



**Lordsfield Swimming Club at Overton
Community Pool
Emergency Action Plan (EAP)**

(Updated 10th May 2024)



Introduction

This Emergency Action Plan (EAP) details the specific actions to be undertaken in the event of any reasonably foreseeable emergency occurring at the swimming pool which Lordsfield Swimming Club (LSC) hires from Hampshire County Council (HCC), and which is located in the grounds of Overton Primary School.

All Trustee's, Management Committee members and volunteers must be aware of the procedures and must be trained to work in accordance with the provisions in this plan. The LSC Management Committee has a duty to check compliance with the requirement of this plan and to regularly review the provisions within it.

The plan covers the following possible emergencies:

- Overcrowding
- Disorderly behaviour
- Lack of water clarity
- Outbreak of fire or building evacuation
- Bomb threat
- Lighting failure
- Adverse weather, thunder and lightning in an outdoor pool
- Structural failure
- Emission of toxic gases
- Serious injury to a swimmer
- Discovery of a casualty in the water
- First Aid
- Methods of communication

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect. Training and practice in the procedures laid out in this plan must take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

This Emergency Action Plan will be reviewed by the LSC Management Committee who has overall responsibility for the safe management of the pool. There will be a formal annual review of the plan carried out by the LSC Management Committee to ensure it remains effective, relevant and appropriate.



Responsibilities

The Pool Rescuers on duty will be responsible to take charge in the event of an emergency. They, along with the First Aider/General Supervisor will be responsible to summon the emergency services in the event of an emergency.

Overcrowding

The maximum bather load (number of people who can safely be allowed to use the pool at any one time) is 65.

If this number is exceeded, there is the potential for additional risks. Therefore, the bather load must be reduced.

Disorderly Behaviour

LSC expects a level of orderly behaviour from swimmers whilst they use the pool facilities. Should behaviour become disorderly, or the rules are being broken, then there is the potential for additional risks.

A key task of the volunteers poolside is to ensure the safety of all pool users by controlling the behaviour of the swimmers. Disorderly behaviour or rule breaking is dangerous for three reasons:

- Risk to themselves
- Risk to other pool users
- Distracting the poolside volunteers



LSC has implemented a 2 strike rule - if a child / group of children are reprimanded more than twice for the same unacceptable behaviour, then on the third reprimand, they are asked to leave the pool, get changed and leave the grounds. If they are asked to leave the pool grounds, then a week's ban is enforced with immediate effect.

If a child/group of children are reprimand, please ensure you do the following:

- Note the incident in the online day book by scanning the QR code that is on the notices in the reception shed and kitchen. A notification will be sent to the Operations email address for review and for any further action to be taken.
- Send an email to the Operations email address (operations@overtonswim.org.uk) if you have any concerns about any child's behaviour at the pool. We can then get in touch with that child's parents and ask them to speak to their child about their behaviour and nip any potential situation in the bud before it becomes an issue.



Water Clarity

Cloudy water is a safety hazard as it impedes visibility of the pool floor and indicates that the water treatment is inadequate.

If the water becomes cloudy, alert one of LSC's Pool Plant Operators.

The Pool Plant Operator will undertake the required water test and apply necessary remedial action to correct the water quality.

If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool, then the pool will need to be evacuated and remain closed until such time as the remedial action reduces the cloudiness.

Water Quality

In the event that the chemical dosing of the water falls outside the set parameters given below, action will need to be undertaken to minimise or eliminate the risk to swimmers of swimming in unsafe water.

Action MUST be taken if:

- The **FREE** chlorine level is below 1.0ppm or rises above 3.0ppm
- The **COMBINED** chlorine level is above 1mg/litre (ppm) and ideally less than half the free chlorine level
- The **pH** level falls below 6.8 or rises above 7.9
- The Total Dissolved Solids (**TDS**) level rises above 1000mg/l (above source water)
- The results of a microbiological water test identify the presence of bacteria.



Faecal release into water

If there is a release of faeces into the water, the following actions must be performed:

- **Solid stool:**

1. Retrieve quickly using a scoop
2. Thoroughly disinfect the scoop, and any other equipment that is used with bleach once stool has been disposed of
3. Clear the pool of swimmers and ensure the chlorine levels are temporarily turned up to maximum
4. Once the levels are reduced back down to the normal working level, the standard daily testing must be carried out by the Pool Plant Operator to establish that they are within the recommended safe levels
5. Once the levels are confirmed safe, the pool can be reopened.

- **Diarrhoea:**

In the event of diarrhoea release into the water the following must be adhered to:

- Clear the pool of swimmers immediately and close the session.
- Alert the PPO's
- Increase the free chlorine to 5.0 mg/l and maintain the PH at 7.2
- Ensure that a coagulant/Flocculant gel is being used
- Ensure that all visible evidence of the contaminant has been removed from the pool and skimmers
- Filter for 6 turnover cycles (19 ½ hours)
- Monitor PH and chlorine levels during the 6 turnovers.
- Ensure that the plant is running at optimum
- The pool is vacuumed and swept
- Conduct the backwash procedure on the filters
- Pool test to ensure the water is safe for bathers to re-enter the pool.
- If satisfied that everything is OK, notifications can be sent out that the pool can be opened. If uncertain, order a microbiological test (if the case is suspected of being cryptosporidiosis, a specific test should be conducted by a specialist company)
- Ensure that all steps taken are recorded for future reference as part of the pool log sheets, for a minimum of 5 years.
- **Only once the all clear has been given from the PPO's can the pool be reopened**



- **Blood & vomit:**

If substantial amounts of blood and vomit enter into the pool, it should be temporarily cleared of swimmers to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant equating to 10ppm Hypochlorite should be washed over the area.

All cloths used for this purpose should immediately be disposed of.

Outbreak of fire or building evacuation

The arrangements in place to raise the fire alarm are as follows:

- The fire alarm is activated by pressing a call point
- Alarm points are located in both changing rooms, accessible toilet, kitchen and plant room
- The alarm sounds like a wail
- On hearing the alarm, evacuate the pool and, in the first instance, exit the pool grounds by the main entrance/exit gate and assemble by the entrance to the Harrow Way and in the second instance (should the main entrance not be accessible), assemble on the top playground.

****A plan of the pool showing the location of fire exits and fire fighting equipment can be found on the wall by the kitchen as well as a copy being in the operations manual****

Once the alarm has been raised, those on poolside should blow their whistles loudly and clearly to evacuate the pool as quickly as possible.

In the event of an evacuation, the emergency services should be called. The person making the call should ask for the Fire/Ambulance service (as required) and provide as much information as possible:

The name of the pool is: ***Overton Community Pool***

It is located at: ***Court Drove. RG25 3ES***



The location of the fire is: ***swimming pool adjacent to the school playground (to the right of the main entrance into Overton Primary School)***

The emergency contact number is: **07916 867223**

What 3 Words location coordinates: **Against.Claspig.Foster**

The access point for Emergency Services is located at: ***the top of the road, just past the main entrance to the Primary School***

Important information to pass onto Emergency Services:

Calcium Hypochlorite granules (oxidising agent) - these are in the chemical room

Bicarbonate of Soda powder - this can be found in the chemical room

Sulphuric Acid (45% liquid) - this can be found in the plant room

Polyaluminium Chloride (10 - 18% liquid) - this can be found in the plant room

Algaecide liquid (Quaternary Ammonium) - this can be found in the plant room

Cyanuric Acid granules - these can be found in the acid safe in the outside area behind the plant room

Everyone should be directed to the main entrance/exit gate and assemble by the entrance to the Harrow Way and in the second instance (should the main entrance not be accessible), assemble on the top playground.

Once at the assembly point, the person who is on the desk for the session will check that all volunteers, swimmers, parents and visitors (if necessary) against that session's sheet.

Lighting Failure

Should the power fail, the emergency lighting (where provided) will come on automatically.

Notify the nominated Pool Plant Operator to ensure they are aware of the power failure.

This duty will be undertaken by the lead Pool Rescuer for the session. Supervisors should ensure that the pool is cleared immediately and swimmers asked to wait on the poolside, away from the pool edges, until further information concerning the situation is available.

If the power failure is prolonged, parents and swimmers should be asked to change and leave the pool area.



**** When the power is restored, the pool water quality should be re-tested. ****

Adverse weather, thunder and lightning in an outdoor pool

If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately and all swimming ceased.

If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions. The pool cannot be re-occupied until 30 minutes after the last storm. All admissions to the pool will be stopped until the storm has passed.

Emission of toxic gasses

A major spillage or accidental mixing of chemicals could result in the release of Chlorine Gas and in these circumstances **NO attempt** should be made to treat the spillage. All personnel should leave the contaminated area and the Emergency Services should be called.

An emission of toxic gas would most likely come from the mixing of a bleach-based product (one containing sodium hypochlorite) and another chemical containing an acid during a cleaning operation as a result of an incorrect process used in the pool water disinfection system or by accidental cross contamination due to inappropriate/unsuitable storage facilities.

If evacuation of the building is deemed necessary, exits must be used which lead swimmers away from the danger area. Remember, it **may be safer** to stay inside the building until confirmation is received from the Emergency Services.

If there is an emission from chemical mixing, the immediate area should be evacuated with haste (if appropriate), closing doors if possible to prevent the gases escaping into other occupied areas. Should it be necessary to evacuate the building, the fire alarm should be activated according to the procedure detailed previously.

Any person who has been exposed to chlorine gas should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid in accordance with, and not beyond, formal training and qualification should be given.



The Emergency Services should be notified as appropriate and all accidents must be reported to the Children's Services Health & Safety Team as soon as possible,

The Head Teacher of the primary school, and local residents living in close proximity to the pool should also be informed as soon as possible of any emission of toxic gases.

Chemical Spillage

In the event of a minor chemical spillage (5 litres or less), copious amounts of water should be used to dilute/wash the spillage to the nearest drain. Where a suitable drain is not available, cover the spillage with sand and carefully collect a clean bucket. Place the bucket in a dry, well ventilated area and seek advice on removal, ensuring that the appropriate personal protective equipment (PPE) is used throughout.

Skin splashes – Flood the area with running water for at least 15 minutes until all traces of the chemical have been displaced, then seek medical advice.

Eye splashes - Flood the eye with running water from an eyewash bottle or from a gently running tap. Continue for a minimum of 15 minutes and ensure the eye is thoroughly cleaned by holding the lids open from time to time. Immediate medical attention is required.

Inhalation – If it is safe to do so, remove the affected person from the contaminated area. Loosen clothing to allow breathing. If unconscious, call the Emergency Services

Ingestion – If the substance has not been swallowed, wash the mouth out with plenty of water. **DO NOT SWALLOW THE WATER.** If a chemical has been swallowed, give the person about half a pint of water to sip, to dilute the stomach's contents. Immediately call the Emergency Services. **DO NOT INDUCE VOMITING**

In the event of medical treatment being required, the COSHH Risk Assessment and the Material Safety Data Sheets should accompany the casualty if possible.

Serious injury to a bather

Upon discovering the injured bather, call for the assistance of the Pool Rescuer by blowing 3 blasts on a whistle.



Carry out appropriate first aid in accordance with, and not beyond, formal training and qualification. In cases of serious injury, broken bones or unconsciousness, the patient should not be moved until first aid has been given.

All cases of head injury should be treated as serious and an ambulance called. Under no circumstances should the casualty be permitted to return to the pool at any stage, even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

All accidents must be reported fully on the appropriate accident form which is located in the kitchen. A copy of this is to be kept by a nominated person. Another copy of the report will be forwarded to the Children's Services Health & Safety team as soon as possible.

Discovery of a casualty in the water

The Pool Rescuer will respond utilising rescue and first aid skills in accordance with, but not beyond, their formal training and qualification. Rescue aids and first aid equipment will be used specific to their use. The Pool Rescuer will be supported by the second Pool Rescuer who will assist accordingly to instructions provided by the first Pool Rescuer.

The safety of the remaining swimmers must also be considered and if necessary, the pool must be cleared.

First aid

First aid requirements for the pool have been identified by the completion of the First Aid Needs Assessment document. This has considered situations when the pool is in use during normal school opening hours and when the pool is used outside of school hours.

Any first aid administered will be carried out in accordance with, but not beyond, formal training and qualification.

Emergency whistle

In case of an emergency, the following whistle commands will be used:

- 3 short blasts – alert other supervisor's that there is a problem
- 1 long blast – swimmers to clear the pool
- 1 short blast – used to gain a swimmer's attention