, staff at lower end of board push board down (hard) using hand nearest foot end.
 - 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.
 - Transfer to changing bed if possible or if required, commence CPR, remove person’s swimwear if pupil and dry them as much as possible.

Professional Care and Monitoring

10. Continue monitoring the person’s condition, providing reassurance and care until they receive professional medical attention.

Those not involved in the above should bring dry towels to poolside and ensure the exit route and poolside are free from obstacles.