



MERSTONE SCHOOL & FOREST OAK
WARM WATER POOL
EMERGENCY ACTION PLAN (EAP)

Compiled with assistance from STA staff and information from "Managing Health and Safety in Schools" document.

September 2023

EMERGENCY ACTION PLAN

The procedures within this plan are to be followed by all staff.

Overcrowding:

There is a maximum of 10 people in the pool at any one time.

UNDER NORMAL CIRCUMSTANCES THIS IS NOT TO BE EXCEEDED.

Disorderly/Inappropriate Behaviour:

At all times, staff expectations of pupils' behaviour should be high, taking into account the individual needs of our pupils.

SAFETY IS OF PARAMOUNT IMPORTANCE WITHIN THE POOL AREA.

When a pupil presents behaviours that could place the safety of others or themselves in danger, they should be removed. The Poolside Helper can request pupils' removal.

Evacuation Alarm:

This is a long continuous whistle given by the Poolside Helper or verbal instructions if necessary.

Emergency Equipment:

- Silver foil blankets and towels are located in a box by the emergency exit.
- First Aid kit located by the emergency exit.
- Poolside telephone located as you enter the pool area. Pool Helper should do a test call to reception upon entering.
- Fire alarm and safety procedures checked through, practice on a termly basis.

Evacuation Procedure:

IF YOU HEAR AN ALARM BELL OR A CONTINUOUS WHISTLE, DO NOT PANIC.

- Remove all pupils from the pool in a calm and orderly fashion.
- Issue more able pupils with towels and lead them to stand by the fire exit ready to leave when told.
- Put PMLD pupils in wheelchairs and cover with towels and/or emergency blankets

and remain by the fire exit ready to be told to leave.

- 1 person to leave through the fire exit and inform SLT that there is a group in the pool, SLT will send person back to inform the waiting group if it is safe to stay inside the building.
- If it is not safe all staff and pupils to congregate in allocated area.
- **DO NOT STOP TO COLLECT BELONGINGS.**
- **DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.**

In case of a fire:

- **DO NOT TAKE PERSONAL RISK.**
- Operate the nearest alarm point which is located outside the pool area on the wall.
- Evacuate the building as above.

Discovery of Casualty in the Water:

- **ALWAYS CLEAR THE POOL.**
- Poolside Helper should sound whistle and take control of the procedure.
- Poolside Helper should shout instructions to other staff and they should assist by compliance.
- Any known medical issues, e.g. epilepsy, should be dealt with following usual protocol.
- Alert extra medical staff if necessary using telephone inside pool area, on wall.
- Accident report compiled/medical forms completed, where necessary.

Raising the Alarm:

- There is a direct line straight to emergency services - 9999.
- State emergency and request appropriate service.
- Give name of pupil, school address, nature of injury, level of responsiveness, any medication administered, medical history (if known).

- First aiders may be called if necessary.
- Telephone School Office on 205 and report emergency call and office will provide medical information etc and be alert for emergency services.

Child Protection:

When using the pool and changing areas, there should be dignity and respect given to the pupils at all times. In the event of a member of staff encountering an incident of child protection, the usual Safeguarding procedures should be followed.

Sickness, Blood and Faeces:

All pupils using the pool must be 48 hours clear of any sickness and 2 weeks clear of diarrhoea.

Any sickness or blood in the pool during a session requires pool evacuation and closure for a complete wash out. Solid faeces, if floating, can be netted out using a net or ladle and a pool test performed by the site manager.

Water Clarity:

The Site Manager or Assistant Site Manager visit on a daily basis (up to 3 times a day), to check the pool water. A pool water test should be carried out in cases of irritation to skin or chemical complaints and the pool should be closed until pool levels have been checked and maintained. This is recorded on the daily log sheet. If you are unable to see the bottom of the pool, it must be evacuated.

Lighting:

The pool has emergency lighting which will take over immediately in the case of power cuts.