

BREDHURST CHURCH OF  
ENGLAND (VC) PRIMARY SCHOOL

EMERGENCY ACTION PLAN  
(Swimming)

September 2024

(Review Date: September 2027)



**BREDHURST VISION**

To learn and grow through the guidance and love of God

## OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

## OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

*Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."*

*The theology behind this parable is embedded across all our learning*

## OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

## OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **S**elf control
- **P**erseverance
- **I**nclusion
- **R**espect
- **I**nspiration
- **T**rust

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **EMERGENCY ACTION PLAN** **(Swimming)**

### **INTRODUCTION**

The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.

In schools where certain features or activities exist which present specific risks requiring action differing from that outlined in this procedure, the Headteacher will include the process for dealing with emergency action in Appendix 1.

The Headteacher will ensure staff are aware of their responsibilities in respect of this procedure.

### **RESPONSIBILITIES**

Responsibility for carrying out emergency action rests with swimming teachers and other pool staff.

The swimming teacher is responsible for controlling the incident / accident and for taking the decision to evacuate the pool.

### **PROCESS**

#### **RAISING ALARMS**

The method of communication using a whistle is as follows:

- 1 Whistle Blast – attracts the attention of the pool users
- 2 Whistle Blasts – attracts the attention of other pool staff.

A five second long ring of the hand bell indicates that the lifeguard is about to take emergency action and attracts the attention of the pool users to prepare for an evacuation

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction, e.g. hand signals. Consideration will be given, where possible, to the timeliness of the whistle in relation to the activities being carried out in order to ensure users, e.g. divers, are not unduly distracted.

#### **MINOR EMERGENCIES**

Minor incidents or emergencies, if handled properly, will not result in a life-threatening situation. Examples of incidents of this nature include a bather slipping on poolside, a minor cut or bruise and a simple reaching rescue. Whilst these may be routine, they may result in increased risk of a more serious incident if proper processes are not followed. In order to ensure an appropriate response, the teacher, on becoming aware of the incident will follow the process below:

- Notify other pool staff that they have to respond to an incident by ringing the hand bell.
- Other pool staff will move to cover area or request additional assistance if necessary

- A first aider will administer aid or provide appropriate assistance
- Casualty will be referred to appropriate location
- Accident / Incident Report completed as necessary

## MAJOR EMERGENCIES

A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation. In most cases, more than one member of staff will be involved and in extreme situations, all members of the team will be required to provide support. The process for dealing with major emergencies is as follows:

- The swimming teacher will raise the alarm by using the pool alarm, ringing the hand bell for five seconds.
- If the poolside drown alarm (hand bell) has not been activated, the nearest member of staff to the alarm will activate it
- The teacher will initiate rescue / first aid and remove casualty from the area
- The support team members will cover the area vacated, assist the teacher and evacuate the pool if necessary
- The teacher will ensure an ambulance is requested, supply specialist equipment and take control of the situation, including managing and assisting other bathers.
- A member of staff will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
- Responsibility is assigned to the ambulance crew once they start to treat the casualty
- The teacher will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- The teacher will ensure that all Accident / Incident Reports are completed and the necessary follow up action is taken.

Actions to be taken in the event of specific emergencies are detailed below.

## SPECIFIC EMERGENCIES

### Fire Evacuation

The arrangements in place for raising the alarm are as follows:

- Break glass units are located in the main corridor or by the external door in Forge
- On hearing the alarm the teacher initiates their usual classroom evacuation procedure i.e. calmly line the children up and take them to the back playground.

Once the alarm has been raised those on poolside should blow their whistles as per the NOP and clear the pool as quickly as possible.

Everyone should be directed to the nearest emergency exit. Silver blankets will be issued if necessary and will be kept on hand in the boiler house.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the register and or signing in book.

### Discovery of a Casualty in the Water

The first response to a casualty in the water will be to consider performing a rescue by reaching with a pole or rope. Whenever possible, hand to hand contact will be avoided until the casualty is under control and the possibility of being pulled into the water is reduced.

The pool will only be evacuated if necessary.

The teacher will only enter the water to affect a rescue if other alternatives will not work.

If the accident is severe and entry into the pool is necessary, the process to be applied is as follows:

- Attract the attention of another teacher/assistant and additional support by using the pool alarm by ringing the hand bell (extra adult on poolside)
- Extra Adult to then support the rest of the pupils out of the pool and send them straight into the hall. Ensure by speaking loudly that all pupils are out of changing room.
- Simultaneously, send a red 'emergency assistance' card to the office. The extra adult to take this card to the office.
- Office Staff (Mrs Sage or Mrs Hewitt) to then come quickly to poolside with a phone to contact the emergency services. On way shout pool alarm to let adults and pupils know upstairs in teaching room and staff room.
- Spare adult to then follow list on card to spread the alarm.
- Following the sounding of the hand bell all lifeguard trained staff go to poolside. All non-trained staff to go to the hall to supervise the rest of the school. The non-trained member of staff in Fir Tree and Forge to take the pupils into the hall.
- A staff member will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point
- The teacher(s) will follow resuscitation protocols in accordance with their training and qualification. These will be followed until the ambulance crew take over.
- A relative of the casualty will be informed of the incident.

### Serious Injury to a Bather

The process for dealing with major emergencies as detailed above will be followed in the event that a member of the pool staff notices a bather with a serious injury. The teacher(s) will follow first aid/resuscitation protocols in accordance with NARS or first aid training. These will be followed until the ambulance crew takes over. In cases of serious injury, unconsciousness or suspected broken bones, patients will not be moved until first aid has been given.

## Head Injuries

All head injuries will be treated as serious injuries and teachers will follow first aid/resuscitation protocols in accordance with their NARSS or first aid training. In addition to following the major emergency process outlined above, the following action will be taken:

- Casualties with face / head injuries will not be allowed to return to the pool
- An ambulance will be called if the injury appears serious. If the injury appears less serious, the casualty will be made to dress and will be supervised by a responsible person whilst doing so
- If there is any doubt as to the severity of the injury an ambulance will be called as there is possibility of delayed concussion/loss of consciousness occurring

## Aquatic Spinal Injury

All suspected spinal injuries will be treated as serious injuries and teachers will follow rescue / resuscitation protocols in accordance with their training. In addition to following the major emergency process outlined above, the following action will be taken:

- On entering the water, the lifeguard / qualified staff member must shout, *"Lifeguard entering the water, suspected spinal"*
- Any other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.
- A minimum of 4 trained staff is required to recover a casualty using a spinal board.
- A relative of the casualty will be informed of the incident.

## DISORDERLY BEHAVIOUR

It should be noted that incidents of this nature within the pool or around poolside may detract the attention of pool staff away from their primary duties of pool supervision and teaching. Assistance from other staff will be requested as soon as the teacher feels their attention is being drawn away from their primary duties.

## LACK OF WATER CLARITY

It is vital that all teachers and assistants can clearly see the bottom of the pool in order that a bather can be seen in the event of an emergency. The following process will be followed in the event of poor water clarity:

- If the pool water becomes cloudy, the member of staff or company responsible for swimming pool maintenance will be informed immediately.
- A water test will be undertaken and plant will be checked for correct functioning. Appropriate remedial action will be undertaken.

- The remedial action is not possible or is not effective soon enough; the member of staff or company responsible for swimming pool maintenance and the swimming teacher will determine if it is safe for the pool to remain open.
- Bathers will only be allowed back in the pool once the water quality has improved sufficiently to enable staff to clearly view the pool bottom and a satisfactory chemical balance has been confirmed.

## **DEALING WITH BLOOD, VOMIT AND FAECES**

In the event that blood, vomit and faeces are discovered in the pool or on poolside, the following procedure will be applied:

### **Blood**

- If substantial amounts of blood are spilled into the pool, it will be temporarily cleared of people to allow the pollution to disperse and any infectious particles within it to be neutralised by the disinfectant in the water.
- When clearing blood, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of blood on poolside will be contained, covered in paper towels to enable the towels to soak up the blood and wiped up immediately. Blood will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.

### **Vomit**

- If substantial amounts of vomit are spilled into the pool the affected pool will be closed to bathers in order to allow for its removal.
- The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet.
- A minimum of “three turnover periods” of the affected pool will elapse to ensure the removal of any bacteria.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.
- When clearing vomit, the correct personal protective equipment, i.e. disposable gloves must be worn.
- Spillages of vomit on poolside will be contained, covered in paper towels to enable the towels to soak up the vomit as much as possible and wiped up immediately. Vomit will not be washed into the pool or poolside drains. Soiled towels will be disposed of properly in clinical waste bins, e.g. nappy bins. The area will then be disinfected.
- Any equipment that has been used to scoop up the vomit must be thoroughly disinfected before it is stored away

## Diarrhoea

- If diarrhoea is discovered in the pool, the affected pool will be closed immediately, in order to allow for its removal.
- The procedure for removing diarrhoea will be the same as for removing vomit. However, a minimum of “six turnover periods” to the affected pool will elapse to ensure the removal of bacteria.
- Prior to the pool re-opening a water quality test to ensure that chlorine levels and TDS levels are within the agreed parameters and a visual inspection will be carried out.
- If a pupil is off school with illness (diarrhoea) then they cannot swim for 48 hours.

## Solid Stools

- If a solid stool is reported to be in the pool, it must be immediately retrieved from the pool using a scoop. The stool will be placed into a bucket and flushed down the toilet.
- The decision to close the pool for a short period, e.g. to maintain customer care standards, rests with the Duty Manager
- A careful visual check will be undertaken to ensure that no particles remain and a water test carried out to ensure that the quality of water is within defined parameters.
- Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

## THUNDER STORM

In the event of a thunder storm where lightning is present the pupils will be evacuated out of the pool quickly and safely. The pupils will wait in the sheds until the storm has passed. In the unlikely event of a pupil or adult being struck by lightning, the situation will be assessed and first aid or life support given if and when needed. The major emergency procedure will be followed, (see appendix 1).



## APPENDIX 1: EMERGENCY ACTIONS IN CASE OF POOL ACCIDENT

If the accident is severe and entry into the pool is necessary, the process to be applied is as follows:

- Attract the attention of another teacher/assistant and additional support by using the pool alarm by ringing the hand bell (extra adult on poolside)
- Extra Adult to then support the rest of the pupils out of the pool and send them straight into the hall. Ensure by speaking loudly that all pupils are out of changing room.
- Simultaneously, send a red 'emergency assistance' card to the office. The extra adult to take this card to the office.
- Office Staff (Mrs Sage or Mrs Hewitt) to then come quickly to poolside with a phone to contact the emergency services. On way shout pool alarm to let adults and pupils know upstairs in teaching room and staff room.
- Spare adult to then follow list on card to spread the alarm.
- Following the sounding of the hand bell all lifeguard trained staff go to poolside. All non-trained staff to go to the hall to supervise the rest of the school. The non-trained member of staff in Fir Tree and Forge to take the pupils into the hall.
- A staff member will enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point
- The teacher(s) will follow resuscitation protocols in accordance with their training and qualification. These will be followed until the ambulance crew take over.
- A relative of the casualty will be informed of the incident.

## AQUATIC SPINAL INJURY

All suspected spinal injuries will be treated as serious injuries and teachers will follow rescue / resuscitation protocols in accordance with their training. In addition to following the major emergency process outlined above, the following action will be taken:

- On entering the water, the lifeguard / qualified staff member must shout, *"Lifeguard entering the water, suspected spinal"*
- Any other pool users will be carefully directed away from the casualty in order not to disturb the water or the casualty. Once away from the casualty all bathers must clear the pool and will be directed away from the incident.
- A minimum of 4 trained staff (life support or First aid) is required to recover a casualty and hold in the water (if safe to do so) using spinal recovery until the ambulance arrives.
- A relative of the casualty will be informed of the incident.

**Red Card** – Shouting ‘Pool Alarm’ and ringing hand bell.

Office

Kemsley

The Place

Oakwood

Forge

Hurstwood

Fir Tree

Back to hall – give to an adult – say ‘all notified’.