

Worthing Swimming Club



Emergency Action Plan



Applicable to: Worthing Aquarena

(Extracts from Aquarena Pool Rules and Safety Procedures Manual amended for WSC activities)
(These generally apply to all pools in which the club swims)

Pool Rules

1. Hirers are asked to ensure all users obey pool rules when using the facility. If a hirer has employed Aquarena staff to Lifeguard their event, this will be controlled by them but if not, hirers must ensure their Lifeguards are aware of the rules and that they coordinate activities accordingly.

2. Centre staff/Lifeguards/Coaches will respond if they see any activity that breaches the rules:

- No running around the poolside or changing room areas
- No wrestling on the poolside
- No pushing or pulling into the water
- No games of tag or chasing
- No bombing dives
- No misuse of the pools property and fittings
- No walking or playing at the deep end by small children or non-swimmers
- No throwing of articles across the pool (unless part of organised session e.g. water polo)
- No spitting
- No backdives (unless part of diving instruction)
- No swearing
- No shouting (unless part of the training commands)
- No acrobatics
- No ducking
- Chewing gum is not allowed in the pool hall
- Plasters should be removed before entering the water. They foul the filters
- No unnecessary splashing causing inconvenience, interference and annoyance to Others.
- Swimming aids only to be used when the trainer so commands eg fins, floats
- Lane discipline must be observed during the training sessions
- No diving in water depths less than 1.5M without a current diving certificate
- No spectators on poolside

- Audience members will keep the stair isles clear
- No wet swimmers or bare feet in the audience areas

Diving

- No more than one person at a time on any board
- Check the area is clear before diving
- No 'dead mans' dives
- No 'bombing'
- No misuse of the boards eg continually bouncing
- No jumping (unless under instruction) or diving sideways from the boards
- No swimming in the diving area other than to exit from a dive

Slide

On occasion the slide may be in use for fun sessions. The following rules will apply:

- One person at a time on the slide
- No standing up on the slide
- Feet first only
- No sitting in the water trough at the top to flood water down the steps

Mats

On occasion mats may be in use for fun sessions. The following rules will apply:

- No jumping from the side of the pool onto the mats
- No standing on the mats
- Try to keep the mats at least 1 metre from the sides of the pool

Inflatable

On occasion the inflatable may be in use for fun sessions. The following rules will apply:

- Extra Lifeguards will be present and position themselves as follows :
 - Main pool deep end
 - Main pool south side
 - Main pool north side
 - In the pool with the inflatable
- Only the boarding point is to come within 2 metres of the poolside
- No standing on the inflatable
- No pushing others off
- No climbing over the tree of the inflatable
- No misuse of equipment will be tolerated
- Centre staff/Lifeguards/Coaches/Executive Committee Members may ask any member to leave the pool if rules are not followed.

Emergency Procedures

The following section contains relevant information to deal with various emergency situations that could arise whilst an organisation is using the centre.

Registers

There may arise circumstances to check that all that all club members are present ie

during an evacuation. Therefore the Aquarena strongly recommends that the club keep a record of all those attending the centre.

R.I.D.D.O.R.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995, by the Health and Safety Executive require that all public accidents are reported. The serious accidents including all people advised to go to hospital have to be reported directly to the HSE within seven days of the accident.

If accidents occur, hirers are required to complete an accident report form (ARF). These contain relevant information relating to the accident and the treatment provided. Training will be provided to enable you to complete these forms.

The forms enable the centre to :

1. Identify potential problem areas around the centre
2. Enable the centre to give relevant information to the HSE
3. Act as a record if further action is required

As much information as possible must be included on the form to enable the centre to investigate the accident.

Once completed the form must be given to a member of the centre staff. Copies can not be provided and organizations are recommended to keep their own accident book. Accident forms can be found in the First Aid room and at Reception. Once completed a copy is sent to the Councils Health and Safety Officer and a copy is kept by the centre.

Incident Forms

The centre has a policy to report any situations and near misses that have the potential to result in an accident including verbal abuse, harassment. (These must also be reported to a Club official)

Incident forms can be found in the First Aid room and Reception. They should be completed and given directly to a member of the centre staff.

Serious Injury / Drowning

The following procedure must be followed if you discover a serious injury or drowning Person.

- 1) Press the poolside alarm or blow a whistle 3 times

The poolside alarms are located as follows :

- a) Shallow end by the Lifeguard chair
- b) Balcony side under the cameras
- c) Slide side beside the prohibited activity sign
- d) Deep end by the Lifeguard chair

- 2) Rescue the casualty – use your qualified knowledge but remember your personal safety comes first.

Rescue aids are provided and are located at these points :

Shallow end - Rope – Rescue Pole

Small Pool - Pole

Balcony side under cameras – Rope - Pole
Deep end by the Lifeguard chair – Pole – Telescopic Reach Aid
Slide end – Telescopic Reach Aid – Pole - Rope

If the casualty is unconscious, the resuscitator must be sent for and used. This is located in the first aid room

3) Complete an Accident Report Form for the Club and the Aquarena

The Resuscitator

The resuscitator works on the principle of you administering expired air ventilation whilst it gently blows oxygen into the face mask.

The benefits of using oxygen assisted expired air ventilation is that it increases the expired air for 17% to 40% thus providing the casualty with an increased chance of survival

Only people trained in the resuscitators use and in resuscitation techniques can use the unit. Training will be provided. The unit is universal for all age groups.

Spinal Injury

If you suspect a spinal injury, great care must be taken to prevent the situation getting worse. All pool staff are trained to deal with spinal injury casualties.

The recommendations to hirers is, where possible, leave the situation to the centre staff. If necessary and as a last resort, support the injured person in the water until the arrival of the centre staff.

Minor Emergencies

These are accidents that do not require hospital treatment.

1. Treat injury as required (if you are not first aid qualified the pool staff will assist you)
2. Complete a WSC and Aquarena ARF.
3. Inform the supervisor/Duty Manager and give them a copy of the form.

First Aid Boxes

These are located in the following areas:

1. First Aid room
2. Reception
3. Pulsecity
4. Plant Room

Evacuation Procedure

This may be in the case of a Fire, Gas Leak or Explosion/Risk.

If you feel that there is a situation which may risk your organization or you hear the fire alarm you should evacuate the building.

Use the tannoy located in the supervisor's office and announce :

“Staff announcement – Red 9 in (location)

Staff announcement – Red 9 in (location)

Followed By:-

Ladies and Gentlemen, due to circumstances that have arisen you are requested to leave the building by the nearest fire exit as quickly as possible”

At this point members should leave the building. Coaches, Lifeguards and Committee members present will 'sweep' members before them to the exits.

NO ONE SHOULD COLLECT PERSONAL BELONGINGS.

Once out of the building members should assemble in the paddling pool area where a role call will be performed. Any missing members will be reported to the Committee Member/Lifeguard/Coach in charge who will report this to the Duty Manager. The centre staff will distribute space blankets. These are only available in limited numbers and all should share.

The fire alarms are all smoke detectors and will sound automatically.

The Duty Manager will examine the extent of the damage and decide whether it is safe for everyone to re-enter or to summon the emergency services.

Fire Extinguishers

Fire extinguishers should only be used by those trained. No one should risk their own safety to fight the fire. Extinguishers are located in the following areas :

- Shallow end fire exit
- Sun Room 1
- Sun Room 2
- Fitness studio
- Foyer by toilets
- Staff room
- Office
- Plant room
- Pulsecity
- Poolside balcony by fire exit door
- Steam room
- Sauna room
- Water hoses in the precleanse areas
- Water hoses on the poolside

Bomb Threat

If you suspect a package **DO NOT TOUCH IT.**

Tell a member of the centre staff

If an evacuation of the building is thought necessary the code for a bomb scare is

BLUE 9

Power Failure

If power fails and main lights extinguish emergency lighting is available.

Organizations will not be admitted to the pool until the situation is resolved.

Organization already in the pool will be allowed to continue swimming until either chlorine levels in the pool become low or light levels are insufficient for safe swimming.

Hirers must be aware there is limited lighting in the changing areas and supervision will be required.

Centre staff will patrol the changing rooms with temporary lighting to assist with any problems.

Organizations must clear the pool if lighting is insufficient and should decide how long they will wait for power to be restored.

Toxic Gas

As for evacuation

Structural Failure

Report the situation to a member of centre staff.

Clear members of the club from the area of damage.

Be prepared to evacuate the building.

Severe Water Fouling (Faeces, vomit)

Clear the club members from the pool.

Report the situation to a member of centre staff and await instructions from the Duty Manager.

Lack of Water Clarity.

Report the situation to a member of centre staff and await instructions from the Duty Manager. The pool may have to be cleared if the situation so dictates.

Pre-Swim Hygiene

Swimmers should use the toilet and shower facilities as well blow their noses before entering the pool.

Swim caps are discretionary during training sessions.

Swimmers having verrucas should wear a recognised sock. Socks are sold in reception.

Changing facilities

Swimmers are encouraged to use the lockers. Changing facilities may be closed at times for cleaning.

Disabled facilities

If club swimmers are disabled there are the following facilities available:

- Ground level entries to the pool – use of these requires advance warning
- Disabled changing rooms
- Footbath access for wheelchairs
- Hoists for entry to the water

Special Provisions

Hirers wishing special provisions should ensure these are specified on the application form.

Special provisions include :

Lane Ropes

Starting Blocks

Public Address system

False start rope

Backstroke Markers
Diving Boards
Water slide
Tables
Chairs
Mats
Inflatable
Tea Urn

The Aquarena will ensure all provisions requested are available and set up. Hirers must not set up any equipment unless centre staff has provided training. Additional provisions not requested on the application form may be made available at the Duty Managers discretion.

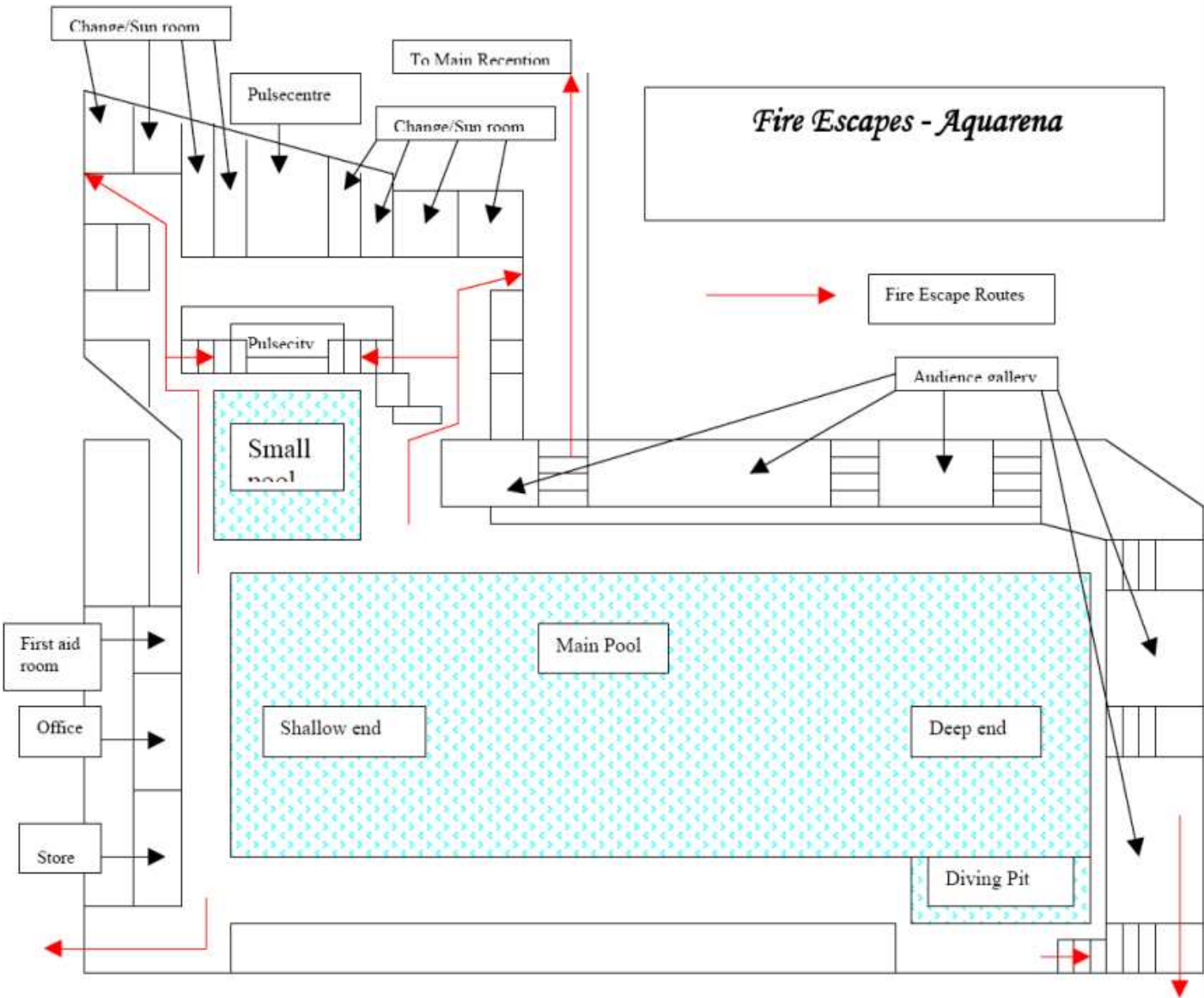
Defects

The Aquarena encourages hirers to report any building or equipment defect that they may see. Centre staff will arrange for the item to be made safe until it can be rectified.

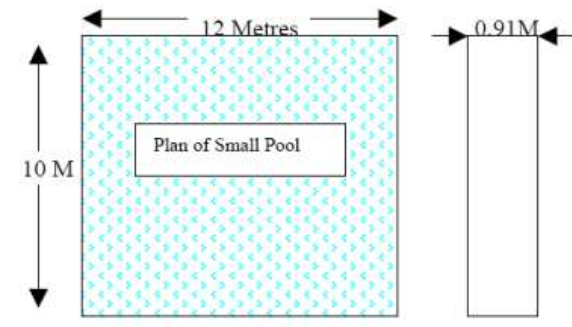
Comments

The Aquarena welcomes either written or verbal comments from hirers relating to the service provided and any suggestions for changes that may improve the centre.

Fire Escapes - Aquarena



Aquarena Pool Plan



North

West Elevation of Main Pool

