

## EMERGENCY ACTION PLAN (E.A.P.)

for Accidents, Evacuations (including Fire) and Plant failure

*To be read in conjunction with the Normal Operating Procedures (NOP) and Swimming Pool Rules*

### EMERGENCY ACCIDENT PROCEDURE

**The person in charge will be: a) the lifeguard, b) the classteacher, c) the first aider**

*The term 'lifeguard' as person in charge is used for this plan, but the class teacher or first aider may take on the role as person in charge if necessary.*

1. Rescue and resuscitation techniques are to be carried out as laid down by the ASA , RLSS (Royal Life Savers Society) or similar . (Knowledge of and the ability to perform appropriate types of rescue and resuscitation techniques is a condition of lifeguard employment. They are responsible for ensuring that their life guarding qualifications are current and their knowledge is up to date).
2. Lifeguards, teachers and supervisors should always carry a whistle when on duty - whistles to be used as follows:  
One short blast – stop and listen                      Used to draw the attention of the bather  
One long blast – get out                                      Signals that the pool is to be cleared via the steps
3. The lifeguard's role is to monitor the pool and take emergency action for water based events. The lifeguard is in overall charge of the swimming pool compound and takes charge of evacuations and supervising people not in the water. The lifeguard assumes this role during term time and the summer holiday swim.
4. Additional adults provide additional support in accompanying children, evacuating the pool site and assisting recovery from the water, as directed.
5. In the event of a serious accident the pool should be cleared immediately and users supervised by other attendant adults.
6. The emergency services should be contacted directly by mobile phone (if required) and be informed of the nature of the injuries involved. In school operating hours, the school office will be alerted and may be requested to assist
7. In the summer holidays the headteacher or nominated contact, via one of the contact numbers left with the lifeguard, should be notified of the incident.
8. Statutory accident forms to be completed by the lifeguard in all cases

### EMERGENCY EVACUATION PROCEDURE - Discovery/Alarm

1. An evacuation of the pool area may be required in the event of a fire or other serious emergency
2. On discovery of a fire, staff should raise the alarm as soon as possible, alert the school and the emergency service(s).
3. The decision to evacuate the pool area rests with the lifeguard or other attendant staff and in such a case they will direct operations and liaise with the emergency services
4. If there is a fire staff must prepare to evacuate and secure the pool area.
5. The lifeguard or attendant staff will be responsible for giving clear instructions. Pool users will be asked to vacate the pool area quickly, not to panic, and not to attempt to return to the changing rooms or collect clothing or possessions.
6. Staff should guide pool users to the school playground and when assembled check their condition and number.

### PLANT FAILURE

1. Any failure of the pool plant should be reported to the school and/or pool controllers immediately.
2. Should any major leakage or structural damage occur, the Water Authority and school surveyor must be notified.

## NORMAL OPERATING PROCEDURE (N.O.P.)

*To be read in conjunction with the Emergency Action Plan (EAP) and Swimming Pool Rules*

### STAFFING AT POOLSIDE

1. All lifeguards employed on poolside must have a RLSS (Royal Life Saving Society), National Pool Lifeguard Qualification or ASA Rescue Test for Teachers qualification. Lifeguards must be known or easily identifiable to all pool users whilst on duty and dressed for immediate entry of pool.
2. All qualified teachers (with QTS) and/or supervisors who are on the poolside, and are not Rescue Test of life-guard qualified, must be able to demonstrate the following:

#### Supervision competencies:

- have a thorough knowledge of the pool's routines, normal and emergency operating procedures, i.e. location of telephones, emergency equipment, first aid kit, etc. be aware of potential risk factors and wear appropriate clothing.
- to be able to administer expired air resuscitation (EAR).
- to be able administer cardio-pulmonary resuscitation (CPR).
- be able to initiate emergency procedures.
- be able to recognise pupils in potential difficulties.
- be able and willing to effect a rescue using throwing and reaching methods using the equipment on the poolside, i.e.: buoyancy aids, etc. or, if necessary and appropriate, able and prepared to enter the water and land a casualty.

In addition staff should be able to manage emergency procedures such as:

- Serious injury to a swimmer
- Dealing with casualties in the water
- Sudden lack of water clarity
- Poor behaviour
- Emergency evacuation (fire alarm, power failure, structural failure, toxic gas emission)

3. A lifeguard trained in first aid or a first aider must always be on duty when pool is in use.
4. All staff employed must be able to undertake the duties for which they have been trained.
5. The lifeguard's role is to monitor the pool and take emergency action for water based events. The lifeguard is in overall charge of the swimming pool compound and takes charge of evacuations and supervising people not in the water. The lifeguard assumes this role during term time and the summer holiday swim.  
Additional adults provide additional support in accompanying children, evacuating the pool site and assisting recovery from the water, as directed.
6. No child or adult is to enter the pool until the correct poolside ratio of adults are at the poolside.

### POOL SPECIFICATIONS

1. The dimensions of the pool are as follows:

13.6metres x 7.3metres , shallow end incorporating broad steps

Shallow end depth = 0.76

Deep end depth = 1.07 metres

### STAFF TRAINING

1. Any staff training will be structured to enable staff to perform emergency action required in the course of their employment. Emergency procedures must be practiced regularly (e.g. annually). Evacuation of the pool should be initiated by a specific signal (both audible – whistle; and visual – wave arm) with which all adults and pupils are familiar.
2. Lifeguards and other members of staff shall be responsible for keeping their own training and professional accreditation records up to date.

3. Such records must be made available to the School and endorsed (if required) by the appropriate authority

## **POOL SUPERVISION**

1. Continuous supervision of the pool is required during all operating hours. Constant vigilance is required by all staff to anticipate problems and prevent and deal with incidents.
2. The pool should be staffed when there is one or more people swimming or likely to enter the water.
3. The minimum level of supervision required on the poolside at all times is 3 adults while the pool is in use (excluding staff or helpers in the changing rooms or dealing with an incident) is either;
  - A. one teacher, one person qualified in first aid, and one additional adult helper
  - B. one lifeguard with a nationally recognized qualification, one person qualified in first aid, and one additional adult helper OR
  - C. one lifeguard with a nationally recognized qualification, one teacher or supervisor who can demonstrate the supervision competencies above (see 1.2) and one additional adult helper.
4. In order to maintain the required high level of vigilance and supervision, the period of poolside supervision must not exceed 2 hours and appropriate breaks must be taken.
5. Maximum bather loads (number of swimmers including any adults/helpers in the water) = 20 persons.
6. A separate risk assessment may need to be made and advice sought for children with SEN or disabilities.
7. The Local Authority guidance must be followed by schools hiring or using St Peter's school pool. In addition, it is essential that the school hiring the pool is fully aware of the local emergency systems that are in place. All safety, supervision and lifeguard requirements are the responsibility of the school hiring the pool.

## **METHODS OF COMMUNICATION**

1. Communication between poolside staff and school reception (in school operating hours) is very important to the safe running of the pool. Communication may be by personal messenger sent on foot or by mobile telephone. There must be a working mobile phone on the poolside at all times.
2. In the event of an emergency the lifeguard or other authorized staff will be in direct contact with the appropriate emergency service. Within school operating hours the school office will also be informed

## **POTENTIAL RISK FACTORS/ FIXED HAZARD ASSESSMENT**

1. Shallow wading pool with minimum depth of 0.76 metres and maximum depth of 1.07 metres
2. Entry/Exit area congestion – Ensure children line up and enter/leave pool one at a time.  
Solar glare – Move to other part of poolside if there is solar glare/reflection  
Distractions from pool users – maintain good discipline and be aware of distractions  
Distractions from immediate surroundings of pool – keep focused and control events  
Boredom – keep focused and in control of events  
Irresponsible behaviour – maintain rules, tell those with poor behaviour to leave pool  
Weak or non-swimmers, disabled swimmers – identify, plan for and supervise.

### **NO DIVING OR JUMPING AT ANY TIME**

Pupils should share in the assessment and management of the risks associated with swimming activities. This is an essential part of the learning processes.

## **WHISTLES**

1. Lifeguards, teachers and supervisors should always carry a whistle when on duty - whistles to be used as follows:  
One short blast – stop and listen                      Used to draw the attention of the bather  
One long blast – get out                                      Signals that the pool is to be cleared via the steps

Visual signals:

A raised hand means “STOP” (usually accompanied with one short whistle blast)  
Waving a hand and arm means “GET OUT” (with one long whistle blast)

## **RULES APPLYING TO POOLSIDE**

1. The following rules shall apply and will be enforced by the lifeguard and other authorised staff.  
No diving at any time: no running, somersaults, ducking, fighting, and no overly boisterous behaviour. Inflatables allowed only at the discretion of the lifeguard. The chewing of food, sweets or gum immediately before or during swimming activities is not allowed. Additional rules are to be displayed around the pool.
2. Normal bathing dress will apply but at the discretion of the staff. Girls should wear a one piece swim suit (not a bikini) and boys should wear swimming trunks or shorts that are above the knee.
3. Appropriate staffing levels to be as designated

## **FIRST AID**

1. A first aid kit should always be ready for use and include a blanket.
2. The first aid box to contain sufficient stock to perform all necessary treatments. The contents of the box are to be checked weekly and re-supplied when necessary by the member of staff responsible for first aid stock.
3. All teachers, first aiders and lifeguards must be adequately trained to perform basic first aid. First aid treatment, where possible, is to be performed in the presence of a third party.
4. Staff dealing with an incident at the pool should observe the following procedures:
  - a. Ensure all details are recorded on the appropriate Accident Report form
  - b. Ensure that a copy of the form is retained for lifeguard/school records

## **POOLSIDE SAFETY EQUIPMENT**

1. The lifeguard torpedo is the safety equipment used at St Peter's pool. Lifeguards should check all safety equipment including whistles, on a weekly basis, that it is usable and accessible.

## **SAFETY DURING HIRE SESSIONS (CLUBS/ORGANISATIONS, ETC.)**

1. The safety and emergency procedures laid down in this document apply to periods of private hire as well as school sessions and apply to the appropriate qualified staff used by hirers
2. It is the responsibility of the hirer to observe and comply with the current conditions of hire, especially in the event of the hirer providing their own qualified staff. All staff must be suitably qualified
3. It is required that at each period of hire there must be a qualified lifeguard (holding a RLSS National Pool Lifeguard Qualification) or suitably qualified leader and a person qualified to render first aid. The names of these people will be required at the time of booking and they should introduce themselves at the commencement of the period of hire. Hiring and supervision at the pool is at the Headteacher's discretion.
4. The lifeguard to remain in complete control during the period of hire and will direct operations in the event of an emergency
5. Clear information concerning pool area layout, rules and emergency procedures to be provided to all hirers

6. Should an incident occur that requires first aid, the first aider in charge will administer the treatment. If a more serious emergency takes place e.g. evacuation of the pool then the lifeguard will assume responsibility for any action taken.

## **CUSTOMER CARE**

1. Maintaining a safe and enjoyable environment for swimmers at the pool is a very important aspect in the role of the lifeguard. Whilst on poolside it is the classteacher or lifeguard's responsibility to ensure that the rules are followed, however guidance should always be given in a clear and positive way. Customers should be dealt with fairly, firmly but diplomatically. Occasionally you may be required to deal with refusal to comply with the rules, and, as a general rule customers should receive two verbal warnings, followed by a request to leave the pool.

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### **St. Peter's – Policy Summary**

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Policy Title: Swimming Pool – EAP & NOP

Scope: All Pool Users

Links: First Aid Policy

Reviewed by: Finance & Premises Committee

Review Cycle: Annual

Last Approved: 29 June 2016

Next Review: May 2017

Ratified by FGB: n/a

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