

# **Sandbach School Community Sports**

## **Swimming Pool: Emergency Action Plan v5 (12/08/2009)**

*Latest amendments indicated by black line in the margin*

### **A. Duty Manager**

1. All incidents listed below must be reported to the Duty Manager in the first instance using the pool emergency phone which is located in the sliding window. A second more detailed report must be made to the Extra Curricular Sports Manager.

Caretakers' Emergency Tel. No.	07950 316 214
Emergency Services – Police, Ambulance, Fire	9-999
Extra Curricular Sports manager	07807 517413

2. Often the duty caretaker is located in the Caretakers' Office, which is sited behind the community offices near to the second set of double doors. The community duty manager is located in the new community offices ( old tuck shop)

### **B. Calling an Ambulance**

1. If an ambulance has to be called use the emergency telephone. Dial 9-999 and ask for Ambulance. The location of the swimming pool is:

Swimming Pool next to the Sports Hall,  
Sandbach (Boys') School  
Crewe Road,  
Sandbach  
CW11 3NS

2. A responsible person must be sent to the front gate of the main car park to guide the ambulance around to the rear of the buildings next to the all weather pitch. The closest entrance is the emergency door at the deep end of the pool.

### **B. Alarm Systems, Lifesaving and First Aid Equipment**

1. A telephone is located in the sliding windows – dial 9-999 to obtain the emergency services.
2. The Pool Alarm is located near to the spine board and sliding office window at the shallow end and at the deep end on the same side. Another alarm button is located next to the gallery entrance by the deep end fire exits
3. Fire alarms are located just inside the external changing rooms by the entrance doors.
4. A Fire extinguisher is located in the gallery area and at the shallow end.
5. Lifesaving and first aid equipment is located to allow easy and quick access by lifeguards, teachers, coaches or other assistants. Deficiencies should be reported immediately to the Duty Manager in the first instance, the Maintenance Manager and the extra curricular manager.
  - a. A spine board is located near to the outside door in the shallow end.
  - b. Two throw ropes are located either side of the deep end.
  - c. Two horseshoe life rings are located either side of the deep end.
  - d. Short reaching poles are located leaning against the walls at the deep end – one by each of the deep end steps and one each side of the pool near to the 'steep slope'.
  - e. A long reaching pole fitted with a hook is located on the deep end wall.
  - f. A first aid kit is located just inside the sliding windows beside the emergency telephone.
  - g. Space blankets and mouth guards are located in the store room next to the gallery.

### **C. Overcrowding**

1. This should not happen in this pool since the pool is not open for recreational sessions.

2. Each user is responsible for ensuring that the correct teacher : swimmer ratio is maintained. If at any time the ratio is exceeded the senior teacher must stop the session and ensure that the appropriate number of pupils leave the water and return to the changing room.
3. Lifeguards must inform the senior coach and must ask for the session to be halted if they suspect that the ratio has been exceeded.

#### **D. Disorderly / Unacceptable Behaviour**

##### **1. Caused from within the hiring group**

1. Coaches, officials and volunteers have a responsibility to ensure that swimmers behaviour is of a high order and that poor behaviour is not tolerated.
2. If a situation becomes 'out of control':
  - a. The session must be halted;
  - b. All pupils asked to move to the edge of the pool;
  - c. Coaches / officials / volunteers must use whatever appropriate actions are deemed necessary to stop the situation developing further: other adults may be asked to assist and the police may be involved in serious situations;
  - d. The session / match is not to restart until the disorderly behaviour has been controlled.
3. Those responsible for the disorderly behaviour are to be removed from the session and if circumstances dictate are to be subject to disciplinary action.

##### **2. Caused by other hirers**

1. Disorderly behaviour caused by other hirers must be reported immediately to the Duty Caretaker on 07950 316 214.
2. If the situation involves verbal or physical abuse the police should be called using 999.
3. A written report including witness statements should be submitted to the Community Sports manager as soon as possible after the incident.

##### **3. Caused by outsiders**

1. If the situation involves verbal or physical abuse the police should be called using 999.
2. Disorderly behaviour caused by other hirers must be reported immediately to the Duty Caretaker on 07950 316 214.
3. A written report including witness statements should be submitted to the Director of Community Sports as soon as possible after the incident.

#### **E. Lack of Water Clarity**

1. If the clarity of the water is such that the bottom of the deep end of the pool cannot be seen:
  - a. The session must be suspended, swimmers asked to leave the water and return to the changing rooms.
  - b. The duty caretaker and duty manager must be informed. It is unlikely that the session will be able to continue and will have to be abandoned.
  - c. The incident must also be reported to the Extra Curricular Sports manager as soon as possible after the event.

#### **F. Outbreak of Fire or Fire Alarm to Evacuate Building**

##### **1. Action on discovering a fire.**

- a. Make a quick attempt to put it out – only use water extinguishers on non-chemical or non-electrical fires.
- b. Raise the alarm by shouting "Fire, fire, fire!" and by pressing / smashing the fire alarm glass.
- c. Ensure that there is no one left in the vicinity.
- d. Follow the normal fire alarm actions.

2. The fire alarm is a loud warbler and will sound in each changing room and in all buildings within the school.
3. On hearing the alarm the session must be stopped, swimmers must be asked to leave the water and all personnel must evacuate the building. It is the Senior Teacher's responsibility to ensure that:
  - a. the pool is empty of pupils;
  - b. there is no one left in the pool hall, shower and toilet areas and changing rooms;
  - c. all doors and windows must be closed and lights switched off;
  - d. The session register is taken to the assembly point. The assembly point is located next to the tennis courts.
  - e. If hearing the alarm get out of water and hand out space blankets and wait for further instructions from duty manager. In some cases there may be no need for swimmers to go outside immediately.
4. If there is no risk to pupils may be allowed to evacuate through the changing rooms picking up a towel, coat and shoes on the way – they must not be allowed to dress or put on additional clothing – since they may be at the assembly point for some time.

## 2. Route to the Assembly Area

1. Following evacuation all personnel must make their way to the assembly point on the side sports field lining up in year groups and form order. This routine is practised regularly and all Sandbach School pupils are familiar with it. The route to be taken must be around the outside of the school buildings past the all weather pitch, playing fields and through the car park to the front field. If it is dark form up near to the car park lighting but staying on the grass. Do not assemble on the car park since this may cause a road traffic hazard if emergency vehicles are called.

## 3. Action at the Assembly Area

1. At the assembly area the senior teacher must check using the register that all pupils, parents and spectators are accounted for. They must inform the Duty Caretaker if all are present or if anyone is missing and this information will be reported to the Senior Fire Officer or Police attending as appropriate.
2. If someone is missing on no account should anyone be sent back to locate them.

## **G. Bomb Threat**

1. A bomb alert may be communicated by using the fire alarm. More usually it will be communicated by word of mouth, which will give more precise instructions about the changes to the route to the assembly area and changes to the siting of the assembly area that result from the siting of the threat.

### 1. Action on receiving a Bomb Threat

1. Listen to the whole message WITHOUT INTERRUPTION
2. Get the message in the caller's EXACT WORDS.
3. Listen for clues to the caller's sex, accent, emotional state, etc.
4. Listen for background noise e.g. music, traffic, machines, etc.
5. If possible try to find out:
  - a. Where the bomb is located;
  - b. When the bomb is timed to explode;
  - c. Which organisation is behind the threat.

6. Write the complete message and other details down

## 2. Action on discovering a suspected bomb.

1. Make no attempt to move or tamper with the suspected bomb.
2. Raise the alarm by alerting all in the vicinity to the presence of a bomb and where it is sited.
3. Ensure that there is no one left in the vicinity.
4. Follow the normal fire alarm actions – these may be modified depending upon the siting of the bomb.
5. On receiving the bomb alert the session must be stopped, swimmers must be asked to leave the water and all personnel must evacuate the building. It is the Senior Teacher's responsibility to ensure that
  - a. the pool is empty of pupils,
  - b. there is no one left in the pool hall, shower and toilet areas and changing rooms;
  - c. all doors and windows must be closed and lights switched off;
  - d. the session register is taken to the assembly point.
6. If there is no risk to pupils may be allowed to evacuate through the changing rooms picking up a towel, coat and shoes on the way – they must not be allowed to dress or put on additional clothing – since they may be at the assembly point for some time.

## 3. Route to the Assembly Area

1. Other assembly areas may be selected depending upon the site of the bomb threat and following police advice. The usual safety distance from a bomb threat is a minimum of 200m.

## 4. Action at the Assembly Area

1. At the assembly area the senior teacher must check using the register that all pupils, parents and spectators are accounted for. They must inform the Duty Caretaker if all are present or if anyone is missing and this information will be reported to the Senior Fire Officer or Police attending as appropriate.
2. If someone is missing on no account should anyone be sent back to locate them.

## **H. Lighting Failure**

1. In event of lighting failure emergency lighting will automatically come on. This lighting will not be to the same level as the normal lighting and may cause disorientation and panic among pupils and spectators. If the lighting fails then the senior teacher must:
  - a. Stop the session by using the pool alarm or an emergency whistle blast - a long loud continuous whistle blast.
  - b. Ensure that the pupils and spectators have been briefed what to do if they ever hear this signal.
  - c. All conversations must cease "No Talking!"
  - d. Pupils must stop immediately, stand still if they are on the poolside or in the shallow end or tread water if they are in the deep end "Swimmers stand still or tread water!"
  - e. Spectators must be briefed to remain seated "Spectators remain seated!"
  - f. Pupils are to be told to make their way to the nearest side without swimming under water, then to climb out and move back against the wall where they should sit down.
  - g. A register must be taken to ensure that all pupils are accounted for and that no one is left in the water.
  - h. As eyes adjust to the reduced levels of lighting pupils should be sent to the changing rooms, where parents and other bone fide adults must supervise them. They may be permitted to change if lighting levels permit or they should evacuate the building following the same routine for a fire alarm

2. The duty caretaker must be informed. It is unlikely that the session will be able to continue and will have to be abandoned. The incident must also be reported to the Director of Community Sport as soon as possible after the event.

### **I. Structural Failure**

1. In the event of structural failure fast evacuation of the building is essential. The senior teacher / coach or lifeguard must:
  - a. Stop the session by using an emergency whistle blast - a long loud continuous whistle blast.
  - b. Ensure that the pupils and spectators have been briefed what to do if they ever hear this signal.
  - c. All conversations must cease - "No Talking!"
  - d. Pupils must stop immediately, stand still if they are on the poolside or in the shallow end or tread water if they are in the deep end - "Swimmers stand still or tread water – listen to instructions!"
  - e. Pupils are to be told to make their way to the side furthest away from the failure without swimming under water, to climb out and then move immediately to the emergency exit furthest away from the failure.
  - f. Spectators must be briefed to move away from the structural failure to the safest emergency exit.
  - g. Follow the normal fire alarm route to the assembly area and normal routine on arrival.
2. The duty caretaker must be informed. It is unlikely that the session will be able to continue and will have to be abandoned. The incident must also be reported to the Director of Community Sport as soon as possible after the event.
3. The Maintenance Manager must be informed and will investigate the occurrence and put into operation actions to isolate and secure the building from further access and use.

### **J. Emission of Toxic Gases / Chemical Overdose of Swimming Pool**

1. There is no official maximum safe Free Chlorine level for bathers to swim in. The recommendations for pools is that chlorine should be between 1ppm and 4ppm- ideally 1.5ppm for optimum bathing conditions and efficiency.
2. If the Free Chlorine level reaches 4ppm an alarm sounds in the plant room which triggers an investigation to ensure that the level is returned to normal. Normal use of the pool can continue.

The extra curricular sports manager and the site manager are pool plant qualified and the pool is monitored hourly to ensure safe chemical levels.

3. If the Free Chlorine level reaches 6ppm the pool should be evacuated and will be closed by the Duty manager until the level is brought back down to normal. This should never happen as the pool is monitored every 4 hours.
4. If the emission of toxic gases is suspected the senior teacher / coach or lifeguard must:
  - a. Stop the session by using an emergency whistle blast - a long loud continuous whistle blast.
  - b. Ensure that the pupils and spectators have been briefed what to do if they ever hear this signal.
  - c. All conversations must cease - "No Talking!"
  - d. Pupils must stop immediately, stand still if they are on the poolside or in the shallow end or tread water if they are in the deep end - "Swimmers stand still or tread water – listen to instructions!"
  - e. Pupils are to be told to make their way to the side furthest away from the gas emission without swimming under water, to climb out and then move immediately to the emergency exit furthest away from the source of toxic gasses.

- f. Consider the wind direction when selecting the emergency exit to use; gas travels down wind and may be blown across the emergency exit or along the escape route.
  - g. Spectators must be briefed to move away from the source of toxic gases to the safest emergency exit.
  - h. Follow the normal fire alarm route to the assembly area and normal routine on arrival.
5. The duty caretaker must be informed. It is unlikely that the session will be able to continue and will have to be abandoned.
  6. The incident must also be reported to Extra Curricular Sports manager. Action will depend upon the severity of the incident. He will follow procedures written in the Risk Assessment section of Sandbach School's Chemical Usage file.
  7. In the event of a chemical overdose the Maintenance Manager will ensure that:
    - a. Adjust the dosing system;
    - b. Turn off the dosing system;
    - c. Dilute with fresh water;
    - d. Back wash all 3 filters
    - e. Close the pool.

### **K. Minor Incidents**

1. Minor incidents happen throughout the day and may take the form of a nose bleed, the performing of a mini rescue without the need to evacuate the pool, etc.
2. First aid treatment:
  - a. Apply first aid promptly and efficiently;
  - b. When treating any injury on a member of the opposite sex ask if they are happy for you to apply the treatment or if they would prefer to do it themselves;
  - c. Always wear protective gloves to avoid risk of contamination from infected blood or body fluids;
  - d. Incidents requiring hospital treatment are to be upgraded to 'Serious Injury' level and paragraphs L 1 h-k below being followed.
  - e. Children should not be allowed home until their parent / guardian collects them. An adult should be accompanied by a friend or partner.
3. Blood spillage:
  - a. Contact the caretaker;
  - b. Blood should not be washed into the pool;
  - c. Use strong disinfectant equivalent to 10,000 mg/l of available chlorine – 1% solution of Hypochlorite if available;
  - d. Cover spillage with paper towels and gently flooded with hypochlorite solution and leave for 2 minutes before clearing it away;
  - e. Wash affected area with water and detergent and if possible allow to dry;
  - f. The person clearing up the spillage must wear gloves - the paper towels should be bagged and along with the gloves incinerated.

### **L. Major Incident / injury to a Bather (including suspected spinal injury)**

1. A major emergency is where an incident occurs resulting in serious injury or life threatening situation including:
  - a. Drowning
  - b. Amputation
  - c. Severe bleeding
  - d. Lack of breathing
  - e. Heart Attack
  - f. Loss of Sight
  - g. Unconsciousness
  - h. Fatality
  - i. Fracture
  - j. Stroke
2. Serious injury can occur to a bather even in well supervised and taught sessions. If one occurs the group teacher or lifeguard must:

- a. Stop the session by using the pool alarm or an emergency whistle blast - a long loud continuous whistle blast.
  - b. Ensure that the pupils and spectators have been briefed what to do if they ever hear this signal.
  - c. All conversations must cease "No Talking!"
  - d. Pupils must stop immediately, stand still if they are on the poolside or in the shallow end or tread water if they are in the deep end "Swimmers stand still or tread water!"
  - e. Spectators must be briefed to remain seated "Spectators remain seated!"
  - f. Pupils are to be told to make their way to the nearest side without swimming under water, then to climb out and move back against the wall where they should sit down. A teacher or other appropriate adult should be tasked with supervising the group of pupils
  - g. The casualty should be quickly assessed and the appropriate first aid as advised by the first aid societies or Royal Life Saving Society used. See above for locations of spine board, first aid kits, emergency telephone, etc.
  - h. If necessary an ambulance should be called.
  - i. The duty manager must be immediately informed.
  - j. As soon as possible a report of the incident must be written stating:
    - i. Casualty's name, age, date of birth and address;
    - ii. Name and address of next of kin;
    - iii. Place where the incident occurred;
    - iv. The activity and equipment in use at the time of the incident;
    - v. How the injury occurred;
    - vi. The name of the supervising teacher, their assistants and lifeguards;
    - vii. Nature of the injuries;
    - viii. Treatment given and name of first aider;
    - ix. Additional actions e.g. sent to hospital, who accompanied the casualty, next of kin informed.
  - k. A copy of the accident report must be given to the community sports manager as soon as possible afterwards.
3. It is unlikely that the session will be able to continue and will have to be abandoned. However if the treatment of the casualty and the discipline of the class are unaffected the session may continue once the senior teacher is satisfied that appropriate staffing levels can be maintained.

### **M. *Discovery of Casualty in the Water.***

1. If a class is in progress when a casualty is discovered in the water the discoverer should:
  - a. Stop the session by using the pool alarm or an emergency whistle blast - a long loud continuous whistle blast.
  - b. Ensure that the pupils and spectators have been briefed what to do if they ever hear this signal.
  - c. All conversations must cease "No Talking!"
  - d. Pupils must stop immediately, stand still if they are on the poolside or in the shallow end or tread water if they are in the deep end "Swimmers stand still or tread water!"
  - e. Spectators must be briefed to remain seated "Spectators remain seated!"
  - f. Pupils are to be told to make their way to the nearest side without swimming under water, then to climb out and move back against the wall where they should sit down. A teacher or other appropriate adult should be tasked with supervising the group of pupils. It may be best if the pupils are sent to the changing rooms under supervision.
2. The casualty should be quickly assessed and an appropriate method of recovery as advised by the Royal Life Saving Society used. See above for locations of spine board, first aid kits, emergency telephone, etc.
3. An ambulance should be called immediately.
4. Attempt resuscitation as soon as possible.
5. Immobilise the casualty using a spine board if spinal injury is suspected

6. The duty caretaker must be immediately informed.
7. As soon as possible a report of the incident must be written stating:
  - a. Casualty's name, age, date of birth and address;
  - b. Name and address of next of kin;
  - c. Place where the incident occurred;
  - d. The activity and equipment in use at the time of the incident;
  - e. The name of the supervising teacher, their assistants and lifeguards;
  - f. How the injury occurred;
  - g. Nature of the injuries;
  - h. Treatment given and name of first aider;
  - i. Additional actions e.g. sent to hospital, who accompanied the casualty, next of kin informed.
8. A copy of the accident report must be given to the Extra Curricular Sports manager Sport as soon as possible afterwards
9. It is unlikely that the session will be able to continue and will have to be abandoned.

#### **N. Theft**

1. If a report of an alleged theft is received:
  - a. A check should be made to ensure that the items have not been mislaid;
  - b. The customer should be allowed immediate access to a telephone to cancel bank cards, mobile phones, etc.
  - c. Buildings, bins, bushes and lockers should be checked to ensure items have not been dumped;
  - d. The police should be called – by the customer themselves;
  - e. Theft of belongings can be traumatic – help and support will be needed.
2. An incident report must be completed including:
  - a. Witness statements;
  - b. Description and approximate value of the lost items;
  - c. Police crime reference number.

#### **O. Faecal fouling and Action for dealing with Cryptosporidium**

1. Faecal fouling can introduce bacteria, viruses and cysts into the water.
  - a. Bacteria and viruses are inactivated by residual disinfection in minutes in a well run pool;
  - b. Diarrhoea is the main danger because it may contain cysts (resistant form) of the protozoal gastrointestinal parasites (Cryptosporidium and Giardia). These can cause serious gastrointestinal illness.
2. Solid stool:
  - a. Clear the immediate area and remove using a scoop.
  - b. Disinfect the scoop.
  - c. Inform Duty Caretaker/manager and extra curricular sports manager
  - d. The Duty Caretaker manager will:
    - i. Check the pool chemical readings to ensure that disinfection levels are within the recommended range. In some cases may increase the dosage to compensate.
    - ii. Complete an incident report.
    - iii. Will assess the pool quality at regular intervals.
    - iv. In these cases it is unnecessary to close the pool as the bacteria has been removed and any residual bacteria is killed within seconds by the Chlorine.
3. Diarrhoeal fouling or where all material from a solid stool cannot be retrieved. :
  - a. Clear the pool immediately – allow no further access – the pool will have to be closed and all sessions cancelled for at least 24 hours;
  - b. Swimmers must shower before getting changed;
  - c. Inform the Duty manager / Maintenance Manager immediately;

- d. The Duty manager will:
- e. Maintain disinfectant levels at the top of the recommended range;
  - i. Vacuum and thoroughly sweep the pool;
  - ii. Ensure filtering using continuous coagulation for 6 cycles followed by backwashing;
  - iii. Check final disinfectant residual level and pH value before reopening the pool.
  - iv. Complete an incident report

**P. *Molluscum Contagiosum***

- 1. This virus from the pox family is a harmless viral infection of the skin and is a self-limiting disease; characterized by groups of small white lumps developing into white or pink dome shaped spots with a dimple in the centre. It is passed on by direct skin contact or direct skin contact with inanimate objects (swim buoys, body floats, shared towels, etc). The condition is quite itchy. The swimmer is infectious so long as they have lesions.
- 2. If the virus is suspected:
  - a. The swimming teacher must:
    - ii. The infected persons should be refused entry to the pool and advise them to see a doctor. No further action is required.
    - iii. Infected persons if swimming must be asked to leave the water and change; advise them to see a doctor.
    - iii. Any equipment used by infected persons must be removed from use.
    - iv. Inform Duty Caretaker / Maintenance Manager immediately.
  - b. The Duty Caretaker will:
    - i. Check the pool chemical readings to ensure that disinfection levels are within the recommended range.
    - ii. Inanimate objects (swim buoys, body floats, etc) and the storage containers must be removed from use, cleaned, disinfected with a suitable agent for use in pools and dried.
    - iii. Towels and swimming costumes should be properly laundered and dried between uses or discarded.
    - iv. Equipment that cannot be cleaned by scrubbing or soaking in a disinfectant solution must be retired from use and discarded.
    - v. Complete an incident report.

Mr D. Allman

Extra Curricular Sports Manager.