

CHRIS MOODY CENTRE

SWIMMING POOL

EMERGENCY ACTION PLAN (EAP)

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1. DEFINITION OF AN EMERGENCY

Situations within the Chris Moody Centre (CMC) which are defined as an emergency and require the Emergency Action Plan to be operated are:-

Swimming Pool Emergencies.

- 1.1 Discovery of casualty in water
- 1.2 Bather in severe difficulty
- 1.3 Serious injury e.g. spinal injury, fractured skull, bone fracture
- 1.4 Serious medical condition e.g. heart attack, epileptic fit
- 1.5 Pool water clarity
- 1.6 Biological contamination (blood, vomit and faeces)

Emission of toxic gases

Fire

Mains Power Failure

2. SWIMMING POOL EMERGENCY EVACUATION PROCEDURE

The duty member of staff upon discovering or being made aware of an emergency situation will initiate the Emergency Action Plan.

In the event of a medical emergency occurring in the pool that requires evacuation, the following procedure is to be carried out:

- The leader of the pool session is to take charge of the procedure and should prepare to evacuate the patient by the fastest and safest method.
- In the event of a cardiac arrest the leader must detail another member of staff to call for medical assistance by dialling 999 on the telephone next to the Hydrotherapy pool.
- If the patient needs to be removed from the pool quickly then the pool rescue board should be used (all centre staff are trained in use of this board).
- CPR should be commenced immediately if indicated.
- The patient should be towel dried as much as possible and kept warm. Emergency blankets are located in reception.
- Staff not involved in the treatment of the patient, are to ensure that other patients are reassured and removed from the pool and pool area if necessary.

3. EMERGENCY PROCEDURES

- 3.1 **EMERGENCY EVACUATION PROCEDURE**- Please see above
- 3.2 **TELEPHONE** – staff must be aware of the site of the telephone on desk outside the hydrotherapy pool. Staff dial 999 for emergencies, and 3201 for the CMC reception.
- 3.3 **EMERGENCY DEFIBRILLATOR AND FIRST AID EQUIPMENT** – staff must be aware of location of resuscitation and first aid equipment. The defibrillator is located behind reception and First Aid boxes are located in the First Aid Room and behind reception. The CMC is responsible for checking and maintaining this equipment.
- 3.4 **EPILEPTIC FIT** – in the event of a user suffering an epileptic fit whilst in the water, staff should hold the user in a safe breathing position until the seizures subside and then help the user out of the pool and care for accordingly. If the seizure is prolonged, staff should use the resuscitation board to remove the user out of the pool and put in the recovery position.
- 3.5 **INCIDENT IN THE POOL** – following an emergency evacuation of a user, they must dial 999. In addition, it is the responsibility of the supervisor of the session to ensure an Incident Form is completed and given to the Centre Manager or Assistant Manager.
- 3.6 **LIFE SAVING AIDS** – staff must be aware of the location of life saving aids, for example, poles, inflatable, rings etc. Location and orientation of this is completed during the induction, prior to the initial session.

Biological contamination

It is important that if any member of staff discovers or is made aware of contamination of the pool water due to body fluids that the Centre Manager or manager on duty is notified immediately and the Emergency Action Plan initiated and action taken as follows:-

Blood and Vomit

If noticeable amounts of blood and/or vomit enter into the pool, it should be cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the pool water.

Spillages of blood or vomit on the poolside should be contained and removed with suitable cleaning cloths. The affected area should be thoroughly cleaned using a solution of disinfection and water.

All cloths, gloves etc. used for the clean-up operations should be placed in a sealable bio-hazard waste container and disposed as special waste.

Diarrhoea

If any amount of loose, runny stool (diarrhoea) is introduced into the pool water, the pool must be evacuated immediately and the pool closed. The Pool Plant Supervisor or appropriate member of staff is to check the pool water treatment system and the level of chlorine increased. The pool must remain closed for a minimum of 6 turnover cycles which will normally take a minimum of 15 hours. Upon completion of the turnover cycles all filters must be backwashed. The pool must not be re-opened until it has been established that free chlorine and pH levels are within the specified range.

Solid Stools

If the faecal matter is solid it must be removed from the pool water as quickly as possible. The solid matter should be placed in a suitable container and disposed of in the nearest toilet. The Pool Plant Supervisor or appropriate member of staff is to test the pool water. Tests are to be completed for pH levels, free and combined chlorine levels and total dissolved solids (TDS). The test results are to be approved by the Centre Manager or Deputy and if within acceptable limits the pool will remain open. The test results are to be recorded on the EAP pool water testing form. See Appendix A – Form ref. CMC/MP/EAP/01

4. EMISSIONS OF TOXIC GAS

The release of toxic gas could be from a chlorine gas cylinder but more likely from the wrong mixing of chemicals e.g. hypochlorite and hydrochloric acid.

In the event of a release of toxic gas:

3.1 Sound the fire alarm

3.2 Evacuate the building

3.3 Call the Fire Services

If possible, give the Fire Service a list of chemicals on site (see COSHH folder).

It is good practice to make sure, in advance of any incidents, that the fire and other emergency services are aware of the specific hazards on site via the Northamptonshire Fire and Rescue Service Site Specific Information Report Form.

3.4 The Coordinator is to submit a report to Senior Management, together with the Incident form from the Fire Services (if applicable).

5. FIRE

Fire Procedures for the Chris Moody Centre

Any person who discovers a fire will: raise the alarm immediately by activating a Fire Call Point and ensure the area is being evacuated; fight the fire only if trained and competent to do so; close all doors to contain the fire and report to a Fire Marshal or the Coordinator.

Phone 999 to call the Fire Service.

The smoke/heat detection system throughout the Chris Moody Centre operates a delay upon activation.

1.0 During the working day (08:30 until 17:30)

1.1 On the activation of one smoke/heat detector there is a delay of **3 minutes** before full activation of the alarm. This will enable appropriately trained staff time to investigate the cause. After this time delay; or if a second smoke/heat detector activates; the fire alarm will sound. The ADT Fire Alarm system, which monitors the Chris Moody Centre, will automatically transmit a message to the main college telephone number.

1.2 Upon receiving notice of activation, the Receptionist will contact via telephone the following:-

1. Duty Hotel Services Manager.
2. Buildings & Resources Manager or deputy.

If No Answer-

Security Mobile Number 07764 310639

THE ALARM IS NOT TO BE SILENCED UNTIL THE INSTRUCTION TO RETURN IS GIVEN BY THE COORDINATOR OR THE FIRE SERVICE

2.0 Outside the working day (17:30 until 08:30)

2.1 On the activation of one smoke/heat detector there is a delay of 3 minutes before full activation of the alarm. This will enable appropriately trained staff time to investigate the cause. After this time delay; or if a second smoke/heat detector activates; the fire alarm will sound. The ADT Fire Alarm system, which monitors the Chris Moody Centre, will automatically transmit a message to the main college telephone number.

Upon receiving notice of activation, the Security Officer in the Gatehouse will contact via telephone the following:-

1. Duty Hotel Services Manager.
2. Mobile Security officer

3.0 Staff Responsibilities

Fire Coordinator - Lee Howarth

Fire Marshals -Peter Shepherd- Charlotte Brown

3.1 The Coordinator is to submit a report to the Buildings & Resources Manager within 24 hours of the incident occurring, together with the Incident form from the Fire Services (if applicable).

6. MAINS POWER FAILURE

In the event of a mains power failure, the Plant Pool Supervisor will establish the cause, either internal failure or external electrical supply network failure (Western Power Distribution).

- 6.1 Internal failure: if competent to do so, complete repairs.
- 6.2 If not competent to complete repairs: contact Building & Resources to on x 519 to arrange for competent Contractor to carry out work.
- 6.3 External electrical supply network failure: phone Western Power Distribution (Midlands East) on: 0800 0568090 (Emergency contact number) informing them of the problem.