



The Wendover Swimming Pool Emergency Action Plan

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The Wendover Swimming Pool
Emergency Action Plan

**Date of
Assessment**

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The Wendover Swimming Pool

Emergency Action Plan

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The Document Confirmation Code must be entered by the hirer at the hirer's account page at:

<https://www.wendoverswimmingpool.co.uk/my-account/>

By entering the Document Confirmation Code, the hirer is indicating that they have read this document, and that they accept its contents.

1. Summary

The Normal Operating Procedure and Emergency Action Plans are compiled from the findings of a Risk Assessment.

Once set and agreed, the NOP and EAP must be made available to those who may be required to operate or manage the swimming pool and its use, and their understanding of it use be tested.

2. Objective and Scope

The Emergency Action Plan (EAP) details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in the emergency action plan.

Please Note: The emergency action plan will need adapting to the circumstances in which the hirers use the pool.

The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- serious injury to a swimmer;
- discovery of a casualty in the water;
- adverse weather, thunder and lightning in an outdoor pool;
- overcrowding;
- disorderly behaviour;
- pool water treatment;
- dealing with gross contamination;
- toxic emissions;
- chemical spillage;
- outbreak of fire or building evacuation;
- structural failure;
- lighting failure.

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

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 effect of it. It demands a swift and immediate response.

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If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures will take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

3. Person and organisation with responsibility

3.1. Wendover Swimming CIO

The Wendover Swimming Pool is operated by Wendover Swimming CIO. Wendover Swimming CIO is responsible for the safe operation of the pool infrastructure, and for providing the framework for safe day-to-day operations.

The pool is used by a number of organisations (for example, schools and swimming schools) who are responsible for the correct operation of their sessions - referred to as Session Management.

The trustees of Wendover Swimming CIO are Session Managers for swimming sessions operated by Wendover Swimming CIO.

3.2. Session Manager

When an organisation (for example, a school or swimming school) hires the pool, that organisation takes on a large part of the responsibility for the safe operation of the pool (for example, ensuring that suitable lifeguard cover is provided, and that pool occupancy is not exceeded).

As part of a hire agreement, an organisation will be required to name the Session Manager. The Session Manager is not necessarily required to attend sessions, but they are required to take on the responsibility of ensuring that the organisation operates the pool safely.

The Session Manager must accept and abide by the Normal Operational Procedure and Emergency Action Plan as provided by Wendover Swimming CIO, unless alternative procedures and plans are provided in advance and are approved and accepted in writing.

The trustees of Wendover Swimming CIO are Session Managers for swimming sessions operated by Wendover Swimming CIO.

3.3. Person in Charge

For every session, the Session Manager must nominate in advance the Person in Charge. The Person in Charge must be present at The Wendover Swimming Pool for the entire duration of the session - including any time before or after the session that may be used (for example) in the changing rooms:

- No one may enter the building until the Person in Charge for the session is on the premises.

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- The Person in Charge may not leave the building until everyone attending the session has left.
- Particular care must be taken to properly hand-off responsibility where sessions are back-to-back or overlap.

The Person in Charge is responsible for ensuring that the pool is operated safely, and in accordance with the Normal Operating Procedure and Emergency Action Plan as published by Wendover Swimming CIO (or as otherwise agreed).

All staff, volunteers, swimmers and other visitors must at all times follow instruction and direction of the Person in Charge.

Where sessions are operated by Wendover Swimming CIO, the Person in Charge is the senior lifeguard on duty.

All staff and volunteers should be physically fit to undertake their role for their allotted session. Where sessions are operated by Wendover Swimming CIO, volunteers should notify the Person in Charge if they are not fit to undertake their role for the session as planned. If advance notice can be given, then alternative cover can be found.

4. Responsibilities

4.1. Wendover Swimming CIO

Wendover Swimming CIO will ensure that:

- All Session Managers (including hirers such as schools and swim schools) accept and abide by the recommendations and directions of the Normal Operating Procedure and Emergency Action Plan for The Wendover Swimming Pool.
- The Normal Operating Procedure and Emergency Action Plan for The Wendover Swimming Pool are displayed at the pool.
- The infrastructure of the pool is operated safely and in accordance with procedures and guidelines as published.
- Equipment and consumables are provided enabling the safe operation of the pool.
- Exit doors, alarms, fire-fighting equipment, break glass call points and information and emergency signage are regularly checked and kept free from obstruction.

4.2. The Session Manager

The Session Manager will ensure that for sessions that they operate:

- Appropriate staff and/or volunteers are on duty at the pool when it is open.
- A Person in Charge is nominated and present when the pool is open.
- All staff and/or volunteers are adequately trained in the procedures detailed in this document.

4.3. Person in Charge

The Person In Charge will:

- Ensure that the pool is operated according to the procedures as published.
- Assume overall control of the pool when they are on duty.
- Take charge in the event of an emergency, and follow the procedures outlined in this document.
- If required, summon the emergency services, or clearly delegate that action.

5. Alert and Evacuation

5.1. Alert

In an emergency (e.g. fire in the building), the fire alarm should be activated. The person activating the alarm and/or the Person in Charge should also shout clearly, loudly, and repeatedly: “Fire! Evacuate the building now!”.

The Person in Charge must ensure that the fire alarm is heard in all parts of the building.

In the event of an incident in the pool or on the poolside, the Person in Charge or member of the team that identifies the event should sound their ‘squistle’ loudly three times to attract attention and then proceed to give instructions verbally.

5.2. Emergency Evacuation

If it is possible without endangering themselves, the Person in Charge must ensure that all parts of the building are evacuated using all available emergency exits. All evacuated people must gather at the assembly point, which is the **grass area in front of the John Hampden School**.

If the building has been evacuated, then the Person in Charge should assess whether the Emergency Services should be summoned, and if the operators of neighbouring buildings should be alerted, and take action appropriately according to procedures outlined above.

6. Escalation and notification

6.1. Notifying trustees

It is the responsibility of the Session Manager to notify the trustees of Wendover Swimming CIO where that is required. Each of the trustees may be contacted by email or telephone, according to a contact list on display in the office.

6.2. Calling the emergency services

If an incident requires the attendance of the emergency services (police, ambulance or fire service), then it is the responsibility of the Person in Charge to ensure they are summoned. It may be the case that the Person in Charge delegates the task.

Wendover Swimming CIO provides an accessible fixed line telephone for the purpose of calling the emergency services. Clear signage indicates its location, and the address of the pool.

In the event of failure, there is a high probability that a user of the pool will have access to a mobile telephone which can be used for the same purpose.

6.3. Notifying operators of neighbouring facilities

The Wendover Swimming Pool is located in close proximity to three schools, two centres for young children, and a youth club. If there is a risk that an incident at the pool may affect neighbouring facilities, then the Person in Charge must ensure that the staff of those facilities are alerted (who will then take action according to their own plans), if the facilities are occupied. Examples of incidents that may affect neighbouring facilities include:

- Fire
- Chemical leak
- Extreme unruly behaviour

If the neighbouring facilities are closed, then the Person in Charge must notify the Trustees, who will in turn contact the operators of the neighbouring facilities.

7. Serious Injury to a bather on the poolside

The Person in Charge will take charge of the incident, assess the situation, and ensure that first aid is administered as appropriate in accordance with training received. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.

- Bleeding should be stopped by applying a wound dressing or if necessary, by the direct application of pressure on an artery.
- All cases of head injury should be treated as serious. An ambulance will be called and the patient sat up to reduce the flow of blood to the injury.
- 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.
- The person in charge will support casualties by speaking to them confidently and reassuringly.
- If the Person in Charge requests that an ambulance is called, another member of the operational team at the pool must comply with that request, using the facilities provided (and detailed elsewhere in this document).

The Person in Charge must not compromise their responsibility as a lifeguard to safeguard swimmers. If the pool is to remain open, they should delegate the required actions, or ask swimmers to temporarily get out of the pool whilst the incident is dealt with.

All accidents or other incidents resulting in injury, or “near-misses” must be recorded on an incident report form.

8. Discovery of a casualty in the water

The Person in Charge will take charge of the incident, assess the situation, and ensure that appropriate action is taken.

- In almost all instances, and ambulance should be called. This is the responsibility of the Person In Charge, but they may delegate the task. The procedure for calling the emergency services (noted above) must be followed.
- Before commencing a rescue - whether by entering the water, or from the pool side - the lifeguard must attract the attention of another member of the operational team at the pool or another adult to provide assistance.
- Enter the water in a safe manner and land the casualty at the nearest landing point. The casualty will need to be lifted from the pool. This procedure needs practice and should be conducted with due care to the casualty, considering their size. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.
- If breathing has ceased, the swimming teacher or other trained first aider will commence Expired Air Resuscitation (EAR) immediately whilst in the water and whilst towing to the side, then land the casualty, unless a spinal injury is suspected, and continue with CPR.
- If the heart has stopped beating commence Cardio Pulmonary Resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock and monitored continually until the ambulance arrives.
- In the event of a major incident the pool should be cleared and swimmers moved into the changing rooms.
- Staff should ensure that a crowd does not gather around the casualty.
- As soon as possible after the incident all staff involved will be required to make a written statement.

9. Water Clarity

Water treatment chemicals will be introduced into the pool, in accordance with the manufacturers' instructions, and as supported by the recognised training given to pool operators.

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 closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

10. Gross contamination of the pool

10.1. Immediate action

In the event that any area becomes contaminated, the Person in Charge is responsible for ensuring that the appropriate action is carried out:

Incident	Action Required
Small amount of blood (eg. a nose bleed)	<p>There is no immediate health risk posed by blood, wee or a small amount of vomit (that is not from the stomach) - because there are already disinfecting chemicals in the swimming pool water.</p> <p>If it has not already dispersed, remove any mess from the pool using a bucket, and dispose of it down the toilet.</p>
Wee	
Small amount of vomit. (eg. as a result of accidentally swallowing water).	<p>Clean the poolside if required by mopping up with disposable cloths, pool water and disinfectant. Do not wash anything into the pool. Only when you have completed mopping-up should you finish by rinsing with pool water, away from the pool.</p> <p>You do not need to close the pool.</p>
Large amount of blood	<p>A large amount of blood is not a health risk on its own - but is probably part of a larger incident requiring its own actions.</p>
Solid poo	<p>There is no immediate health risk posed by solid poo. Remove it immediately using a bucket, and dispose of it down the toilet. Be sure to catch all the bits. You do not need to close the pool. If there are too many bits, then consider action for loose poo.</p>

Incident	Action Required
Large amount of vomit - or where the contents of the stomach have been vomited.	<p>You must ask everyone to get out of the pool. The pool must be closed, and remain closed until re-opened by a trustee. All swimmers must have a shower.</p> <p>Remove the vomit or diarrhoea using a bucket and dispose of down the toilet. Alert the trustees, a plant operator or your designated contact to take further action.</p>
Loose poo or diarrhoea	

10.2. Subsequent actions:

The Person in Charge must report to the Session Manager, and the trustees of Wendover Swimming CIO, who will ensure that the appropriate subsequent actions are taken.

- Should there be a loose faecal/ vomit contamination due to suspected illness, in the swimming pool; the pool will be evacuated for at least 6 turnover periods.
- All swimmers should shower thoroughly on leaving the pool.
- The Free Chlorine level will be raised to its operating maximum of 5ppm.
- A coagulant is constantly dosed into the filtration system, this requires no further action.
- The pool floor will be swept/vacuumed to remove any solid material and collect, by use of a net, any floating large solids.
- The filter will be backwashed prior to re-use, and the pool water level will be topped up, as appropriate.
- The filter media will be allowed to settle, by running water to drain for a few minutes after the backwash process is complete.
- The pool water will be re-tested for free chlorine, combined chlorine and pH levels, if the results are satisfactory the pool will be re-opened.

The pool must be re-opened only by a trustee of Wendover Swimming CIO.

11. Emission of Toxic Gasses

An emission of a toxic gas would be most likely to come from the mixing of a bleach solution such as sodium hypochlorite and another chemical such as an acid. During a cleaning operation or as a result of a malfunction of the pool water disinfectant system causing disinfectant and acid to mix in an uncontrolled manner.

Should any incompatible chemicals be inadvertently mixed, or otherwise come into contact with each other and present a risk to health and safety, the Person in Charge must ensure that:

- The building is evacuated (according to the procedures outlined above).
- Operators of neighbouring facilities must be informed (according to the procedures outlined above), and they should put in place their own emergency action plans.
- The emergency services must be called immediately (as per procedure outlined above).

If there is a toxic emission of gas caused by inadvertent chemical mixing, the immediate area will be evacuated immediately, closing doors if possible to prevent the gases entering other occupied areas.

12. Chemical Spillages

In the event of a chemical spillage, the Person in Charge must immediately assess whether or not they can deal with the situation. This assessment will depend on:

- Whether or not the Person in Charge is a qualified Plant Operator.
- If there is a qualified Plant Operator on site, or immediately available.

It is most likely that if a qualified plant operator is not already on site, then the Person in Charge will assess that they cannot deal with the situation, and:

- The swimming pool area must be evacuated.
- Operators of neighbouring facilities must be informed (as per procedure outlined above), and they should put in place their own emergency action plans.
- The emergency services must be called immediately (as per procedure outlined above).

If a qualified Plant Operator is already on site, then they must assess whether or not the pool should be evacuated (etc) as per above.

- They will inform the Person in Charge of the spillage and the action that they are taking.
- An approved Chemical Spillage Kit is provided, and this is kept on the wall in the pool plant room, which is the principal location of the chemicals used in the treatment of swimming pool water.
- All operators who may be required to handle chemicals are aware of the location of the Spillage Kit, and how it should be used.

13. Structural Failure

Should a structural failure occur, or if danger is suspected from the building structure, the building should be evacuated according to the emergency evacuation procedure as outlined above, using whichever exit routes are unobstructed by the result of the structural failure.

If the building has been evacuated, then the Person in Charge should assess whether the Emergency Services should be summoned, and if the operators of neighbouring buildings should be alerted, and take action appropriately according to procedures outlined above.

14. Lighting failure

In the event of a power failure, or other system failure, the lights will go out. If it is dark outside, then the poolside area building will become dark. Emergency lighting should activate in the changing village and reception area.

The Person in Charge must assess the situation, and take action accordingly. It is important to recognise that:

- It is dangerous to be on the poolside or in the pool if there is not sufficient light to see.
- A carefully controlled use of changing rooms and orderly evacuation of the building may be the most effective approach to closing the session.