

INDOOR SWIMMING POOL

**EMERGENCY ACTION PLAN**

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| **Developed by:** | Bursar |
| **Approved by:** | Fergus Llewellyn Headmaster |
| **Implemented:** |  |
| **Last reviewed:** | September 2020 |
| **Next review:** | September 2021 |
| **Any Changes made to this policy are highlighted in bold text. Previous Safeguarding Policies are saved in the archives folder.** | Please read the entire policy as a number of changes have been made |
| **Next reviewed by Governors** | December 2021 |
| Reviewed annually or with government change. | |

## **CASUALTIES**

1. In the event of an emergency involving a casualty the instructor in charge will act in accordance with rescue and resuscitation techniques laid down in RLSS handbooks: Please see further guidance on attached COVID-19 sheet.
   1. The pool is to be cleared of all swimmers by the sounding of two or more short whistle blasts. The instructor/person in charge will normally take responsibility for the emergency action. Other staff should assist as directed. One to phone 336 for the School Sister.
   2. Remove the casualty from the water.
   3. Take appropriate first aid and / or resuscitation action. PPE Grab bags are situated on poolside
   4. Be prepared, in the absence of the School Sister, to contact Emergency Services giving details of injuries, especially if spinal injury is suspected. Remember to give your name, how to locate the pool and your telephone number. Dial 9112

#### EMERGENCY EVACUATION PROCEDURES

1. **Emergency Exits**

**ALL INSTRUCTORS MUST BE FULLY AWARE OF ALL EMERGENCY EXIT ROUTES.**

1. **All** **emergency exists must be unsecured and checked clear of obstructions before bathers are admitted each day and not re-secured until all pool users have left the building. Exits must not be obstructed in any way.**
2. An evacuationmay be required under the following circumstances:
   * + 1. Power Failure
       2. Fire
       3. Suspect Device
       4. Plant Failure
       5. Fire Alarm
       6. Contamination from the plant room
3. The decision to evacuate the building rests with the person in charge at the time and they will direct operations.
4. If the situation is an emergency, the announcement to evacuate the building will be made as follows after sounding two or more short blasts on the whistle (this message should be repeated frequently if necessary):

***“Attention please. It is necessary to evacuate the pool building. Please leave by the nearest emergency exit. Assemble outside/Go to the Terrace pitch*** *(change as appropriate)****. Do not run. Please move calmly and quickly.”***

1. The person in charge will assemble everyone at the assembly point, checking that everyone is accounted for.
2. The person in charge should liaise with the school and the emergency services. Re-admittance to the building can only be allowed with the consent of the emergency services person in charge.
3. If the situation is a false alarm, then the following announcement will be made:

***“This is a false alarm. You may now resume your activities.”***

##### POWER FAILURE

1. In the event of a Power Failure:
2. Emergency lighting will come on.
3. Activities may continue if visibility permits. If this is not possible, then activities must cease and the pool and building evacuated.
4. Should the pool need to be closed, emergency lighting will allow users to leave safely.
5. If the building is being closed down for the night, then all marked electrical switches and equipment must be turned off and all doors made secure and locked.

## **LACK OF WATER CLARITY**

1. When water clarity is unsatisfactory, (i.e. when the main drain sumps in the deepest part of the pool cannot be seen) the instructor is not to permit swimming until the problem has been resolved.

##### FIRE ALARM

1. All swimmers to get out of the pool water and sit, in silence, on the benches.
2. A member of staff is to phone the Deputy Head/site manager for further instructions
3. If told to evacuated, follow evacuations procedures.
4. Do not go back into the water until you have had confirmation from the Deputy Head.

##### FIRE

1. On discovering a fire, the alarm should be sounded by operating the button at the nearest alarm point.
2. The person in charge will assess the situation and order an evacuation if necessary.
3. The designated member of staff should call the emergency services (dialling 9112 from internal landline phones) requesting Fire assistance, giving clear information, the location and nature of the fire.
4. Attempt to extinguish the fire with portable appliances.
5. If a fire occurs in an area containing foam mats, the entire area must be evacuated immediately.

##### SUSPECT DEVICE

1. The person in charge is to order immediate evacuation of the building and take the following action.
2. Ring the emergency services (**dialling 9-112**) and ask for the police. They will arrange other emergency procedures.
3. No one is to be re-admitted to the building until directed to do so by the person in charge.

**PANIC BUTTON**

1. There is a panic button located on pool side adjacent to the first aid kit by the pool office window. This will initiate an alarm in the main school building. It is for emergency use only and should always be followed by a phone call to the office (201) or School Sister (106) to explain the nature of the emergency.

##### PLANT FAILURE

1. The person in charge is to assess the situation and make a decision as to whether normal activities can continue.
2. In case of total plant failure, loss of circulation, structural failure etc, and the pool should be evacuated.
3. Should any chemical leakage occur, the Fire Brigade and national Rivers Authority might need to be alerted?

**CONTAMINATION**

1. In the event of contamination of the pool by human excrement, vomit or blood, the person in charge should evacuate the pool immediately and the pool will remain closed for cleaning.

##### REPORTING PROCEDURE

1. In all cases of emergency action, including false alarms, a full report is to be made to the Pool Manager by the person in charge of the incident.

## **ACCIDENT REPORTING PROCEDURES**

1. The member of staff dealing with an accident involving injury in the pool is to:
2. Ensure the School Sister is informed if appropriate.
3. Enter all details on an accident report sheet.
4. Ensure the sheet is submitted to School Sister as soon as possible.
5. Submit a written report to the Pool Manager.

**POOL TEMPERATURE**

If the pool temperature falls below 25.5C (78F) or rises above 33C (91F), the pool must be cleared and the Pool Manager informed

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