

Worthing Swimming Club

Emergency Action Plans

Applicable to

Worthing Aquarena

Lancing College

Wadurs, Shoreham

General Poolside Guidelines for Lifeguards

1. Suitably qualified Lifeguards will always be on duty prior to any club swimmers entering the water. During normal swim sessions at the Aquarena, and all Galas at any pool, the Lifeguard complement will be 2. At all training sessions at Lancing and Wadurs and during Water Polo sessions at the Aquarena, 21.30 – 22.00 on Tuesday and Thursday and 21.00 – 22.00 on Wednesday respectively, the Lifeguard complement will be 1. When qualified Lifeguards are in the water but not on duty, a suitably experienced WSC adult member may act as a temporary Lifeguard
2. Lifeguards must be aware for each pool facility of escape routes, location of alarms, facilities, safety equipment available and be familiar with the pool emergency action plan and pool rules before accepting the position. **They are there to provide a safe environment and enforce pool rules.**
3. Before any swimming activities are started Lifeguards must assure themselves that the pool appears safe and operational and that the escape routes are not obstructed. They must also check there are adequate qualified/experienced instructors for the number/capabilities of swimmers present.
4. Lifeguards will situate themselves, either standing at pool level or seated in a high chair, where they can have a clear uninterrupted view of the pool activities and be in close proximity to the poolside alarms. When 2 Lifeguards are present they must be separate to provide best cover of the pool activities.
5. Lifeguards must be alert at all times. They should not lounge or indulge in distracting conversations whilst on duty. Where a conversation is necessary they should continue to monitor the pool visually.
6. Lifeguards should change their location every 30 minutes. They should be able to scan their total area of responsibility within 10 seconds and be watching continuously.
7. Lifeguards should not be on continuous duty for periods longer than 2 hours.
8. Lifeguards must wear distinctive shirts, as supplied by the club, and carry a whistle at all times.
9. The Lifeguard will attend any swimmer who appears in distress. They must ascertain the nature of the problem and act accordingly. If in doubt seek advice.
10. If a Lifeguard has to leave the poolside to attend a casualty or for any other reason they must inform the other Lifeguard (if present) or the Swimming Instructor. If possible they should also inform an appropriate committee member, if present, to stand in as a temporary substitute Lifeguard.
11. No parents, other than dry members, will be allowed on the poolside.
12. Swimmers will be requested to remove their bags to safe approved locations.

13. All instances of misbehaviour and potential dangerous occurrences must be reported. A Worthing Swimming Club Accident Report Form (ARF) must be completed for any incident however small at the time of the occurrence or asap thereafter. In addition any pool facility ARF must also be completed. Copies of all these forms must be supplied to the Safety Committee chairman (or other Committee member) and the Supervisor of the pool facility (see page 3 under RIDDOR and Incident Forms). Club ARF are located in the club locker at the Aquarena. The facility ARF are located in the First Aid room or Reception.
14. Lifeguards/Coaches/Executive Committee members may request any swimmer to leave a session if their behaviour so warrants. The Safety committee will subsequently review this action and further suspension of the swimmer may be recommended to the Executive committee for ratification.
15. Lifeguards must check the pool area at the end of a session and ensure all club members have left the poolside. **Swimmers are not to return to the water after Lifeguards have cleared the pool.**

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 co-ordinate 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 an organised session eg 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.

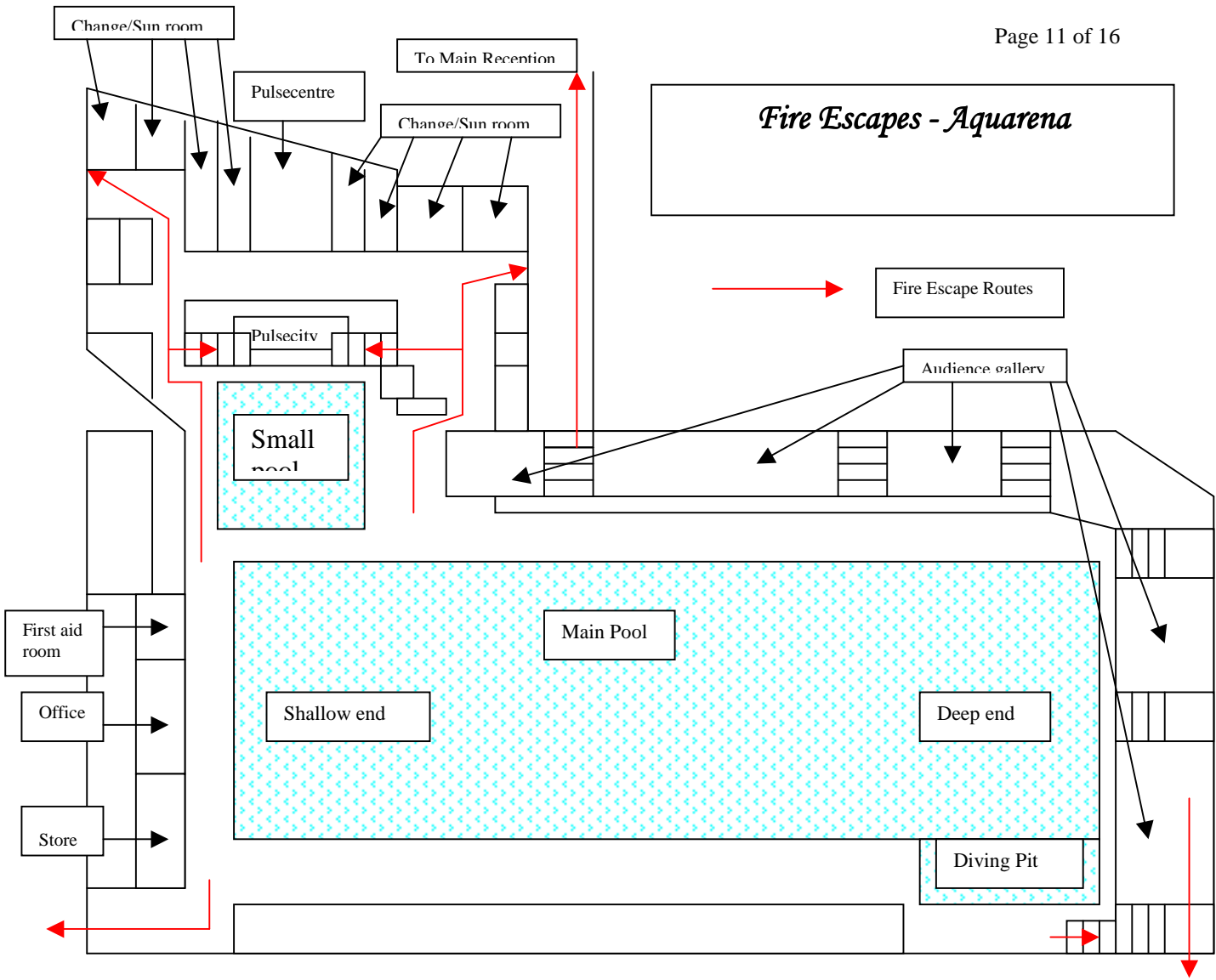
Defects

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

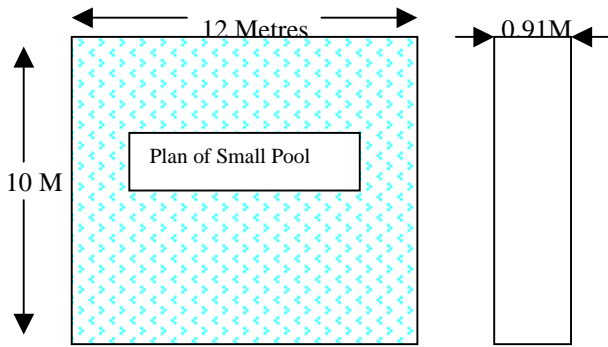
The Aquarena welcomes either written or verbal comments from hirers relating to the service provided and any suggestions for changes that may improve the centre.

Fire Escapes - Aquarena

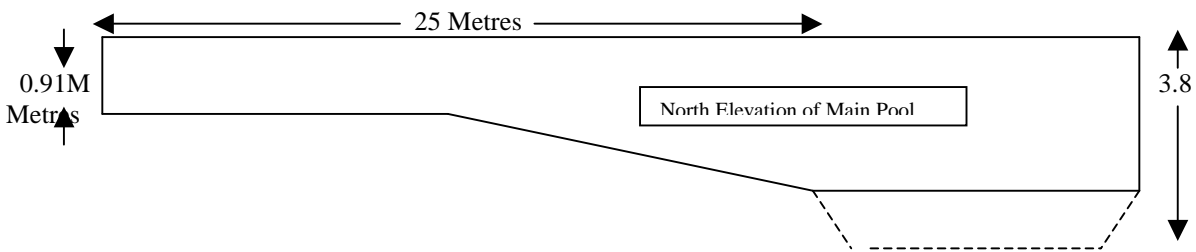
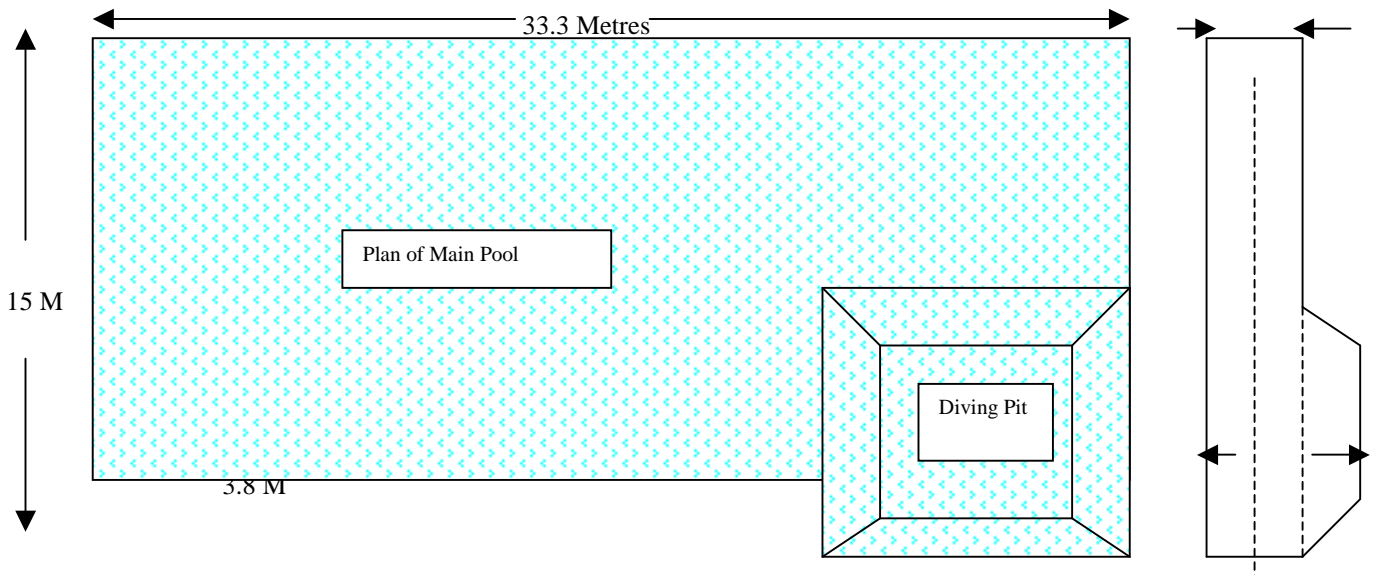


Aquarena Pool Plan

North



West Elevation of Main Pool



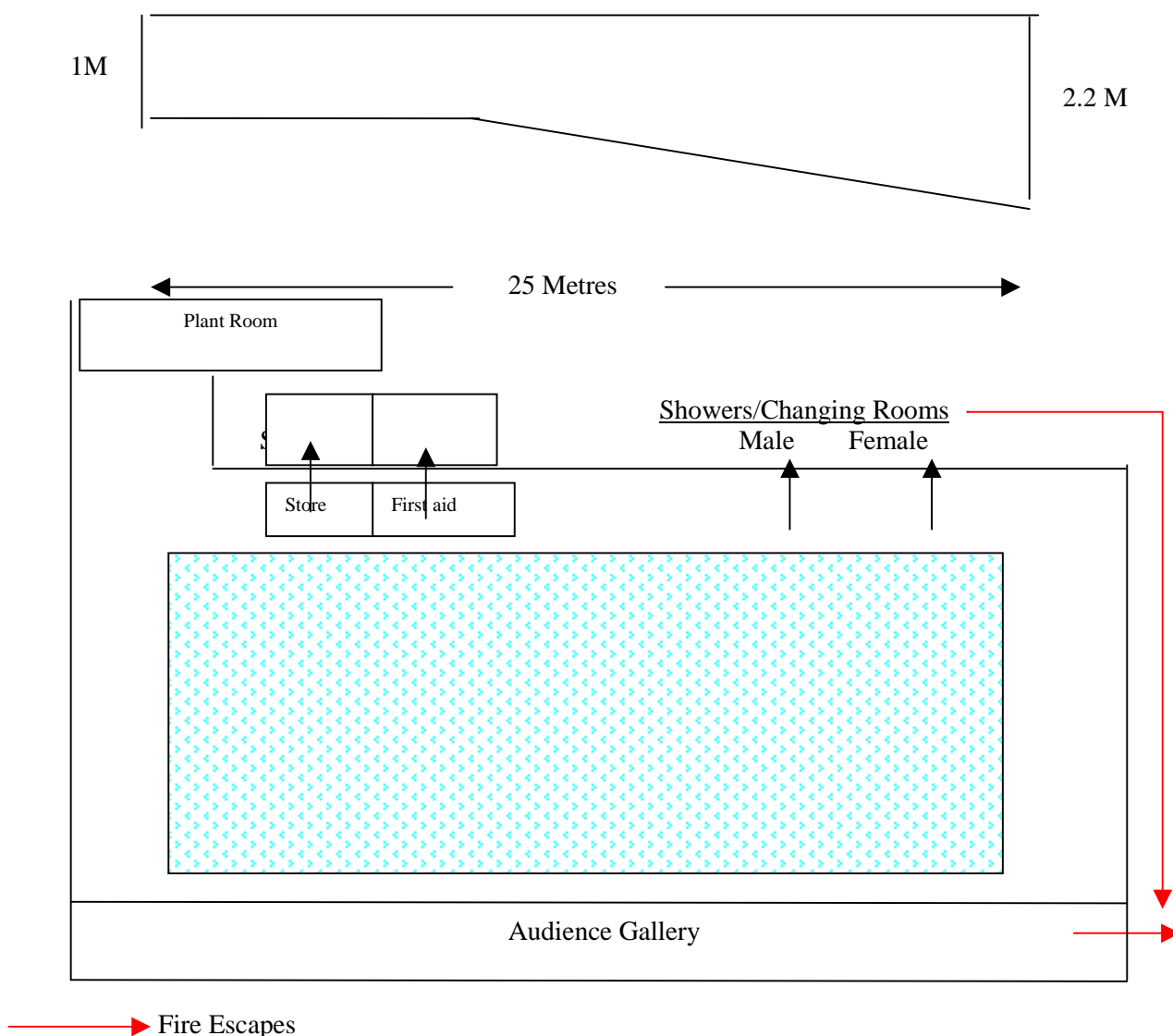
Lancing College Pool

(Extracts from the Operating Procedures/Emergency Action Plan amended for WSC activities)

1. Facilities

The pool is 25 metres long by 9 metres wide. Shallow end is 1 metre in depth increasing to 2.2 metres at the deep end.

Section across the pool length:



Maximum swimmers load = 50

Maximum swimmer load per coach = 20

All non members of the club must remain in the audience gallery.

2. Safety Equipment & Location

- 3 Safety rings located at the North, East and South sides of the pool
- 2 Safety poles located at the North and East sides of the pool
- 4 Throwing ropes located at the North, West, East and South sides of the pool
- 3 Broom handles located at the North, West and East sides of the pool

First aid kit is located in the First Aid Room

Stretcher is located in the First Aid Room

Blanket is located in the First Aid Room

Telephone - an emergency only telephone is situated on the balcony outside the Staff Office.
To operate dial 9-999 to contact the Emergency Services

The telephone in the staff office is only available 09.00 – 16.00 hours. This may be used to contact the Sanatorium ext 227 or Mobile 277. If the office is locked a messenger should be sent to the Sanatorium but only after dialling 9-999.

3. Fire Exits

There are 2 Fire Exits located at the North West corner of the pool at shallow end and at the South East corner of the pool at the deep end.

4. Hygiene

- All swimmers with open wounds, abscesses, verrucas etc should discuss their condition with their doctor and coach prior to swimming.
- Swimmers sporting plasters, bandaids, bandages etc must report to their coach before swimming
- All swimmers to enter the pool via the footbath
- Should the pool be contaminated by vomit or excrement the pool must be closed and Mr Peter Fair of Pool Maintenance contacted

5. Conduct

- All Lifeguards must carry a whistle whilst on the poolside.
- Coaches and Lifeguards must ensure the footbath is filled and that swimmers use it prior to entering the pool
- All swimmers must remove jewellery including watches and wear a bathing cap
- Swimmers must not enter the water until permission granted by the Lifeguard and Coach
- No swimming aids other than goggles are to be used without permission of the coach
- Outside footwear is to be removed before going poolside
- THE FOLLOWING ACTIVITIES ARE NOT ALLOWED :
 - Running on poolside
 - Bombing
 - Gymnastics/Acrobatics-
 - Ducking
 - Fighting
 - Bullying
 - Playing tag
 - Diving at the shallow end unless possessing a diving certificate
 - Pushing in

- Smoking/spitting
- Vandalising property
- Food/Glass containers on poolside

Any other situation considered dangerous or potentially dangerous by the Lifeguard

6. Whistle Codes

- One Blast followed by instruction - Class/Pool Control
- **Three Blasts followed by instruction - Clear the Pool**

7. Reports

All rescues, accidents and dangerous occurrences involving swimmers and/or audience must be reported using the WSC ARF. A copy of the report must be sent to the Bursars Office within three days of the occurrence.

8. Action to be taken in cases of :

- Overcrowding – reduce number of swimmers and/or increase the number of coaches
- Disorderly behaviour
 - the guilty person/s should be requested to stop the activity
 - If the action is repeated, request them to leave the pool and after changing to sit in the spectator area until dealt with by the person in charge
 - Summon assistance as necessary
- Lack of water clarity – If the water clarity does not allow you to see the bottom of the pool, NO SWIMMING OR DIVING MUST TAKE PLACE. Contact Mr Peter Fair, Pool Maintenance.
- Emission of Toxic Gases – Affected area to be evacuated and quarantined immediately. Perform a roll call. Notify Maintenance Staff.
- Outbreak of Fire – Evacuate and quarantine the area immediately. Inform the emergency services. Perform a role call. Trained individuals may tackle the fire with extinguishers but they are not to take any personal risks.
- Bomb Threat – Evacuate and quarantine the pool area as directed. Notify the Emergency Services
- Power/Lighting Failure – Swimming and diving must be stopped and pool area cleared. When the emergency lighting comes on swimmers to change and leave the building. The pool area must be checked and the facility, once empty, locked. Maintenance to be informed.
- Serious injury to bather/spectator - use your qualified knowledge and treat casualty
 - summon emergency service
 - complete the WSC Accident Report Form and supply copy to the Bursars Office
- Discovery of a casualty in the water
 - Blow whistle 3 times
 - Use qualified knowledge, rescue and treat the casualty
 - Summon emergency service as necessary
 - complete the WSC Accident Report Form and supply copy to the Bursars Office

WADURS Swimming Pool Emergency Action Plan (amended for WSC activities)

Lifeguards are reminded that dealing with any incident holds a tremendous amount of responsibility as they are in sole charge of the incident until the casualty is handed over to persons more qualified than themselves ie ambulance staff, doctor

Incident when one Lifeguard is on poolside

- On noticing a casualty the lifeguard will raise the alarm by pressing the pool alarm or if they cannot reach the alarm by blowing their whistle three times. A member of the audience may also be directed to press the alarm.
- The Lifeguard will effect a rescue, entering the water only if absolutely necessary and without risk to themselves.
- The pool Recreation Assistants will respond to the pool alarm by making their way to the poolside as quickly as possible. The RA will assess the situation and decide if the pool needs to be cleared. The Duty Manager will assist the RA and Lifeguard in dealing with the casualty eg collection of first aid equipment or other task deemed necessary by the RA
- The receptionist may be directed to engage a free telephone and await instruction to summon an ambulance. If a receptionist is not on duty any Wadurs staff available will perform this action.
- The till keys will be removed if the reception is unmanned