

# Merchant Taylors School Swimming Pool Emergency Action Procedures

Within the pool store area there is a spinal board, first aid box and emergency telephone. The spinal board is only to be used by suitably trained individuals and the telephone will only dial out to 999.

The schools address is **'Merchant Taylors School, Sandy Lodge, Northwood, Middlesex, HA6 2HT.**

If directing an ambulance, drive into the schools main (East) entrance, follow main road down past the main school building. At the end of the drive follow the road round to the left and drive towards the main quad car park. It is advisable that you ask colleagues and parents to help direct the ambulance toward the pool.

In the event of any of the listed events happening, it will be necessary to fill out the swimming pool report book with details of what happened, names and address of witnesses/people involved etc... In the event of any accidents an accident report form must be filled out and copies given to the Lettings Manager or Director of Sport (dependant on whether the accident happened in a school session or an outside hirers session)

## **Minor Emergencies**

A minor emergency is an incident which, if handled properly, does not result in a life threatening situation. It will normally be dealt with by the nearest lifeguard who may follow a procedure similar to that shown below.

- Lifeguard/teacher is made/becomes aware of an incident.
- Lifeguard/teacher notifies colleagues or other lifesaver that they have to respond to an incident.
- Lifeguard/teacher involved administers immediate aid or provides appropriate assistance.
- Lifeguard/teacher refers casualty to appropriate location.
- Lifeguard/teacher informs Lettings Manager or Director of Sport who must be given a copy of the accident report form.
- Lifeguard/teacher returns to previous duty.

In many cases this sequence of actions may only take a few minutes. In every case however, it is important that the incident is recorded for future reference.

## **Major Emergencies**

A major emergency is one where an incident occurs resulting in a serious injury or life threatening situation. In most cases these situations will involve more than one member of staff. As with minor emergencies the response in most major emergencies follows a general pattern.

- Lifeguard/teacher identifying the problem raises the alarm by using voice, hand signals or whistle.
- Lifeguard/teacher initiates rescue/first aid procedures and removes casualty from the danger area.
- In major emergencies the best course of action may be to evacuate the pool and clear other swimmers to the changing rooms, especially if the swimmers are younger children.
- The teacher in charge or a representative from the hiring organization should summon an ambulance and inform the Lettings Manager or the Director of Sport of what has happened.
- As with minor emergencies, the Lettings Manager or Director of Sport must be given a copy of the accident report form.
- All Head injuries are to be treated as serious injuries. If there is any doubt as to the severity of the injury an ambulance should be called.

### **Overcrowding**

- Maximum bathing loads are detailed in the Normal Operating Procedure. Overcrowding within the pool should not occur as the teacher in charge of the lesson or the hiring organization running the session should be aware of their numbers per session in advance. However, the changing rooms and poolside areas may well become overcrowded. It is the responsibility of the hiring organization to ensure that these areas are checked to ensure numbers are kept to a controllable level.

### **Disorderly Behavior**

- Any behavior which is likely to cause a nuisance, or is dangerous to other bathers should be stopped immediately.
- The person in charge of the session should speak to the perpetrator in a firm but non-aggressive manner indicating the reasons why their behavior is unacceptable.
- If the behavior persists, give a further warning, but do not become involved in an argument.
- If these warnings have no effect, or if the situation becomes dangerous, the Lettings Manager or Director of Sport should be called to offer assistance. They will then assess the situation and ask the offender to leave if deemed necessary.
- Continuation of the offence could lead to the Lettings Manager or Director of Sport calling the Police.
- Any Lifeguards should not be drawn away from their principal duty of pool supervision for any length of time.

### **Lack of Water Clarity**

- If the pool water begins to become cloudy the Lettings Manager or Director of Sport should be informed.
- Appropriate steps will then be taken to carry out a water test and take any appropriate remedial action.
- If appropriate remedial action is not possible, or not effective soon enough, the Lettings Manager or Director of Sport will stop any swimming and decide whether it is safe for the pool to remain open.
- Water clarity may be assessed by throwing a diving brick into the water and determining whether it is visible on the bottom in the deepest part of the pool, or in the area of poorest visibility, as appropriate.
- If the brick cannot be seen the pool must be cleared immediately using the safest means available.
- When the situation improves, swimming may continue.

### **Fire Alarm/Outbreak of Fire**

- If the fire alarm should sound the pool must be evacuated of all swimmers and spectators. It is the responsibility of the hiring organization or the teachers taking the session to initiate evacuation procedures outlined below.
- There are two fire exits from the poolside. All users of the facility should exit the pool in a quick but calm manner and congregate in the main quad car park.
- If a fire starts there is a fire alarm break panel in the pool lobby as you enter the facility. Break glass panels are also situated by each of the two fire exit doors alongside a fire extinguisher each.
- Each hiring organization must have nominated colleagues who will be responsible for calling the fire brigade, initiating evacuation procedures and ensuring all of their customers are accounted for.
- The emergency telephone is available to call the emergency services, however, in certain circumstances the landline may be disabled by fire or other dangers. It is important for all lifeguards or people in charge of the swimming session to have a working mobile phone at their disposal.
- If a fire starts or if the alarm sounds phone the duty member of staff on 07710426780

### **Bomb Threat**

- As the emergency telephone does not receive calls it is unlikely that a call warning of a bomb threat will come through to the pool. However, should a phone call be received on a different phone such as a mobile, the person receiving the message should glean as much information as possible from the caller.
- As soon as the call is over the Lettings Manager or Director of Sport must be informed and they will then inform the Bursar. Any two way radios or electronic devices must not be used in any way in case these could detonate a bomb.
- The school will take the decision to call the Police and request their assistance.
- If an evacuation is considered necessary voice commands and hand signals should be used. Evacuation procedures are the same as those outlined in the Fire Alarm procedures above.
- If the Police are called, the situation is handed over to their experts to handle searching for any potential bombs.
- No statements are to be given to the media or members of the public.

### **Lighting Failure**

- In the event of lighting failure in the swimming pool clear the area immediately.
- If power does not come back on the session should be stopped and all swimmers and spectators should be directed to the changing rooms and out of the building with the minimum of fuss.
- The incident must be written in the report book situated alongside the first aid box, spinal board and emergency telephone.
- Emergency lighting is not present so extra care should be taken. Open changing room doors to allow natural light into the rooms.
- The Lettings Manager or Director of Sport must be informed as soon as possible.

### **Structural Failure**

- In the event of any part of the building becoming unsafe do not allow any swimmers, school boys or members of the public into the pool building.
- During school hours inform the Buildings Manager.
- Leave the building and inform the Lettings Manager or Director of Sport.

### **Emission of Toxic Gases**

- If there is reason to suspect that toxic gases have been released or a leak is suspected then evacuation procedures should be followed as described in the outbreak of fire section.
- Ensure that the immediate vicinity is cleared of all people.
- The Lettings Manager or Director of Sport must be informed. They will contact the buildings manager and follow procedure. It will be necessary to have copies of any COSHH sheets available to give to any emergency services or outside agencies if called to the scene.

### **Serious injury to a Swimmer / Discovery of a casualty in the water**

- On discovering a seriously injured casualty the lifeguard or teacher will administer essential first aid as required. The course of action will then be decided. Emergency services can be contacted by dialing 999 on the emergency telephone situated in the pool store area.
- If a spinal injury is suspected, the lifeguard or teacher will immobilize the casualty, maintaining the head in the same position relative to the body as when discovered. Utilising as much help as possible, support in the water until an ambulance arrives.
- If the people present are fully trained in the use of a spinal board then use the spinal board hanging up in the pool store area and follow your training as required.

## Dealing with blood, vomit and faeces

### Blood

- If substantial amounts of blood come into contact with the pool water the pool should be temporarily cleared of people, to allow the pollution to disperse and any infective particles within the blood to be neutralized by the disinfective chemicals in the water.
- A check should be made on the free chlorine level and pH level of the affected area within the pool. If the residual levels are within the recommended ranges then swimming may continue.
- Any blood spillage on the poolside should not be washed into the pool water. Instead, like blood spillage anywhere in the building, it should be dealt with using strong disinfectant – of a concentration equivalent to 10,000mg/l of available chlorine; a 1% solution of hypochlorite may be convenient.
- The blood should be covered with paper towels, gently flooded with hypochlorite solution and left for two minutes before it is cleared away. On the poolside, the affected area can then be washed with water and detergent and, if possible, left to dry. The person clearing the spillage will need to wear gloves. The bagged paper towels and gloves should be disposed of and ideally incinerated.

### Vomit

- The procedure for dealing with vomit is similar to that of dealing with blood with some additions.
- Any solid or visible traces of vomit should be netted and disposed of.
- In the event of projectile vomiting in the pool due to an illness the pool should be shut immediately.
- The pool must remain shut for 1 complete turnover period (2.5 hours for MTS pool)
- The residual levels of the free chlorine and pH should be checked. Once these are within the acceptable boundaries the pool can re-open.

### Faeces

- **Solid stools:** Solid stools should simply be retrieved as soon as they are noticed. As long as the pool is in other respects operating properly and the free chlorine and pH residuals are satisfactory, no further action is necessary. In any event it will be necessary to record the incident in the pool record book.
- **Diarrhoea:** If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or suspected:
  - Clear the pool immediately and cease all use of the site.
  - Maintain disinfectant levels at the top of the recommended range.
  - The pool should be vacuumed.
  - The pool will need to go through 6 complete turn over periods. This will take 15 hours.
  - Backwash the filter.
  - The residual levels of the free chlorine and pH should be checked. Once these are within the acceptable boundaries the pool can re-open.

### Defibrillation Machine

- The school has recently installed a number of defibrillator machines around the school site. The nearest defibrillator to the pool is positioned in the sports hall walkthrough area (turn left out of pool main door and walk through the set of green doors. The defibrillator machine is located on the wall. These doors are on automatic access and are open from 7am).
- **YOU DO NOT NEED TO BE TRAINED TO USE A DEFIBRILLATOR;** you don't even need to be first aid trained. Once you open the cover the machine will talk you through exactly what needs to be done. In addition to this machine there is also one located in the quad car park by the metal gate leading to the fields furthest from the doors to the pool. If you have an unconscious casualty that isn't breathing grab the nearest machine and put it to use yourselves. Please take a chance to familiarise yourself with the locations of these machines.