

RADLEY COLLEGE SPORTS CENTRE

EMERGENCY ACTION PLAN

1. Objectives and Scope:

It is the objective of Radley College Sports Centre to ensure that emergency situations are dealt with in a manner, which minimises the risk to users and staff. This procedure identifies the action to take in the event of Injuries in the Sports Centre, Overcrowding, Disorderly Behaviour, Lack of Water Clarity, Fire ,Bomb and Chemical Leaks.

2 First Aid Containers:

These can be found in the Sports Centre Office in reception and the Basket Room on Poolside.

All clubs using the Centre must provide their own First Aid Kit.

3 Minor Injuries:

A minor injury is an incident, which if handled properly, does not result in a life-threatening situation.

A qualified first aider should deal with the injury, using their First Aid skills.

Report the incident in the Accident Book, located in the Sports Centre office.

It is recommended that you DO NOT treat a child or member of the opposite sex alone. Ask for someone to observe.

4 Major Emergencies:

A major emergency is one where an incident occurs resulting in a serious injury or life-threatening situation.

For an incident in the Pool Hall:

- The Lifeguard should clear the pool of bathers with 3 whistle blasts
- Hit the fire alarm to attract attention from managers and other staff
- Undertake the most appropriate rescue for the incident.
- Only enter the water as a last resort.
- Ensure the Emergency Services are contacted if necessary.

A call to the Emergency Services can be made by using the telephone on the Poolside or in the reception area. If an untrained assistant contacts the services, the Lifeguard should ensure the assistant returns to confirm the call has taken place and that the Emergency Services are on their way.

Call 999 - Confirm your location as **The Swimming Pool, The Sports Centre, Radley College, OX14 2HR.**

Alternatively you can contact the following:

Manager on Duty

Leisure Assistant on Duty

Centre Manager Mr Newell 07715 994656

Pool Manager Mr Milsom 07817 527389

Gym Manager Mr Campbell 07779 991354

During term time a member of the management team is likely to be in attendance. They will normally be contactable in the office in reception but please be aware that they may also be working in other areas of the centre or indeed the College as a whole. This person should normally be the first point of contact in the event of an emergency. The senior person in the pool hall may still wish to go straight to 9-999. If there is no manager on site, there should be a Leisure Assistant on duty.

After the incident has been dealt with, fill in the Accident Book (located in Sports Centre Office) and if required a RIDDOR form.

5. Overcrowding:

Using the guidelines stated in the NOP, this should never occur.

It is the responsibility of the clubs hiring to control the numbers of its swimmers and Lifeguards in any one session.

6. Disorderly Behaviour

- Bathers who are behaving in a disorderly manner should be dealt with immediately
- The Manager on duty should be called if the lifeguard decides that in dealing directly with the customer they will not be providing full observation of the pool
- All bathers are subject to two warnings, and then will be told to leave the pool
- The Manager has overall responsibility for safety and can at any time tell a customer to leave

Explain

Make sure that the bather is aware of what they have done wrong

Warn

Give the bather a clear warning, explaining the consequences of offending again

Enforce

Never allow a bather to ignore the lifeguard ruling. Never make allowances to the two warnings and out system. Always transfer any information or warnings to the rotating lifeguard. The Manager will always assist the lifeguard when a bather has been told to leave.

If the behaviour persists, use initiative in banning from the facility. Report in writing to the Head of Sports Centre.

6.1 Violence to Staff

- Radley College does not accept any physical or verbal abuse directed towards our staff
- If the member of staff feels or is threatened by the behaviour of a member of the public they should contact the Manager as soon as they can by the most appropriate means.
- Acts of violence towards staff that result in injury are to be reported under RIDDOR

6. Lack of Pool Water Clarity:

Should the clarity of the water deteriorate, making it difficult to see swimmers below the surface, the pool should be cleared. Clarity can be assessed by placing a pool brick into the deepest part and checking if it's visible.

Alert the Head of Sports Centre or a member of the management team.

7. Evacuation Procedure

The fire alarm is used to evacuate the whole sports centre in accordance with Emergency Action Plans. Although the alarm is specifically used for fire evacuations, fire alarms can also mean an evacuation for other incidents (bomb threat, toxic-gas emission, etc).

When the alarm sounds:

If on poolside, clear the pool and instruct all customers to line up by the fire exit. Once every one is safely out the pool...

- Outside clubs and hirers are to await instruction from a staff member. If no communication is heard within 3mins, evacuate building to the Fire Assembly Point and call 999.
- Staff on duty go to the fire panel in office and check location of fire or activation point
- Senior member of staff to check the area in question to ascertain whether or not it is a fire. However, evacuation **MUST** continue no matter what the situation until otherwise notified by the senior member of staff.
- All staff not assigned a specific evacuation task will begin to evacuate, returning first to the pool area (if it is safe to do so). Staff should be directing the public to the grassed area by the front entrance of the sports centre. The area will be marked with a green and white fire assembly point sign

- The public may re-enter the building when the Manager has given the all clear, or the fire brigade have been called and given the Manager the all clear to allow public to re-enter the building
- The Manager will then silence and reset the alarm
- IF THERE IS NO MANAGER ON DUTY IMMEDIATE EVACUATION MUST TAKE PLACE

7.1 **Staff Responsibilities**

Manager/ Senior Staff on Duty

- Upon hearing the alarm the go to the fire panel in the office
- Note which area has been raised and investigate the area with caution.
- If there are signs of fire call the Fire Service whilst informing anyone in the close vicinity to exit the building by the nearest fire exit
- If it is safe to do so assist lifeguards in sweeping the changing rooms and ask poolside to start the evacuation
- If the area has no obvious signs of fire or you have no reason to suspect fire then silence the alarm and reset
- Meet the fire brigade at the front of the building and give them exact details of the call out; where in the centre the fire is, if it was a break glass or detector head and if any people remain in the building
- If you are required to accompany the fire officers into the building, leave the most senior member of staff in charge of the public at the assembly point
- Once the all clear is given, entry to the building may begin

Poolside, Lifeguards:

- Upon hearing the alarm lifeguards to clear the pool, lining the public up near the fire exit
- Once pools are clear lifeguards are to stay poolside calling into the changing rooms informing customers of the intended evacuation: 'The Fire alarm has sounded. Please make your way to the nearest exit'
- Lifeguards to assist any bathers who require extra help exiting the pool
- If there are signs of fire or there is no communication with the Manager within three minutes of the alarm being activated pool hall should be evacuated immediately
- If you have to evacuate, guide the public to the fire assembly point. All lifeguards should remain with the swimmers at the Fire Assembly point which will be marked outside the front entrance of the centre.

Leisure Assistants

All to make their way to the nearest exit, encouraging all customers on their exit route to leave the building immediately

- Assist the Manager if asked to do so
- Wait at the assembly point until the all clear is given

A number of circumstances may require the evacuation of part or all the Sports Centre. They may include: -

Outbreak of fire
Structural failure

Emission of toxic gases
Bomb threats
Power failure

There is an alarm system in place at the centre that is to be used in the case of an emergency.

The fire alarm should be activated in an emergency situation that requires full evacuation.

Under no circumstances will anyone re-enter the building until told to do so by Centre Management/Emergency Services.

7.2 Structural, Power or Lighting Failure:

Ring Head of Sports Centre or a member of the management team.

Evacuate if in imminent danger.

College Staff need to inform maintenance.

7.3 Fire, Bomb, Chemical and Toxic Gas:

Raise the Alarm. Call the Emergency Services.

Evacuate the centre to the car park and meet at the Fire Assembly Point close to the main road entrance. Use the Barker Gym if shelter is needed and it is safe to do so.

Staff on duty are to check Changing Rooms, Squash, Conditioning Room, Swimming Pool, Sports Hall, First Floor Area and Pool Plant areas if possible.

If a Chemical, or Toxic Gas Leak is suspected then Evacuation should take into consideration any wind direction.

8. What to do if a break-in is suspected:

If there is police support:

- Let the police lead the search
- Do not touch anything which may be used as evidence
- Record all details
- You will be given a Crime Reference Number by the attending police officer(s)
- Note this with the Police Officer's number (you may be given a card with these details on)

- Make the area secure contact the Head of Sports Centre and Maintenance Manager if there is major structural damage.

If no police presence is on-site:

- Return to a safe position *outside* the building
- Contact the police immediately. Do not investigate yourself.
- Await police support
- Follow the procedure above with police support